



Mtunzini Group Health and Safety Specifications

1. Introduction – Purpose

The Health and Safety Specifications document outlines the policies, procedures, and responsibilities required to create and maintain a safe and secure working environment. It applies to all guarding services and related operations conducted by Mtunzini Group. The company is committed to protecting employees, clients, visitors, and the public from harm. A proactive approach to safety management and risk control is promoted at all levels. Compliance with South African Occupational Health and Safety legislation is mandatory.

Scope

These specifications apply to all Mtunzini Group employees, including security officers, supervisors, managers, and administrative staff. The requirements extend across all operational sites, client premises, and company-controlled locations. Contractors and visitors are also required to comply with applicable safety rules. The document applies to routine duties as well as high-risk and emergency operations. Adherence to these specifications is compulsory.

2. Health and Safety Standards – Compliance with Legislation

All health and safety practices align with South African Occupational Health and Safety regulations and recognised industry standards. Compliance is monitored through inspections, audits, and management oversight. Legislative changes are tracked to ensure continued alignment. Non-compliance may result in corrective action or disciplinary measures. Legal compliance forms the foundation of the company's safety system.

Policy Review

Health and safety policies are reviewed annually or following significant incidents or legislative changes. Reviews consider audit findings, incident investigations, and operational changes. Employee input may be included to improve effectiveness. Updated policies are formally approved by management. This process supports continuous improvement.

Employee Communication

Employees receive health and safety policies during induction and through ongoing communication. Updates are shared via briefings, notices, and electronic platforms. Supervisors ensure understanding and compliance. Clear communication supports awareness and accountability. Employees are encouraged to raise safety concerns.

3. Risk Management and Hazard Control – Risk Assessments

Regular site-specific risk assessments are conducted to identify hazards associated with guarding operations. These assessments consider environmental conditions, equipment, client activities, and exposure to violence or criminal activity. Identified risks are documented and prioritised based on severity and likelihood. Control measures are implemented to reduce risks to acceptable levels. Assessments are reviewed periodically or when conditions change.

Job Hazard Analysis (JHA)

Job Hazard Analyses are conducted for key roles and tasks. Each analysis evaluates task steps and associated hazards. Control measures are implemented to eliminate or reduce risks. JHAs are updated when procedures change. Employees are informed of findings before performing tasks.

Control Hierarchy

Risks are managed using the hierarchy of controls. This includes elimination, substitution, engineering controls, and administrative measures. Training and procedures support safe operations. Personal Protective Equipment is used as a final line of defence. This approach ensures systematic risk reduction.

4. Personal Protective Equipment (PPE) – Provision of PPE

Mtunzini Group provides appropriate PPE based on site-specific risk assessments. PPE may include bullet-resistant vests, high-visibility clothing, safety boots, gloves, and head protection. Additional PPE is issued where required. PPE is provided at no cost to employees. Proper use is mandatory.

Inspection and Maintenance

Employees must inspect PPE before use to ensure it is in good condition. Supervisors conduct routine checks. Damaged or defective PPE must be reported immediately. Replacement PPE is issued without delay. Proper maintenance ensures effective protection.

Training

Employees receive training on the correct use and care of PPE. Training forms part of induction and refresher programmes. Additional training is provided when new PPE is introduced. Employees may raise concerns regarding PPE suitability. Training ensures effective protection.

Health and Safety Compliance

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