



HEALTH, SAFETY AND SECURITY POLICY

OF THE BAPTIST THEOLOGICAL COLLEGE OF SOUTHERN AFRICA

REFERENCE NUMBER	HR003
ACCOUNTABLE EXECUTIVE MANAGER	Registrar
POLICY OWNER	Registrar
RESPONSIBLE DIVISION	Human Resources
STATUS	Pending Approval
APPROVED BY	
DATE OF APPROVAL	
AMENDMENTS	
DATE OF AMENDMENTS	
NEXT REVIEW DATE	2023
KEY STAKEHOLDERS	Employees

SIGNATURES OF ACCEPTANCE

Policy Owner

Accountable Executive
Manager

Board Representative

Date: _____

Date: _____

Date: _____

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1. PRINCIPLE AND OBJECTIVE

Every employee is entitled to a safe working environment. It is the College's objective to ensure that all employees and visitors to the College premises enjoy peace of mind that they are in a protected, secure environment.

2. PURPOSE

To identify, minimise and manage any potential security or safety risk, and to ensure that employees are comfortable in the workplace.

3. ROLES AND RESPONSIBILITIES

- a. Management is to ensure that all employees reporting to them adhere to the guidelines as set in this document.
- b. All employees are expected to respect and adhere to the requirements of this policy, and respect the safety and security of their fellow employees and clients of the College.

4. DEFINITIONS

- a. **Dangerous weapons:** Any object which can be used to inflict serious bodily harm to another human being.

5. SCOPE

- a. This policy applies to all College employees.

6. SECURITY

6.1 Firearms and Dangerous Weapons

- a. No employee will be permitted to carry firearms and/or dangerous weapons whilst on the College's premises or while engaged on College business.

6.2 Security and Risk Control

- a. It is the College's objective to provide and maintain a safe and secure atmosphere at the College in which all employees can work without concern for exposure to adverse conditions and to protect the assets and/or information of the College.
- b. All employees are, therefore, obliged to adhere to the College security measures as implemented from time to time.

6.3 Theft and Loss Control

6.3.1 Reporting of Theft

Employees must, upon discovery, immediately report the following to Management:

- a. Apparent theft of equipment or property of any description irrespective of value;
- b. Any sign of burglary or an attempted burglary;
- c. Any damage to assets or property of the College; and
- d. Detail of the incident must be supplied explicitly.

6.3.2. Reporting to the South African Police Services

- a. The College shall report all incidents of theft, whether committed by an employee or another person or group of persons, to the South African Police Services.
- b. In the event that an employee is involved in such an incident, the appropriate disciplinary procedure must be followed as soon as possible after the incident. Under no circumstances may a disciplinary action be postponed until the conclusion of criminal procedures.
- c. The person reporting the theft must ensure that a case number is issued which might be required for insurance purposes.

7. OCCUPATIONAL HEALTH AND SAFETY

- a. The College adheres to the Occupational Health and Safety Act.
- b. Information posters are displayed in visible places throughout the College.
- c. The College undertakes to conduct an annual Health and Safety audit with a registered auditor as per the requirement of the Department of Higher Education and Training.

8. GENERAL

- a. Employees, who transgress the rules as set out in this policy, may be disciplined in terms of the disciplinary policy.