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	CEO	MR Mailula

PREGNANCY POLICY

1. SCOPE

This policy applies to pregnant employees and learners with an aim to prohibit the employer from requiring or permitting pregnant or breast-feeding employees or learners to perform work that is hazardous to their health or the health of their child.

2. PURPOSE

The purpose of this policy is to provide guidance concerning the protection of health against potential hazards during training or employment while pregnant or breast feeding. This policy has been developed in consideration of the Code of Good Practice on the protection of employees during pregnancy and after the birth of a child, in terms of section 87(1)(b) and Section 26 of the Basic Conditions of Employment Act. (BCEA)

3. REFERENCES

- Basic Conditions of Employment Act, no 75 of 1997 (BCEA), as amended
- Government Gazette, Vol 401, No 19453, November 1998, Regulation Gazette, No 6342 (Code of Good Practice)
- Occupational Health and Safety Act (OHSA), No 85 of 1993


4. DEFINITIONS AND ABBREVIATIONS

- a. **Act** - Shall mean the Basic Conditions of Employment Act, no 75 of 1995 (BCEA), as amended
- b. **Code of Good Practice** - Shall mean the “Code of Good Practice on the protection of employees during pregnancy and after the birth of a child” refer to the BCEA.
- c. **OHMP** – Occupational Medical Health Practitioner
- d. **HoD** – Head of Department

5. HAZARDOUS CONDITIONS

Employers are required to provide and maintain a work environment that is safe and without risk to the health of employees. This includes risks to the reproductive health of employees. The Code of Good Practice identifies and defines the areas within the working environment where potentially hazardous conditions may exist.

The hazards are classified into Physical, Biological, Ergonomic and Chemical groupings, as well as Psychosocial aspects. One example would be going for X-rays while pregnant. These hazards can have a negative impact to a pregnant person. Awareness should be made to all female employees and learners.

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6. DEALING WITH PREGNANT LEARNERS AND EMPLOYEES

- a. When pregnancy is confirmed, the person must report the pregnancy to the Supervisor, or Training Officer or HOD, as soon as possible.
- b. The HoD shall notify and send the learner to their employer, who will assess and advise on whether the learner can continue with training for that time or not.
- c. In a case of a CTC learner, an MQA learner or an employee, the HoD will complete the man job specification accordingly, for the employee to be seen by an OHMP and will be immediately sent to him/her. The OHMP will assess and advise the employer.
- d. A pregnant person will not be allowed to work where there are **welding fumes**.
- e. An employee is entitled to at least four consecutive months' maternity leave. An employee may commence maternity leave at any time from four weeks before the expected date of birth, unless otherwise agreed or on a date from which a Medical Practitioner certifies that it is necessary for the employee's health or that of her unborn child.
- f. No employee may work for six weeks after the birth of a child, unless a Medical Practitioner certifies that she is fit to do so.

7. ADMINISTRATIVE ARRANGEMENT

In case of a company learner where the person has to leave CTC, the HoD will notify the Finance Department and provide all necessary information relating to the account of the company involved.