



Protection Services

Campus Regulations

Index

CAMPUS REGULATIONS PROTECTION SERVICES

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Protection Services

CAMPUS REGULATIONS PROTECTION SERVICES

1 DREAM, PURPOSE AND VALUES OF THE NORTH-WEST UNIVERSITY

Our Dream

To be an internationally recognised university in Africa, distinguished for engaged scholarship, social responsiveness and an ethic of care.

Our Purpose

To excel in innovative learning and teaching and cutting-edge research, thereby benefitting society through knowledge.

Our Brand Promise

Dynamic. Values-driven. Excellence.

Values

NWU will foster engaged and caring staff and students and embed the following foundational values, based on the constitutional values of human dignity, equality and freedom:

- Ethics in all endeavours
- Academic integrity
- Academic freedom and freedom of scientific research
- Responsibility, accountability, fairness and transparency
- Embracing diversity.

Strategy statement

To transform and to position the NWU as a unitary institution of superior academic excellence, with a commitment to social justice.

2 PURPOSE AND FUNCTIONS OF THE DEPARTMENT OF PROTECTION

The purpose of the Department is to provide ESSENTIAL and EFFICIENT protection services, in order to create a safe study and work environment for the staff, students and visitors at the campus. The slogan ***“We protect and we serve”*** must at all times be the first priority.

With reference to the mission of the University it is essential for the Department of Protection Services to structure its activities in such a way as to make it possible to implement the stipulations of the general Disciplinary Regulations for students and staff, as approved by the Council of the University on 25 November 1993.

2.1 Organisation

The Department is divided in three divisions and is managed by a director, with a divisional head for each division. The composition of the department and its total staff corpse may be represented organisationally as follows (organigram):

2.2 Purpose and functions of the respective divisions

2.2.1 Security Services

To protect human lives, property and buildings by means of providing efficient patrol services, crime prevention, investigation of cases, protection of Very Important Persons, supportive ambulance and fire fighting services

Security services include:

- General rules and behaviour regarding activities on campus
- Arrests
- Security Police enquiries
- After-hours security of University property
- Lost and found property
- Bringing to or owning, storing or handling arms on campus
- Hoisting flags
- Disciplinary actions
- Preparedness, fire fighting and ambulance services
- Alarms and monitor system
- Investigation of crime
- Co-ordination of access control and early warning system (alarm systems)
- Alienation and removal of material
- Policy on student organisations, gatherings and activities on campus
- Using the University's facilities for political purposes
- Procedure for handling cases of theft

Training

- First Aid
- Occupational Health and Safety Representatives
- Fire Arm licence renewal
- Security certificate courses

2.2.2 Occupational Health and Safety

To provide efficient occupational health, safety, and emergency planning support services with regard to the development, application and maintenance of an overall emergency plan for the University, in cooperation with the staff, students, the NWU Fire Brigade and the Occupational Health and Safety Co-ordinator.

2.2.3 Traffic and access control

To control all traffic on campus by registering vehicles, issuing parking discs, restricting vehicles to certain terrains, the reservation and letting of parking areas and sheltered parking, investigating vehicle accidents and applying access control (including NWU cards and key control) and enforcing the Traffic Regulations in order to ensure the orderly flow of traffic and the optimal utilisation of parking spaces.

Traffic and access control include:

- Access control system
- Electrical fence
- Traffic control
- Reservations
- Letting of sheltered and basement parking
- Issuing and cancellation of ID cards
- Loss/theft of ID cards
- Key control
- Locking and unlocking buildings and outside doors

2.3 Policy regulations

A protection programme involves more than the construction of a number of security gates, the installation of alarm systems and the appointment of officials. Only a meticulous security plan, which addresses all the relevant aspects, can guarantee sufficient safety. These will include amongst others the formulation of a policy, the assigning of responsibilities and the delegation of decision-making power.

The purpose of these policy regulations is to give guidance in decision making which corresponds with and contributes towards goal achievement of the Department, in support of the mission of the University.

2.3.1 Security policy

It is the policy of the University to maintain protection services within its organisation with the exclusive purpose of contributing towards the objectives of the University.

In order to realise the policy, proactive and cost-efficient measures are necessary to:

- protect University property, services and staff against illegal and irregular deeds;
- prevent or limit damage and loss of life which may result because of such events;
- comply with relevant legal requirements;
- ensure continued operation; and
- contribute towards the development of the image of the University in general and to promote good relations with its staff, students and visitors.

With the formulation of the policy it was not attempted to spell out functions, responsibilities, duties, procedures and rules. Although room was left for interpretation, it was attempted to clearly formulate the objectives.

2.3.2 Code of conduct for protection officials

Introduction

PSIRA (Security Officials Act, Act 92 of 1987) formulated certain codes of conduct with the purpose of providing a guideline with which security officials must comply.

To ensure a high quality of professional security activities it is necessary that protection officials at the North-West University maintain certain specific standards of conduct and that they display good faith in their professional relations.

The following code of conduct is regarded as applicable to every protection official at the North-West University. For all practical purposes, and for the sake of the solidarity of the Department of Protection Services, administrative staff members are also considered to be protection officials. All male pronouns in this document, whether referring to protection officials or not, should be understood as referring to both male and female.

Section 1

A protection official must fulfil his duties in accordance with the law.

- a. In cases where such a protection official provides a security service, he is responsible for complying with and applying all legislative or agreed conditions of employment.

Section 2

A protection official must at all time display honesty and integrity in the performance of his duties. In cases where such a protection official is providing a security service, he must:

- a. not act in situations of conflict of interest, without proper revelation and approval;

- b. give correct details of the service he can provide;
- c. not make himself available for a service which is beyond the capability of his organisation; and
- d. not claim a capability which does not exist in his organisation.

Section 3

A protection official must provide his services and accept responsibilities in accordance with the legal instructions issued to him by his employer.

- a. In the provision of protection service, as defined in the Security Officials Act, 1987, he must as far as possible attempt to protect lives and property and to prevent crime, with the minimum use of violence.

Section 4

A protection official must not let a subordinate perform duties which are beyond his capabilities.

- a. He must ensure that his subordinate protection officials are trained to the required standard, and that that standard is maintained.

Section 5

A protection official must protect information entrusted to him.

- a. A protection official may not reveal information coming from a person without the written permission of that person.

Section 6

A protection official may not deliberately harm the reputation of colleagues, clients or employees.

- a. A security official must at all times respect the reputation and practices of other persons in the security community.

NB VIOLATION OF THE ABOVE CODE OF CONDUCT WILL EXPOSE A PROTECTION OFFICIAL TO PROSECUTION AND DISCIPLINARY STEPS.

3 DIVISION SECURITY SERVICES

3.1 Apprehension powers of a protection official

An official of the department of Protection services has powers and capacities of arrest as determined by the Criminal Procedure Act (Act 51 of 1977, section 42) and the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985), the Security Officials Act (Act 92 of 1987), as well as the rules and regulations issued by the University from time to time for this purpose, in terms of the above Acts.

3.1.1 Extracts from relevant sections of the Criminal Procedure Act, 1977 (Act 41 of 1977)

- * **The state may confiscate certain objects**

Section 20

The State may, in terms of the conditions of the Chapter, confiscate anything (in this Chapter called an *object*) which:

- a. is involved in, or suspected on reasonable grounds to be involved in, the committing of a crime, whether in the Republic or elsewhere;
- b. may be evidence of the committing or suspected committing of a crime, whether in Republic or elsewhere, or
- c. is intended or suspected on reasonable grounds to be intended to be used in the committing of a crime.

*** Searching an apprehended person and confiscating an object**

Section 23 (1b)

Upon the apprehending of someone the person performing the arrest may:

if he is not a peace officer, confiscate an object referred to in Section 20 which is in the possession or in the trust or under the control of the arrested person, and must immediately hand such an object over to a police officer.

*** Searching a premises**

Section 24

Someone who legally has supervision of or is in possession of a premises of which it is reasonably suspected that there are stolen stock or products on that premises, as defined in a law pertaining to the theft of stock or products or that, in violation of a relevant law, strong liquor, addictive drugs, arms and ammunition or explosives have been left on or in that premises, or in the trust or possession of someone on or in the premises, may at any time, if a police officer is not readily available, enter the premises to search the premises and any person on or in it. If any such stock, products or objects are found, he must confiscate it and immediately hand it over to a police officer. (Section 24 replaces Section 1 of Act 33 of 1986.)

*** Searching must be performed in a decent and orderly fashion**

Section 29

The searching of a person or premises must be performed with strict reservation of decency and order. A woman may only be searched by a woman, and if no female police officer is available, the searching must be performed by a woman appointed for that purpose by a police officer.

*** Apprehension by a private person without a court order**

Section 42

1. A private person may, without a court order, arrest someone:
 - a. who commits or attempts to commit a crime referred to in Addendum 1 in his presence or who he reasonably suspects of having committed such a crime;
 - b. whom he reasonably suspects of having committed a crime and who is on the run from and being immediately pursued by someone whom he reasonably considers to have the capacity to arrest him for that crime;
 - c. whom he is capable of arresting in terms of a law which makes provision for arrest without a court order for that particular crime; or

- d. whom he sees in the act of fighting.
2. A private person who may arrest someone in terms of sub-section (1)(a) without a court order, may immediately pursue that person, and another private person who has been informed of the purpose of the pursuit may join the pursuit and render assistance.
3. The owner, legal occupant or person in control or authorised to be in control of a property in which or relating to which it has been found that someone is committing a crime, may arrest someone without a court order (Sub-section a. (3) replaces a. 13 of Act 59 of 1983.)

*** Non-accountability for illegal arrest**

Section 46

1. Someone who is authorised to arrest someone in terms of a court order or announcement in terms of Section 45, and who reasonably believes that he is arresting that person, is exempted from liability regarding such an illegal arrest.
2. Someone who is told to assist with the performance of a planned arrest as referred to in sub-section (1), or of whom it is required to keep such an arrested person in custody, and who reasonably believes that the intended person is the person whose arrest is authorised in the court order for arrest or in the announcement, is likewise exempted from liability regarding such assistance or custody.

*** Forced entry to premises for purposes of arrest**

Section 48

Someone who may legally arrest someone else for a crime and who knows or reasonably suspects that the intended person is on the premises may – after first audibly having demanded entry to the premises and after having made the purpose for seeking entry clear, but is not granted entry – force open, enter and search the intended premises in order to perform the arrest.

*** The use of force in making an arrest**

Section 49

1. If someone who is authorised to arrest someone else or to assist with his arrest in terms of the Act, attempts to arrest such a person and that person:
 - a. resists the attempt of arrest and cannot be arrested without the use of force; or
 - b. flees when it is clear that an attempt is being made to arrest him, or who resists the attempt and flees,

the duly authorised person may, in order to make the arrest, use such force as is reasonably required in the circumstances to overcome the resistance, or to prevent the intended person from fleeing.
2. Section 2 was declared invalid in terms of the conditions of the Constitution.

ADDENDUM 1

(Addendum 1 replaces addendum a. 17 of Act 26 of 1987.)

- * High Treason
- * Sedition

- * Public violence
- * Murder
- * Culpable Homicide
- * Rape
- * Indecent assault
- * Sodomy
- * Bestiality
- * Robbery
- * Kidnapping
- * Child-stealing
- * Assault, where a serious wound is afflicted
- * Arson
- * Wilful damage of property
- * Breaking into or entering a premises in terms of the common law or a statutory condition, with the intent of committing a crime
- * Theft, whether in terms of the common law or a statutory condition
- * Receiving stolen goods, while knowing that it has been stolen
- * Fraud
- * Forging or giving out a forged piece, while knowing that it has been forged
- * A misdemeanour regarding the coining of money
- * An offence, other than the offence of escaping from legal custody in other circumstances than the circumstances mentioned immediately below, for which a prison sentence for a period of more than six months without the option of a fine may be given
- * Escape from legal custody, where the person in question is in such custody with regard to a misdemeanour referred to in this Addendum, or in such custody with regard to the misconduct of escaping from legal custody
- * A conspiracy, eliciting or attempt to commit a crime referred to in this Addendum.

3.1.2 Violations by staff and students (MC 14/96)

Any staff member, student or private person may directly report a case to the SAPS where private property is concerned or where a crime was committed against a staff member, student or private person.

All crimes which took place on the property of the North-West University are investigated by the Department of Protection Services and cases are referred to the respective disciplinary bodies if there is to be a disciplinary hearing. If a misdemeanour is of a serious nature it is referred to the SAPS in collaboration with Management. If human lives are threatened or if an emergency situation arises or if there will be a delay in the successful combating of crime, it is in the discretion of the Director: Protection Services to report the case to the SAPS.

3.1.3 Policy for the searching of persons (MC 2/12/97)

The University reserves the right to protect its assets. This policy is accepted in order to enable the University to protect its most important asset, namely its staff and students, but also its property and visitors.

3.1.3.1 General guidelines for searching

(Unless otherwise stated, the sections referred to are those in the Constitution.)

- * No person is searched, unless there are reasonable grounds to suspect that he is guilty of a misdemeanour (Section 14).
- * The only reason for searching is the suspicion of a misdemeanour (Section 36(1)(b)).
- * The searching may never exceed that which is warranted by the circumstances (Section 36(1)(c)).
- * Searching may not be performed on a basis of unfair discrimination (Section 9).

- * Searching should preferably not be performed in a public area where the suspect's honour and good name can be harmed (Section 10).
- * Any suspected stolen goods which are found but which the suspect claims to be his possessions will be taken into safe custody and a receipt will be issued for it. The suspect's right of ownership regarding the goods must be proven by the suspect (Section 25).
- * A woman is only searched by a woman and a man only by a man.
- * As a general rule searching must be done in a well-illuminated area.
- * At least one other witness must be present.
- * Any personal information about the suspect which becomes known during an investigation must be treated in the strictest confidence.
- * Searching must be performed by staff of the Department of Protection Services, unless waiting for the availability of such staff will cause a delay which will jeopardise the purpose of the search.

3.1.3.2 Possibilities for dealing with searching

Two possible cases are foreseen. The one is where the suspect has a subjective expectation not to be searched (positive expectation) and the other is where the suspect has no such expectation (no expectation).

3.1.3.2.1 Positive expectation

In these cases the suspect expects the employer to recognise his right to privacy and not to search him. The following method is then recommended:

- * If there are reasonable grounds to suspect that the person is guilty of a misdemeanour, he is arrested.
- * The person in arrest must be informed of the reason for his arrest.
- * The suspect may thereupon be searched immediately, and any evidence found on him may be confiscated.
- * If no evidence of theft is found during the search, the person must be released immediately.
- * If suspected stolen goods are found in the possession of the suspect and/or if there is a reasonable suspicion that a crime has been committed, the suspect and the goods in question must be taken to a police office immediately and handed over to the police.

3.1.3.2.2 No expectation

In these cases it is the subjective belief of the suspect that the University has the authority to search him. The suspect is searched according to the guidelines.

3.1.4 Searching in dining halls, kitchens and the cafeteria and dealing with evidence

The matrons and supervisors at the respective dining halls, kitchens and the cafeteria have the authority to perform continual searches of hand luggage. Supervisors and matrons must daily search staff who leave the kitchen, dining hall and cafeteria. Members of the Department of Protection Services will randomly search kitchen, dining hall and cafeteria staff on request in cases where information has been received of suspicions of staff being in possession of stolen goods.

Certain guidelines must be observed by supervisors and matrons who search hand luggage:

- The searching may never exceed that which is necessitated by the circumstances (Section 36(1)(c)). The rights in the Bill of Human Rights may only be restricted in terms of a generally applicable legal directive to the extent in which the restriction is reasonable and justifiable in an open and democratic society based on human dignity, equality and freedom, with consideration of all relevant factors, including the nature and extent of the restriction.
- Searching may not take place on the basis of unfair discrimination (Section 9). All persons are equal before the law and have equal enjoyment of all rights and freedoms. All persons must therefore be treated equally and there may be no discrimination against anyone.

- Any suspected goods which the suspect claims to be his possessions will be taken into safe custody by the supervisor or Protection Services and a receipt will be issued for it. The suspect's right of ownership of the goods must be proven by the suspect (Section 25).
- Searching of a person will only be performed by members of the Department of Protection Services, with the conditions that a woman may only be searched by a woman and a man only by a man. As a general rule searching must take place in a well-illuminated area.
- Only bags or handbags may be searched.
- If a male supervisor wishes to check hand luggage, the person to whom the hand luggage belongs, must personally unpack the content and repack it.
- At least one other witness must be present.
- Any personal information about the suspect which becomes known during an investigation must be treated in the strictest confidence.
- If suspected stolen property is found in the possession of a staff member, the Department of Protection Services must be contacted to take the case further and to take the necessary statements.
- The evidence in question is then taken to the Department of Protection Services for safe custody.
- The Protection Services official in question must clearly mark the evidence, seal it and put the date and his signature on it.
- The evidence is then formally recorded on the Chase paperless system and handed over to the investigating officer.
- The investigating officer will deal further with the evidence and will also ensure that the evidence is available at further hearings. The onus is on the persons who arrange the hearing to inform the investigation officer of hearing dates, including postponements, whereupon evidence must again be safely stored until needed.
- If evidence is found after-hours, the same procedures are followed and the evidence will then be handed to the investigation officer the next day.
- In the case of perishable items the same procedures must be followed, and in after-hours cases the Protection Services official on standby must be contacted, and will make a decision about the necessary storage of the items. Perishable items will be treated appropriately and will be booked into an appropriate fridge or freezer.
- If the investigation officer is on leave or sick leave, the Head: Security Services must be consulted about the handling of evidence in all cases.

3.1.5 Irregularities at the facilities of Residence and Catering Services

Any inspection of any accommodation facility of Residence and Catering Services when irregularities are suspected, must be approved in advance by the Director: Residence and Catering Services. The only exceptions are emergencies where the Department of Protection Services considers it necessary in a case which they are investigating. It then becomes the responsibility of the Director: Protection Services. In cases where immediate action is necessary and the Director: Residence and Catering Services cannot be contacted, the Director: Protection Services may assess the situation and make a decision. If he is not available, the case may be referred to the Chief Director: Finance and Facilities for his approval.

The above arrangements do not apply in cases of normal room inspections relating to maintenance and hygiene. The instructions in the regulations are then followed.

The conditions of the regulations must be observed. These involve that a house master/mistress, resident official, manager of the guesthouses, house committee member and/or supervisor may carry out the inspection. When irregularities are suspected, Protection Services must also be present for support and possible action. Inspections in ladies' rooms must be performed by a lady of Protection Services, together with a lady of Residence and Catering Services and a house committee member.

A reasonable time, as determined by the regulations, will be allowed for an inspection of irregularities, and will be determined by the nature of the suspicion.

3.1.6 Policy for the searching of vehicles (MC 17/08/99)

Because of the extent of crime and since there is no other less restricting way of control available, vehicles which enter or leave the campus may be searched according to this policy and guidelines and relevant legislation.

3.1.6.1 Guidelines for the searching of vehicles

In respectful recognition of every person's right to privacy the following guidelines are accepted for the application of the policy:

- Vehicles will only be searched to prevent crime and for no other purpose.
- Searching will take place in a manner which is acceptable in an open and democratic society and in recognition of the dignity and equality of all people.
- Searching may not exceed that which is justified by its purpose.

3.1.6.2 General rules for searching

- State the purpose of the search (e.g. random selection or reasonable grounds to suspect that a crime has been or is about to be committed).
- Identify the person/persons in the vehicle.
- Search thoroughly and systematically.
- Place yourself in the position of the person whose vehicle is being searched and try to think where you would hide an article.
- Be wary of any risk of assault during the search.
- A search must always be carried out within the restrictions of the Criminal Process Act.

3.1.6.3 What to look for during a search

- Any suspicious objects (bombs, detonators, time mechanisms, hand grenades, limpet mines).
- Any arms (firearms and knives).
- Banned addictive drugs and/or liquor.
- Precious metals/stones (gold, silver, platinum and diamonds).
- Stolen property.

3.1.6.4 Searching of vehicles

- Make sure that the vehicle may enter or leave the premises.
- As it is very time-consuming to fully search a vehicle, vehicles will in general only be searched superficially.
- Full searches will only be done on a random basis, unless there are good reasons to do it in a certain case, e.g. if there is cause for suspicion and/or on the strength of information received.
- There are many hiding places in a vehicle, but if the search is performed systematically and thoroughly, it will be possible to find most illegal items.

3.1.6.4.1 The following are the basic procedures to follow when searching a vehicle:

- The person inside the vehicle must be informed that the vehicle will be searched.
- State what you are looking for, and direct the search methods accordingly.
- Persons may be requested to leave the vehicle.

- One security official must perform the search, while another security official must stand back and watch the search. He will inform the searcher where he has missed places and where else to search, according to circumstances.
- When a person refuses to be searched or to have his vehicle searched, he will be refused entry to the premises.
- When a person leaving the premises refuses to have his vehicle searched, the SAPS may be summoned to continue the search.

3.1.6.4.2 Specific areas for the searching of vehicles

Depending on what is being looked for, attention must be paid to the following possible hiding places and/or irregularities. There must be a correlation between the search method and places and the purpose of the search.

Front of vehicle

The points to check on the outside of the vehicle are:

- Swapped number plates (old number plates on a new vehicle or the other way round).
- Changed number plates.
- Under the mudguard and bumpers.
- Inspect the underside of the vehicle for newly painted areas, welded plates or unnatural additions.
- Are the registration number, machine number and chassis number the same as on the licence disk and/or documents?

Inside of the vehicle

- The vehicle must be searched from front to back.

Engine compartment

- Air filter.
- Lift the battery and inspect the bottom.
- Radiator.
- Front grille.

Passenger compartment

- Dashboard and/or glove compartment.
- Behind dashboard.
- Pay attention to the weight of the doors. If the doors are heavier than normal, investigate the inside of the door and look at the compartments.
- Roll down the windows. The windows of certain vehicles have been designed to roll down only halfway. Open the back windows and compare the height of both opened windows.
- Inspect all the seats and press the foam cushions to detect hidden items.
- Inspect the bottom of the seats.
- Lift loose carpets and look beneath it.
- Inspect the compartments of the rear window.

Luggage compartment

- Lift and shake the spare tyre and feel for any weight.
- Inspect the spare tyre compartment.
- Tool box.
- Inspect the section between the boot and the back seat.

- Floor.
- All luggage and bags.

3.1.6.4.3 Specific areas for searching: heavy vehicles

- Between the double rear wheels.
- Packing places or holders.
- Driver's compartment (as with motor vehicles).
- Next to the chassis and behind the body.
- On the inside of the hollow poles.
- Beneath the seat of the driver's compartment.
- On the inside of the spare tyre.
- Between the folds of the canvases.
- Beneath or inside reinforcement poles.
- Things hidden behind the rear plate of the loaded vehicle.
- Look for false floors in vehicles designed with wooden bodies.

3.1.6.4.4 Motor cycles

- Fuel tank.
- Tool box.
- Rubber hand grips.
- Foot pieces.
- Lights, mudguards and the entire framework must be searched.

3.1.6.4.5 Bicycles

- Handles and rubber hand grips.
- Bicycle bells and pumps.
- Lights and dynamos.
- The seat.
- All tubular frameworks.
- Bottom mudguard and chain.
- Bag and tools.

3.1.7 Policy and procedure for reporting misdemeanour by University staff

3.1.7.1 Definition of terms

The policy and procedure apply to the following instances of misdemeanour:

Theft

This is the illegal removal of goods which are able to be removed, with the purpose to permanently alienate the owner of his ownership.

Fraud

This involves a deliberate misrepresentation, while knowing that it is false, to persuade another to part with his property.

Corruption

This is the illegal use of illegal or undue methods to influence someone in a position of power so that a benefit may be obtained to which the person is not legally entitled. The

same applies mutatis mutandis to a person in a position of power who unduly influences another to obtain a benefit to which he/she is not legally entitled.

Other misdemeanours

Other misdemeanours relating to formulated policy, rules and procedures as contained in the staff manual.

3.1.7.2 Policy

Misdemeanours such as theft, fraud and corruption are treated as misconduct (category C) in terms of the University's disciplinary code and procedure, and may result in dismissal or another appropriate disciplinary measure.

It is the right of the University as a legal entity to also report misdemeanours against the University with the SAPS, and then within the following guidelines:

- If the monetary value of the misdemeanour is less than R500.00, the disciplinary hearing committee will make a recommendation to the University management regarding the reporting of the misdemeanour the SAPS.
- If the monetary value is more than R500.00, the misdemeanour will be reported to the SAPS, and the SAPS investigating branch will indicate if the case will be referred to the commercial branch.

3.2 General rules and conduct regarding activities on campus

The alarming increase in illegal activities, trespassing, damage to property, vandalism, misconduct, disturbing the peace, malpractices and violations in the ideological area have urgently necessitated the following policy instructions. The following guidelines are attempted to provide clarity regarding the authorisation and ordering of actions on the campus.

3.2.1 Tents on campus (MC 3/8/93)

Big tents may only be erected on campus after the advice of the Head: ITB Networks and the Head: Facilities and Technical Services has been obtained.

3.2.2 Taking photographs or making films for weddings, functions, etc. (MC 4 March 2003, Section 15)

The University makes its premises available to persons who wish to take photographs on the terrain and in front of buildings or who wish to make video recordings, on condition that the prescribed conditions are adhered to.

3.2.2.1 Service fees

A service fee of R200,00 to use the University terrain must be paid with Protection Services during office hours (08:00-13:00 and 14:00-16:00) five (5) working days before the planned taking of the photographs. An official University receipt will then be issued.

3.2.2.2 Rules

- No vehicles are allowed on the walkways of the campus.
- In the event of a wedding, only the bride, groom and their company will be allowed on campus for the taking of photographs.
- No person may use alcohol in public on the University terrain.
- Disturbing the peace: No person may make himself guilty of public disturbance of the peace, such as playing loud music, hooting, rowdiness etc.
- No person may throw litter of any kind whatsoever on the University terrain.
- If possible, the taking of wedding photographs must be completed within one hour.

- The staff of Protection Services will indicate which entrance should be used and where the vehicles must park. This permit must be displayed at the specified entrance.
- Applicants will be liable for any damage.
- There may be no interference of any kind with the activities of the University.
- Persons who do not comply with the rules will be dealt with severely.

3.2.2.3 Access routes

The planned site for taking the photographs will determine the access control points and routes.

3.2.3 Painting activities

All painting activities on campus where the buildings and/or property of the University are concerned must be cleared with the Director: Facilities and Technical Services or his delegate.

The responsible person will determine whether there is any maintenance or financial implications.

Painting activities may only take place on the prescribed places and times as determined by the Director: Facilities and Technical Services or his delegate. The Department of Protection Services must at all times be informed about all painting activities, to ensure the necessary supervision and control.

3.2.4 Swimming in dams, reservoirs and fountains

Swimming in dams, reservoirs and fountains are prohibited.

3.2.4.1 Rules for the recreational use of the NWU swimming pool

Staff and students may use the NWU swimming pool for recreational purposes at times when they are not reserved for training, approved sports teams or cleaning (see below). Such persons do not require permission beforehand and can gain access to the pool by means of their staff or student cards at the times indicated below.

Groups and outside institutions that want to use the swimming pool but do not have the required access cards (staff or miscellaneous cards) may apply at the office of the Dean of Students. (In the case of outside institutions the North-West University reserves the right to levy a rental fee for use of the facilities, at an amount to be provided on enquiry).

If the swimming pool is available, a letter of permission (permit) will be issued to the applicant, whereupon the Protection Services Department will open and close the swimming pool area at the designated times.

In such a case the following rules apply:

- i. Protection Services Department will only open and close the swimming pool area upon receipt of a valid letter of permission issued by the office of the Dean of Students.
- ii. If the permit had been submitted to the Protection Services Department some time beforehand, users are requested to confirm the unlocking of the swimming pool area telephonically with Protection Services on the designated day.
- iii. The person who undersigns and takes delivery of the permit assumes responsibility for the safety and order arrangements of the group, as well as for the condition in which the area is left behind.

Access to the pools is possible during the following times:

Mondays to Sundays - 06:00 to 22:00

However, the swimming pools are reserved for specific purposes at the following times:

Cleaning:

NWU swimming pool

Mondays, Wednesdays and Fridays: - 11:00 to 14:00

Sports Teams:

NWU swimming pool:

Canoe polo – at specific times as reserved at the office of the Dean of Students

Scuba diving – at specific times as reserved at the office of the Dean of Students

Water polo - at specific times as reserved at the office of the Dean of Students

Campus swimming pool:

Swimming club – Monday to Thursday from 14:00 to 19:00 1 September to 30 April.

Training:

As determined by the HMS and Education Departments (notices will be posted on notice boards at the relevant swimming pools during training sessions).

During these reserved times the swimming pool may not be used for recreational purposes by individuals or groups. More information in this regard is available from the office of the Dean of Students (Mr. Botha – tel. 018-299-2834).

3.2.4.1.1 If a group finds that the lock is broken or encounters any other problems at the pool, it must be reported to the Protection Services Department **immediately**, otherwise the group may be held responsible.

3.2.4.1.2 If any person is guilty of misconduct within or of unauthorised entry of the swimming pool area, he/she will be removed by Protection Services Department staff and will have disciplinary charges brought against him/her.

3.2.5 Presenting flea markets, sales, festivities, social functions or actions and erecting temporary structures on campus

The principle decision rests with the Dean of Students, in consultation with the Central Student Council.

The decision regarding the use and suitability of the terrain and the practical executability of the request rests with the Department of Facilities and Technical Services (Division Terrains).

A written application with the principle approval of the Dean of Students and the Director: Facilities and Technical Services or his delegate must be submitted well in advance with the Department of Protection Services, who must exercise control regarding unauthorised functions and/or activities on campus.

3.2.6 Trading on campus

Nobody will be allowed to sell any product or article on the University's premises or in its buildings or to trade there, except during an approved street market on the University's terrain, which is organised according to the rules below.

Parking will be reserved for owners of stalls on the days of the street market, to ensure that vehicles and trailers are not parked on the walkways.

3.2.6.1 General – trading on campus

- Stalls are awarded on a first-come-first-served basis.
- No tables, chairs, shelters or power points are supplied.
- The exhibition takes place in the boulevard.

3.2.6.2 Rules for street markets and products:

- No food, cake or beverages (as sold by the cafeteria in the Student Centre) may be sold.
- Only home-made sweets may be sold.
- No books, stationery or any other items available at the shops on campus may be sold.

- No sport clothes or equipment or any other item available in shops on campus may be sold.
- Any exhibitor who damages the furniture, gardens and/or cement surface, will be requested to leave the exhibition terrain immediately and to pay the stall fee plus damages.
- The items offered for sale must be hand-made, or as close as possible to it. The emphasis is on “art products”, and no mass-produced items available in average shops may be offered for sale.
- Anyone who blocks the walking surface of the boulevard will be requested to leave the terrain.
- No vehicles or trailers may be parked or driven on the walking surface. PLEASE NOTE that exhibitors who do not comply with this rule will be asked to leave the terrain immediately and will be fined. Offenders will be fined up to R100,00 in addition to the exhibition fee. Protection Services have the authority to ban offenders from exhibiting on campus again.
- No illegal and/or stolen products may be offered for sale.

PLEASE NOTE: The Student Council, convenor and/or his delegates reserve the right to have any item removed from a stall or to request an exhibitor to leave the terrain if any of the above rules are violated.

3.2.6.3 Cost of stalls

- A fee is payable to the Student Council upon the occupation of a stall.
- Only the convenor and/or his delegates are authorised to collect money for the street market.
- Receipts serve as official proof of payment.

3.2.6.4 Exemption of liability

The University, its staff and students are not liable for any injury to or the death of anybody or the loss of or damage to property of any kind whatsoever of the exhibitor or his property on the premises, regardless of whether it was caused by the above persons or by other means.

The exhibitor indemnifies the University, its staff and students against any claim whatsoever which may be brought against them as a result of the above events.

3.2.7 Braai activities

No braai activities may be held on any terrain except at the approved terrains and facilities. The following are approved braai areas and are equipped with the necessary facilities:

Braai facilities at residences or residence club houses
Fanie du Toit River Bed
Braai facilities in departments
Rugby club house
Cricket club house
Protection Services

The Department of Protection Services is responsible for applying this policy.

3.2.8 Collecting plant material and picking flowers

No plants, shrubs, flowers or parts thereof may be picked on or removed from campus without the written permission of the Department of Facilities and Technical Services (Division Terrains).

Approval of such requests must be brought to the attention of the Department of Protection Services, who is responsible for the application of the policy.

3.2.9 Policy and procedure regarding processions and gatherings

Go to website http://www.nwu.ac.za/content/policy_rules

3.2.10 Policy regarding student organisations, gatherings and activities on campus

3.2.10.1 Fliers, pamphlets, posters, publications, advertisements, notices and other promotional material

All publications and promotional material at the campus must be approved in advance to ensure that:

the institutional character of North-West University is protected;

the correct image of the University is reflected,

the protection of people and institutions who may be directly or indirectly affected by such publications and promotional material, and

that publications, promotional material and advertisements comply with the University's corporate style.

3.2.10.2 Where fliers, pamphlets, posters, publications, advertisements, notices and other promotional material may be placed

Fliers, pamphlets, posters, publications, advertisements, notices and other promotional material may only be placed at the following places after having been properly approved in terms of these regulations:

Existing notice boards on campus; and

Refuse bins or dust bins outside the CC.

If a notice board is behind glass, the poster or notice may not be placed on or against the glass, but behind the glass.

3.2.10.3 Fliers, pamphlets, posters, publications, advertisements, notices and other promotional material may not be placed at the following places:

any windows or glass panels of any building or structure;

trees on campus;

any walking surface (including that of the underpass); and

any structure other than those indicated for the purpose of placing posters/ advertisements/ notices.

3.2.10.4 Procedure for the removal of fliers, pamphlets, advertisements, notices and other promotional material

Fliers, pamphlets, posters, publications, advertisements, notices and other promotional material which has been placed contrary to these regulations, will be summarily removed by members of the Student Council and/or of the executive committee of the Student Council: BOB and/or officials of the Department of Protection Services, according to the following procedure:

the place where it was found will be indicated;
the date and time when it was removed will be indicated;
it will be signed in block letters by the person who removed it; and
it will be handed over the Student Council: BOB.

The conditions of Section 14 also apply to all promotional material which does not display the official stamp of the Student Council.

3.2.10.5 Rules regarding the placement of fliers, pamphlets, posters, publications, advertisements, notices and other promotional material on campus and in residences

- All fliers, pamphlets, posters, publications, advertisements, notices and other promotional material must be stamped by the Student Council.
- A maximum of 20 posters on campus and 20 posters in residences are allowed.
- Only prestik may be used – no adhesive tape.
- The stamp on the poster indicates the expiry date and if the poster has not been removed by that date, a fine will be issued.
- A fine of R15,00 per poster will be charged for posters which do not comply with the above requirements.

3.2.10.6 Written undertaking by student organisations

The organiser of a mass meeting must give the University a written waiver in which the University is indemnified from any loss or damage and in which the student organisation accepts responsibility for any damage to University property as a result of the meeting. The organisers will also be fully responsible for security arrangements.

3.2.10.7 Meetings and visits to the University and residences by student organisations

Student organisations who participate in an election or referendum will be allowed to arrange a maximum of two closed meetings per residence and two meetings for staff (all of which may also include a group of residences or a group of staff), subject to the conditions explained below.

For any of these organisational activities and/or meetings, the party or organisation must obtain the permission from the residence managements in question (in the event of students) or from the Head: Student Affairs (in the event of staff). Permission will only be granted if they are convinced that matters have been organised properly, that venues are available and that visits or gatherings, in the case of students, will not clash with study times, quiet times or other official programmes or rules of the residence or the University, or in the case of staff, that it will not clash with job responsibilities. *Students or staff may under no circumstances be pressurised to attend any meeting or group discussion of any student organisation.*

3.2.11 Arrangements regarding sporting activities and functions on sport terrains

The physical maintenance of these two areas is the responsibility of the Department of Facilities and Technical Services (Division Terrains).

The occupation of these terrains falls under NWUsport. Distinction is made between applications from outside institutions and internal applications.

Sporting activities are subject to the following legislation: "Safety at Sports and Recreational Event Act 2 van 2010".

3.2.11.1 Outside institutions

Written applications are directed to the Director: NWUsport, who will decide on the availability of the terrain, the time of occupation and the conditions.

After the approval of an application, the matter is referred to the Department of Facilities and Technical Services (Division Terrains) to decide on the practicality of such an application, and on whether any money should be charged.

This arrangement is necessary because additional occupation necessarily requires more maintenance, as well as additional working hours for the preparation of fields and courts, with consequential overspending of budgets.

All instructions to the Sport terrain Keeper concerning outside institutions will take place via the Head: Division Terrains of the Department of Facilities and Technical Services.

The Head: Division Terrains must also at all times be kept informed about equipment, such as pavilions which are moved and loaned to other institutions. The Department of Facilities and Technical Services (Division Terrains) is responsible for the maintenance of and repairs to these equipment.

The Department of Protection Services must at all times be kept informed about the above arrangement. That will save the University an embarrassing situation where innocent persons or institutions are confronted in an attempt to apply access control, control of loss, traffic control etc. It will also prevent the illegal removal of equipment, while the Department of Protection Services assumes in good faith that people are acting with the necessary permission.

Sporting activities are subject to the following legislation: "Safety at Sports and Recreational Event Act 2 van 2010".

3.2.11.2 Internal applications

No sporting activities may be presented or practiced on these sport terrains without the knowledge and permission of the Director NWUsport or his delegate. Instructions to the Director NWUsport or his delegate regarding the practicing of sports on these terrains will take place via the responsible officials for:

General functions
Rugby
Athletics
Cricket/men's hockey/tennis
Ladies' hockey and netball.

If the NWU were to present a sporting event on a terrain other than Oliën Park or Kenneth McArthur, instructions will be given directly to the Sport terrain Keeper for the moving of sports equipment or for tidying up.

Permission for the use of sports fields after sundown, where the use of floodlights is necessary, can only be given by the Director: Sports Bureau or his delegate, on the conditions and at the times as determined by the responsible official in question. Arrangements for floodlights on the cricket, hockey and netball field and tennis courts must be made with the respective sports officials.

The Department of Protection Services must at all times be kept informed of the above permissions. On the Fanie du Toit terrain the lights will be controlled by the respective sports officials themselves. These lights will not be used after 24:00, and it is the responsibility of the Department of Protection Services to switch them off if they have not yet been switched off.

The use of courts to practise sports other than the sports the courts have been intended for, is prohibited. It is for example not allowed to practise or to play golf on rugby, cricket or athletics courts etc.

Sporting activities are subject to the following legislation: "Safety at Sports and Recreational Event Act 2 van 2010".

3.2.11.3 The use of liquor

The public, uncontrolled use of alcoholic liquor outside official functions is prohibited, i.e. the use of liquor outside existing buildings, licensed premises and club houses. A porch or balcony is part of the building. As in the past, groups, clubs or societies may still use liquor in buildings and clubhouses without special permission when they apply for the use of the buildings through the existing channels, and when it has been approved.

For the use of liquor outside the buildings but on the terrain, for example during official occasions such as official residence functions or the annual welcoming party of an official academic society, permission must be obtained. The specific requirement is that written application must be made as follows:

1. for a student function: with the Student Council, who will handle it together with the Dean of Students;
2. for a staff function: with the Registrar.

The application must contain the details of the event, such as the date, time and nature of the gathering. The Student Council or Registrar respectively will affix their decision to the written application and these documents must be shown to persons, like Protection Services officials, who are authorised to supervise the use of liquor and to enquire about it.

The University essentially wishes to prevent groups of people from moving around with liquor in their hands (particularly on sport terrains); from gathering for a drinking party, from attending sports matches while carrying liquor next to the sports fields, etc. This kind of activities do not fit in with the University's spirit and orientation, as it may result in all sorts of unpleasantness.

3.2.12 Sport activities on campus (excluding sport terrains)

The campus landscape is ideally suited for passive recreation. Hard-ball sports are not allowed. Certain soft-ball sports, like volleyball, may be practised and provision has been made for this. The following sports are prohibited:

Golf
Cricket
Rugby
Soccer
All fast and dangerous sports.

Any requests beyond these policy conditions will only be handled by Management, in consultation with the institutions, departments and persons in question.

3.2.13 Socialisation activities on campus

No socialisation activities are allowed on the lawn in front of the Main Building.

3.3 Security and reservation activities during exhibitions

The reservation of spaces, security activities during exhibitions and concerning apparatus, equipment, etc. will in future be the responsibility of the presenter or the person under whose control it falls. The Department of Protection Services will only provide such reservation and security services if it has been arranged in time and if the responsible person is willing to remunerate the officials which may be needed.

3.4 Policy regarding the handling of enquiries by the South African Police Service

If the South African Police Service has enquiries about students or staff or wish to communicate information about students and/or staff, they should contact the Director: Protection Services, who can deal with routine issues, in consultation with the Chief Director: Finance and Facilities.

The Chief Director: Finance and Facilities must communicate to the Vice-principal all information of a sensitive nature which directly affects the University, staff and students.

If circumstances necessitate it in these circumstances, the Principal must be informed of such issues. In cases of highly sensitive issues, the Director: Protection Services must report it directly to the Principal, who then deals with the matter according to his discretion.

3.5 GUIDELINES FOR THE SECURING OF BUILDINGS

Description

By the securing of buildings, the following is meant:

all measures that have to be taken to secure the assets of the University

measures that have to be taken to provide a secure study and working environment for staff and students

Securing of assets entails

the installation of security locks and proper key control

safety gates, safety doors and burglar-guards in front of windows

early-warning systems, such as burglar alarms and CCTV cameras

electronic access control systems with mechanical or magnetic locks, as well as doors with self-closing mechanisms and turnstiles

Securing of human lives

installation of fire extinguishers

electronic smoke detectors and automatic fire-extinguishing systems

emergency exits

access for the disabled

Risk analysis

Before any of the above-mentioned security measures are considered for a building, site or premises Protection Services will have to do a proper risk analysis, with inputs from the owner/manager of the relevant space, as well as other services functionaries of the University, such as the Physical Infrastructure and Planning Department, Electronic Services, Information Technology and Management, and the Occupational Health Co-ordinator (fire and emergency services).

Three categories of buildings or spaces can be distinguished, namely existing buildings or spaces, alterations made to buildings or spaces, and new buildings or spaces.

Process

Existing buildings or spaces

Should a client feel that the risk of an existing building or space has changed to such an extent that it needs to be secured, a written application must be addressed to the Protection Services Department, giving a motivation and also containing a proposal regarding provision for the costs involved and future maintenance. Protection Services will then carry out the necessary risk analysis and a proper costs estimate with the inputs of the functionaries referred to above in paragraph 2. The Protection Services Department will then make a recommendation to the Chief Director Finances and Facilities, who will in turn consider the merit and the urgency of the application and deal with it further operationally. Alternatively, particularly in the case of serious financial implications and aesthetic considerations, the application will be referred to the Working Committee for Premises and Buildings for consideration and ratification, or not, as well as a decision concerning provision for the costs involved. The Working Committee for Premises and Buildings may in turn, on the basis of merit, risk and urgency, refer back the application for budgetary purposes for the next year. In all instances where the recommendations are not considered, whether on financial or other grounds, the reasons for this and alternative measures taken must be recorded in writing.

Alterations

In all instances where alterations or additions have to be made to existing buildings or sites, Physical Infrastructure and Planning will involve the Protection Services Department and other

role-players referred to in paragraph 2 right from the planning stage. A proper valuation and risk analysis have to be done just as set out in paragraph 3.1, with the necessary recommendations, motivations and cost estimates. Should the recommendations burden the budget of the project to such an extent that it has to be exceeded, the matter has to be referred to the Chief Director Finances and Facilities to be dealt with further operationally or to be referred back Working Committee Premises and Buildings. In all instances where the recommendations are not approved, the reasons for this and alternative security measures taken must be recorded in writing.

New buildings

Physical Infrastructure and Planning must involve all persons concerned right from the planning phase, as referred to in paragraph 2. Recommendations must be considered after proper risk analysis and a cost estimate and taken into account in the project costs. If for any reason whatsoever a decision is made to scale down on the recommended security proposals, reasons must be documented. In such an instance it should always be considered to provide the necessary infrastructure such as sleeves and fish wires in the course of erecting the structure, should the need arise in future to extend the security measures.

Recommendation

It is recommended that Physical Infrastructure and Planning implement the guidelines at their planning office and see to it that they be complied with by all parties involved.

3.5.1 After-hours security of University property

After discussion it was decided that (MC 7/7/92):

- * Protection Services will continue to monitor the entire campus during holidays, with a report to the Chief Director: Finance and Facilities.
- * A professional notice on a letterhead will be placed in offices which were found open.
- * A brief inspection will be performed in offices which were found open, but no drawers may be opened and there may not be rummaged around in the office.

All managerial heads are requested to keep subordinates alert via the relevant management committee head. It must be communicated to staff that the University may recover the loss from the staff member in question if the University's equipment is stolen from an unlocked office.

3.5.2 Policy regarding office security

- All employees are responsible for securing the University's property and/or equipment in their offices/work places.
- Accordingly it is expected of employees to take all reasonable steps for such security, including the locking of offices/work places when these are not under the direct control or supervision of the employee or another employee (e.g. secretary).
- If any such property or equipment gets lost, the staff member must immediately report the loss to Protection Services as well as the immediate superior managerial head.
- The University accepts no responsibility for the loss of any private property, unless negligence or intent may be proven on the part of the University.

3.6 Lost and found property

The Department of Protection Services deals with all lost and found property at the University.

- Property which has been found abandoned or which has been picked up or which has come into the possession of a staff member or student in any other way must as soon as possible be handed over to the Department of Protection Services for safe custody.

- Lost or found property is properly booked in at the Department of Protection Services and handed to the legal owner upon admission of receipt.
- Before the legal owner may receive the object, he must properly describe the object and properly identify himself. The Department of Protection Services may also insist on a proof of ownership.
- The Department of Protection Services reserves the right to charge storage fee from the date of submission for each month or part of a month which the lost or found property has been kept in safe custody.
- Lost and found property will be sold after a period of six (6) months to cover storage costs. The articles will be sold directly at a valued price determined in consultation with Asset Control.
- It furthermore is the responsibility of the Department of Protection Services to clear articles, such as bicycles, with the South African Police Service (for possible stolen property) before offering it for sale. Property which is claimed by their legal owners during or after sale, will be returned to the owner upon the submission of a sworn affidavit and proof of ownership. In such cases the owner may be liable for the storage costs.

3.7 Bringing, owning, storing or handling arms to or on campus

It is expected of staff and students not to make themselves guilty of bringing, owning, storing in another place or handling a firearm, any other dangerous weapon, explosives or fuel (except fuel which is reasonably necessary for powering a vehicle for which permission for use has been obtained) on a terrain or in a building of the University contrary to applicable legislation, with the understanding that Management, according to circumstances or on occasion, reserves the right to prohibit the bringing, owning, storing, assigning or handling of such arms, explosives or fuel.

3.7.1 Wearing bullet-proof vests

The following policy applies for the wearing of bullet-proof vests:

- * during special defence or observation services;
- * where specific suspects are approached;

- * during processions, strikes, demonstrations, etc.;
- * specific political meetings; and
- * any other situation which may arise and in the judgment of the supervisor necessitates the wearing of a bullet-proof vest.
- * Available bullet-proof vests will be issued to key staff members according to circumstances and the discretion of the supervisor.

3.8 Hoisting the University flag: North-West University

3.8.1 Description

A flag on a white background, with a gray strip above. Swoosh band on the bottom. NWU logo in center in colour with black NWU words next to weapon. Ratios of length:breaddht 3:2.

3.8.2 Official flag stations

The official flag station at the Campus is directly opposite the Hoffman/Joost Street entrance. On special occasions other flag stations may be used with the permission of the Registrar.

At the Institutional Office, the National flag should be on the left pole , furthest away from C1 building, to be hoisted .

At the NWU Sports Village, the National flag should be to the left pole closest to the Mooi River be raised

The subsidiary flag station is at the amphitheatre at the Student Centre.

3.8.3 Hoisting the University flag and the National flag

Depending on circumstances, the University flag may be hoisted from Monday to Friday between 08:00 and 17:00. The flag will be hoisted on days as determined by the University.

When the University flag is hoisted together with the national flag, but on a different flag pole, the national flag is placed on the viewers' left side, hoisted first and lowered last.

When the University flag is flown with the national flag on the same flagpole, the national flag must be on top.

When the University flag is hoisted with the flag of a visiting university at any of the flag stations or any place on campus, the University flag must be placed on the viewers' left.

The flag must be hoisted while rolled in the prescribed manner, so that it unfurls at the ball of the flagpole and at the determined time it must again be lowered slowly.

3.8.4 Hoisting the University and National flag half-mast

For usual use the University flag is hoisted half-mast in the event of the death of a staff member, a student or a high functionary of the University.

For ceremonial use the University flag is hoisted half-mast together with the national flag only at the official flag station and only in events as determined in consultation with the Principal.

When the University flag (and also the national flag) is hoisted half-mast, it must first be hoisted to the top of the flagpole and then slowly lowered until the flag is halfway between the ball and the foot of the flagpole. Before lowering the flag at the determined time, it must first be hoisted to the top of the flagpole.

3.8.5 Size of the University flag

The size of the University flag is in these ratios: length breadth 3:2. The standard measure is 180cm x 120cm and for a stormy day 90cm x 60cm.

3.8.6 Displaying the University flag in buildings or on a stage must comply with the following regulations

- When the University flag is flown with the national flag on crossed poles, the national flag is placed on the viewers' left side and its pole is placed before that of the University flag.
- When the University flag is displayed without a flagpole, it is spread out flat, and when it is displayed horizontally or vertically against a wall, the flagpole side must be on top or on the viewers' left side.
- The flag may under no circumstances be used as a tablecloth during ceremonies.
- When the University flag is used at the unveiling of, for example, a bust, the same rules apply as for the national flag, i.e. it must never be used as a cover for the sculpture, and if it is displayed at such an occasion, it may not touch the ground.

3.8.7 General

Flags which have become unfit for use because of damage, must be burnt with the necessary respect. The responsibility for hoisting, lowering and storing the flag rests with the Department of Protection Services, in consultation with the Registrar.

3.9 Arrangements concerning annual leave

The general policy for all staff is that no remuneration will be paid if no services have been provided.

To make provision for a variety of needs among staff which may result in absence from work, a leave system is part of the conditions of service.

3.9.1 Absence from service without a valid excuse

A staff member is considered to be absent from service without a valid excuse in the following cases:

- absence from service because of neglecting to make leave arrangements in advance; or
- neglecting to submit a medical certificate after being ill.
- In the case of organised stay-aways, i.e. where service workers are absent voluntarily or because of intimidation, the above points and procedures still apply. The following method is followed with the implementation of this:
 - If an employee is absent from work, and did not submit a leave application form and had it approved in advance, the employee will receive no remuneration for the period in question. The managerial committee may, after an organised stay-away, evaluate the particular circumstances with a view to amending the above.
 - If an employee does report for service and requests to be excused from work for certain reasons, the supervisor must evaluate the merit of the request. If the request has sufficient merit in the judgment of the supervisor, the employee may complete an application for leave. No leave for absence from work can be granted to employees unless the normal procedure for application for leave has been followed.
 - In cases as the above, where an employee takes leave for a day but works for a part of the day, the discretion rests with the head or supervisor to give the employee free time at an appropriate time for those hours which have been worked.

- Because of the unique working conditions and leave arrangements in this Department, the procedure for dealing with this issue will be arranged internally by the Chief Director: Finance and Facilities and the Director: Protection Services.

3.10 Use of premises, facilities or buildings (spaces) of the University

Form available at department of Facilities and Technical Services.

FOR UNDERMENTIONED RULES, NWU WEB http://www.nwu.ac.za/webfm_send/11258

- 3.11 Rules concerning student conduct during tests and examinations (see Statute)
- 3.12 Rules concerning academic work (see Statute)
- 3.13 Library rules (see Statute)
- 3.14 Arrangements regarding recess of classes and/or tests and/or examinations (see Statute)
- 3.15 Rules regarding student appearance (see Statute)
- 3.16 General rules regarding residences (see Statute)
- 3.17 Disciplinary action against staff and student bodies, clubs and residences (see Statute)
- 3.18 Disciplinary measures regarding the abuse of computer facilities (see Statute)
- 3.19 Illegal use, taking into possession or damaging of equipment or property (see Statute)
- 3.20 Disciplinary committees: staff and students (see Statute)

3.21 Preparedness, fire fighting and first aid services

The co-ordination of all preparedness, fire fighting and first-aid actions is the responsibility of the Occupational Health and Safety Co-ordinator.

3.22 Alarms and monitor system

It is confirmed that the space of the control room where alarms are monitored has been rezoned for business purposes. Permission has been given that the alarms of clients of outside firms may be monitored, with the related services at the tariffs as contractually agreed. No individuals may join directly.

3.23 Co-ordination of access control and early warning system (alarm system)

- * All requests (also with regard to new buildings or spaces) concerning access control and early warning systems must be submitted to the Director: Protection Services, together with a clear needs assessment and an indication of the method of financing, also with regard to the maintenance of the system.
- * The Director: Protection Services calls upon the following stakeholders to consider and analyse the application:
 - The applicant (client)
 - A representative of the Division Networks
 - A representative of the Division Electronic Services
 - A representative of the Division Physical Planning and Facilities and Technical Services

- * The Director: Protection Services makes a recommendation to the Working Committee: Terrains and Buildings, by submitting a plan with a cost estimation and the method in which the project will be afforded.
- * Feedback by the Working Committee will be given to the Director: Protection Services, who will in the case of approved projects give the necessary instruction to Electronic Services and who will inform the client about the decision as to whether the project has been approved or not.

3.24 Alienation and removal of material

No assets may be alienated or illegally removed from the campus without permission or proper written authorisation. Assets are amongst others described as property, material, waste material, building material, building waste, furniture, etc. Written authorisation for the alienation or removal of property as described may only be obtained from the Vice-director: Asset Control or the Vice-director: Facilities and Technical Services or their delegates.

3.24.1 The use of the University's facilities for political purposes

As a point of departure the University confirms its policy that it does not wish to get involved in party political issues of any kind whatsoever. However, during election times special allowance is made for political parties which participate in the election with regard to the use of facilities. This policy has been formulated in the *Beleid oor politieke byeenkomste en politieke bedrywighede op die NWU-kampus* (Policy on political gatherings and political activities on the PU campus) of 10 March 1987. The conditions for such use are contained in the above policy.

The University's facilities are not available for party political purposes outside election times. That includes the activities of official political parties as well those of organisations with party political objectives, and it includes meetings, congresses, social gatherings etc. of such parties or organisations. However, in terms of the *Beleid oor politieke vergaderings en byeenkomste aan die NWU en die gebruik van die Universiteit se naam, wapen of embleme in hierdie verband* (Policy on political gatherings and meetings at the North-West University and the use of the University's name, logo and emblems in this regard), dated 14 November 1990, special allowance is made for student branches of political parties affiliated with the Student Council. According to this, facilities of the University are made available to such student branches of political parties if the Central Student Council, at the request of the Political Council of the Student Council, has obtained permission from the University for closed gatherings on the basis of an approved programme or action which an affiliated student branch of a political party aims to launch. The meeting, gathering or action is therefore that which has been finally approved by the University in the determined way and to which only students or staff of the University have access or to which they have been invited. The facilities of the University are therefore not available for public meetings, conferences, gatherings or actions of political organisations outside election times. Closed meetings, gatherings or actions are only allowed as explained above if they have been approved by the Student Council and the University and if the proper procedures have been followed and the conditions have been met as determined in the mentioned policy, dated 14 November 1990.

The Student Council itself or the Political Council of the Student Council may, however, arrange and present debates of a political nature, which are to be presented as part of their official year programme. The facilities of the University can be made available for this purpose.

The following procedure must be adhered to strictly:

- (a) The affiliated student branch of the political party must present the political gathering, as described above, as part of its approved year programme, according to the rules and policy of the Central Student Council.
- (b) If University property is to be used for any gathering, as described above, the affiliated branch in question must submit a written request to this end the Political Council at least three weeks in advance, with an indication of the place for which permission is being asked.
- (c) The Political Council must forward its recommendation about this via the Student Council, at least two weeks in advance.

- (d) The Registrar will, in consultation with a dean or another senior official responsible for the specific place (room or terrain), determine whether it is available and suitable for the intended purpose, and will lay down conditions for its availability.
- (e) In these circumstances a place or venue will be made available only for the above-mentioned gatherings if all the above requirements have been met and if the Management Committee is of the opinion that permission may be given in light of all the relevant considerations.
- (f) For applications for the use of spaces in or around residences for the purposes as described above, the same procedure must be followed and the Management Committee will consider approval after consultation with the Student Council and the house master in question.
- (g) Non-compliance with the conditions of the allowance will be viewed in a very serious light and may result in disciplinary action.

3.24.2 Procedure for handling cases of theft

3.24.2.1 Reporting

- * All cases of theft, break-ins, damage of property, trespassing etc. must be reported to the Department of Protection Services immediately. The Department will perform the necessary follow-up work and will also inform the SAPS.
- * A prescribed form (SEK61) must be completed fully and a complete list of missing goods and articles must also be compiled. The form is available at the Department of Protection Services.

3.24.2.2 Enquiries

Regular enquiries will be made with the investigating officer to determine the progress of the investigation.

3.24.2.3 Report-back

- * Report-back will be given to the plaintiff if any of the goods are found.
- * Any enquiries by the insurance company or supplier of new equipment will be handled by the Head: Finance and Facilities or the Head: Department of Protection Services.
- * Enquiries directed to the plaintiff must be referred to one of the above persons.

3.24.3 Safes

- * Any safe must be unlocked by two persons simultaneously.
- * Any safe key must be kept by two independent persons who are not responsible for the debtors', creditors' or general ledger.
- * There must be a key register for all safe keys and each person must sign for receiving the safe key.

3.24.4 Signature

Any control activity must be confirmed with a signature/initials and date.

4 OCCUPATIONAL HEALTH AND SAFETY

Health, safety and environmental policy and action steps in compliance with the instructions of the Occupational Health and Safety Act 85 of 1993

Policy Statement

The health and safety of all who are exposed to the activities of the University, regardless of whether it is in the workplace or on the terrain, are of primary importance to management. In cooperation with the employees the University will do everything as far as reasonable practicable to prevent accidents,

injuries, occupational illness or the release of material which may be hazardous to the environment and employees.

Management accepts its responsibility to inform those who may be exposed to potential hazards and to develop appropriate operational standards as part of an effective prevention programme.

Achievements reached in safeguarding the workplace and the environment against potential hazards resulting from activities of the University are regarded as highly as any other achievements. The University's achievements in the area of safety, occupational health and the environment are a result of its quality improvement process.

Sub-section 8(2)(g) of the Occupational Health and Safety Act¹ obliges every person that are present on the premises of an employer, to adhere to the health and safety measures of that employer, therefore all students, visitors and all other persons present on the premises on the University, are hereby included in the provisions of this policy.

4.1 Action steps

All managerial heads/ departmental heads/ divisional heads/ supervisors are responsible and accountable for providing a safe working environment for the employees and students under their control. In this they will;

- Identify potential dangers;
- Use well-designed processes, equipment and procedures, supported by the necessary information, instructions, training and management systems, to control and to limit any potentially hazardous condition or risk to the minimum, to ensure the health and safety at work of employees, students and visitors as far as is reasonably possible;
- To point out any potential dangers to the relevant persons;
- Provide such protective equipment, to be used for the purpose and activity it is issued for, as is necessary for the health and safety at work for employees and students;
- Ensure the provision of health and safety standards in connection with the use, handling, storage and transport of articles and hazardous substances;
- Supervise that the necessary measures and standards, in the importance of health and safety, is adhered to.
- Monitor the effectiveness of health and safety provisions within the workplace.

4.1.1 General responsibilities of supervisors (in terms of section 8 of the Occupational Health and Safety Act, 85 of 1993)

It is important to understand that the duties of an employer automatically become the duties of the relevant head of departments and managers. Due to this, a supervisor has the authority to ensure that health and safety measures in his/her area of responsibility are adhered to.

Supervisors are expected to perform the following actions:

Step 1: To, as far as is reasonably practicable, identify the potential hazards which may exist regarding the health or safety of persons that are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and regarding any operational equipment or machinery which is used (Section 8(2)(d)).

Step 2: To further establish what precautionary measures should be taken as far as is reasonable practicable with respect to such work, article, substance, operational equipment or machinery in order to protect the health and safety of persons, and to provide the necessary means to apply such precautionary measures (Section 8(2)(d)).

Step 3: Provide the necessary information, instruction, training and supervision, taking into the account the ability of the employee to perform his/her duties.

Step 4: To ensure, as far as it is reasonably possible, that each employee is aware of the hazards regarding his health and safety with regard to any work he must perform, any article or

¹ 85 van 1993

substance he must produce, process, use, handle, store or transport and any operational equipment or machines which he is expected or allowed to use, as well as with regard to the preventative measures which must be made and met regarding those hazards (Section 8(2)(f)).

Step 5: To enforce such measures as may be necessary in the interest of health and safety (Section 8(2)(h)).

4.1.2 General responsibilities of employees (in terms of section 14 of the Occupational Health and Safety Act, 85 of 1993)

Employees shall be trained to comply with health and safety standards in the work place and it is expected of every employee to carry out their work in a safe manner in order to prevent injury and ill health either to themselves or to others who may be affected by their acts or omissions at work or study.

Section 14 of the Occupational Health and Safety Act² impose a duty on employees to adhere to the measures of national legislation and regulations, which includes adhering to prescribed health and safety measures, taking reasonable care of ones' own and others' health and safety, etc. This duty also includes adhering to legitimate instructions in order to promote health and safety. These instructions should comply with the requirements of reasonableness, fairness and constitutionality.

Employees are expected to perform the following actions:

Step 1: To comply with the health and safety rules and procedures prescribed by his/her supervisor or someone authorised by the employer to give those instructions in the interest of health and safety (Section 14(1)(c)).

Step 2: In the event that a hazardous, potentially hazardous or unhealthy condition comes to his/her attention, to report it as soon as possible to the supervisor or the health and safety representative of his workplace or division (depending on the situation), who must report it to the employer (Art 14(1)(d))

Step 3: In the event that an employee was involved in an incident which may affect his health or which resulted in an injury to himself, or may affect the health and safety of co-workers, to report that incident to his supervisor or someone authorised for that purpose by the employer, or to his health and safety representative as soon as possible but no later than the end of the particular shift in which the incident took place, unless circumstances are of such a nature that the immediate reporting of the incident is not possible, in which event he must report the incident as soon as possible afterwards (Section 14(1)(e)).

Step 4: In general to take reasonable responsibility for his own safety and health and those of other persons which may be affected by his actions or neglect (Section 14(1)(a)).

4.2 Contractor control

Contractors doing contract work for the university shall comply with relevant health and safety legislation and provide proof thereof to the university.

The university will supply the contractor with a documented health and safety specification and this will form part of the agreement (contract) between the university and the contractor.

A contractor shall provide and demonstrate to the university a suitable and sufficiently documented health and safety plan, based on the university's documented health and safety specifications, for approval. If approved, this safety plan will be applicable from the date of commencement of and for the duration of the contract work.

Every contractor performing contract work shall before the commencement of any contract work and during the contract work, cause a risk assessment to be performed by a competent person appointed in writing and the risk assessment shall form part of the health and safety plan to be applied on the site and shall include at least—

- (a) the identification of the risks and hazards to which persons may be exposed to;
- (b) the analysis and evaluation of the risks and hazards identified;
- (c) a documented plan of safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;

² 85 of 1993

- (d) a monitoring plan;

Every contractor performing construction work shall comply with the construction regulations as contemplated in the Occupational Health and Safety Act, 85 of 1993.

Every contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of the Occupational Health and Safety Act and relevant Regulations, is opened and kept on site and made available to an inspector, the university, university's agent or contract manager.

4.3 Reporting of incidents and injury on duty

The Compensation for Occupational Injuries and Diseases Act (130 of 1993) determines that written or verbal notice of an accident shall, as soon as possible after such accident happened, be given by or on behalf of the employee concerned to the employer. An employee who has met with an accident shall, when reporting the accident or thereafter at the request of the employer or commissioner, furnish such information and documents as may be prescribed or as the employer or commissioner may direct.

In addition the Act determines that neglect to report an injury or alleged injury is a criminal offence. The Commissioner may also fine the employer for the full amount of the claim.

All accidents/incidents concerning health and safety at the work place must be reported to the safety representative, the employee's supervisor and at the allocated reporting point on campus. All accidents/incidents in the workplace will be investigated by 'n investigator appointed by the university.

4.3.1 Reporting procedure (Campus specific)

NWU WEB

https://intranet.nwu.ac.za/opencms/export/intranet/html/af/in-im-news/BGV/NWU_OHS_SYSTEM.pdf

https://intranet.nwu.ac.za/opencms/export/intranet/html/af/in-im-news/BGV/NWUOHSS_1.4IG-Eng.pdf

https://intranet.nwu.ac.za/opencms/export/intranet/html/af/in-im-news/BGV/NWUOHSS_4.6EP-Eng-C_Flipchart.pdf

4.4 Hazardous products

Staff in control of and responsible for the Mechanic, metallurgical, chemical, physiological, biochemical, microbiological and botanical stores and hazardous substances at Soil Science must:

- keep registers in which record is kept of the issuing and receptions of flammable and hazardous substances;
- not leave any unauthorised person in control of keys or give any unauthorised person access to these areas without permission;
- not issue greater quantities of hazardous or flammable substances than what is required for experiments or research; and
- ensure that all conditions of the Hazardous Substances Act, Act 15 of 1973, or any regulation issued in terms of the Act, are adhered to strictly.
- If any staff member or student is in possession of flammable or hazardous products and cannot satisfactorily prove the authorised possession of those substances or explain the purpose for which the substances are in his possession, such substances will be confiscated and disciplinary steps will be taken against the person.
- For the purposes of the above rule a flammable or hazardous product is regarded to correspond with the description as in the Hazardous Substances Act, Act 15 of 1973.

4.5 The protection of very important persons (VIPs) during certain occasions

Protection is limited to the following two groups of occasions, namely visits by Very Important People and special occasions such as graduation ceremonies.

Protection services for other social events are arranged according to the normal protection procedure of the Department of Protection Services.

4.5.1 Visits by VIPs

When VIPs visit the North-West University, the following protection measures apply:

- a. Full details about the person's visit or the occasion are obtained from the department who acts as host and are used as the source documents for further planning.
- b. Arrangements are made for the Chief Emergency Plan Co-ordinator or his delegate to perform a physical search, as well as an inspection of all venues and areas on campus which will be used or visited by the VIP during the visit. That involves searching for explosives as well as the identification of restraints in the geographic environment which may result in possible injuries.
- c. In consultation with the Head of Student Medical Services, arrangements are made for the support of a first-aid team and the availability of the necessary first-aid equipment.
- d. Instructions are given by the Head: Safety Services to the Occupation Safety and Preparedness representative to place first-aid team members on stand-by for assistance if necessary.
- e. Arrangements are made by the Department of Protection Services of the North-West University, in consultation with the host and the Division Traffic Control, for guarding services at venues which have been declared safe, the reservation of parking spaces and the guarding of vehicles.
- f. Where possible planning is done in such a way the Chief Emergency Plan Co-ordinator is present during the visit, in order to maintain order on the scene and to establish continuous radio communication with Protection Services' control office.

If the Chief Emergency Plan Co-ordinator cannot be present in person, radio systems will be made available to members of the host company who will be present in order to maintain the advantage of continuous radio communication.

- g. If the VIPs take meals in any of the dining places of the North-West University during the visit, the safety measures will also be extended to these venues. Arrangements will also be made in such a way that only one caterer is responsible for the meal, so that any problems or shortages which might arise may be solved as soon as possible.
- h. In cases where status of the visiting VIP requires that the safety division of the SAPS must deal with the guarding of the person, all measures from a) to g) are made in consultation with the SAPS. Representatives of the SAPS are in this case also provided with radio systems for the duration of the visit.

4.5.2 Special occasions / graduation ceremonies

The following parking and safety measures apply for special occasions and graduation ceremonies:

- a. A certain number of parking spaces are reserved for guests of honour.
- b. Arrangements are made with the Head: Occupational Safety and Preparedness to put the necessary emergency measures in place.
- c. It must be ensured that one person from Academic Administration remains close to the stage for the duration of the ceremony to take responsibility for the use of fire extinguishers if necessary. This person will receive full training in the use of fire

extinguishers and will as a standard measure undergo refreshment courses to keep the level of preparedness as high as possible.

- d. All further arrangements are made in accordance with points a) to h) as applicable to the safety of visiting Very Important Persons.

4.6 Keeping/handling confidential documents

Staff in control of staff who supervise safes or offices in which confidential documents are stored, or who are in possession of such documents, must:

- ensure that no unauthorised person gets access to or is left in control of keys to the safes or offices;
- keep a register in which the issuing or return of the said documents may be recorded;
- deal with it in such a way or exercise control over it in such a way that no unauthorised person gets access to its contents.

With the application of this policy it is important to bear in mind that the concept “**confidential document**” involves the following:

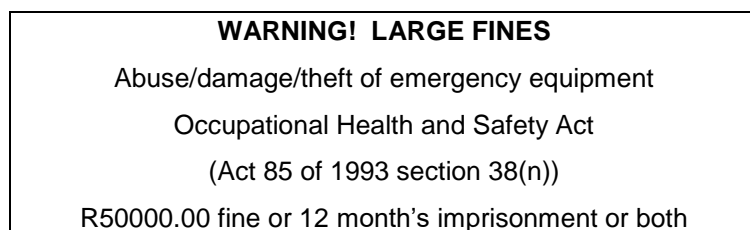
- * any document which is classified as confidential by its composer; or
- * documentation which may damage the North-West University as a whole or a department, staff member or a student because of its content;
- * documentation which is from time to time classified as confidential by the departmental head.

4.7 Smoke policy

See internet, Human Resources, Procedures and guidelines, Annexure 3.6

4.8 Abuse of emergency equipment

The following warning stickers must be attached to all emergency equipment, such as emergency radios, smoke detectors, fire-extinguishers etc.



Management reserves the right to act in terms of the above legislation:

- when residence emergency radios are activated and when it transpires during an investigation that there is no disaster situation which justifies the use of an emergency radio, a service delivery fee in the form of a fine will be levied against the guilty party.

In the case of residences the fine will be levied by the Department of Protection Services together with the Department of Residence and Catering Services and the house masters of the residence in question, or the department or institute responsible for the residents who are at that stage making use of the accommodation facilities of the residence in question. In the case of any other building the department or institute occupying the building will be responsible for paying the fine.

- The levying of any such fine will also be accompanied by the submission of a report concerning the abuse of the equipment to the Dean of Students or the head of the department or institute in question.

- The above guidelines apply to the abuse of all emergency equipment as supplied by the Department of Protection Services for preparedness purposes and do not indemnify the guilty party from other costs which may normally result from the abuse.

4.9 Service charge: North-West University Fire Brigade

- When the North-West University Fire Brigade team is called to assist in incidents of fire on the North-West University terrain, the same service fee will be charged as when the Local City Council Fire Brigade would have been called.
- The service charge will apply over and above any other fees payable to the Local City Fire Brigade in cases where additional assistance must be called in.
- The above fee can only be recovered in the following cases:
 - * if it is an insurance claim which can be recovered from the insurers of the University;
 - * if the premises or space belongs to an institute operated with external income; or
 - * if the insurers do not pay the claim because negligence can be proved on the side of a department/institute. In this case the department/institute will be responsible for the cost.

4.10 Preparedness and emergency plan

4.10.1 Introduction

For practical purposes all emergency situations are categorised in three main categories:

Category 1: Daily situations which can be dealt with in building context. Personal preparedness is of importance here. Internal action and the assistance of Facilities and Technical Services, Protection Services and the NWU Fire Brigade in the incident are crucial. The University's Functional Safety Plan has no task in Category 1 emergency situations.

Category 2: From time to time disasters of a bigger extent occur. The Department of Protection Services, with supporting assistance of the SAPS and municipal emergency services, handles these situations.

Category 3: In exceptional cases major disasters occur. In these cases the local managerial services of town, the SAPS and the SANDF are fully occupied by the centre of the disaster, so that the University staff, students and visitors are exposed to the effects of the disaster without the protection of the normal service institutions. There is nobody to provide individual services and the University's staff and students are left to themselves. In this category the Functional Safety Plan is fully deployed.

4.10.2 Campus division: composition and functioning

For functional purposes the campus has been divided in safety committees which are responsible for specific buildings. The safety committee is therefore responsible for compiling and implementing an emergency plan in building context and to keep it up to date. The compiling of the emergency plan must make provision for all kinds of possible emergency situations.

The committees are under the direct control of safety chairpersons, each of whom is responsible for buildings used by their faculties, divisions or support departments.

Every building on campus thus functions under its own applicable emergency evacuation plan. Annually or as often as details change, safety committees in control of buildings will therefore revise the emergency plan in the building and bring it up to date, including annual practicing in collaboration with the Safety Co-ordinator.

The Fire and Crisis First-aid Team is controlled in a centralised manner because of the following reasons:

- Central teams consist of smaller groups of staff who can be trained more intensively and professionally.
- Expensive equipment are maintained at a central point and do not lie around unused in buildings, only to get lost.

Although fire and first-aid teams are not appointed in building context, persons in each building must be trained in the basic techniques of fire extinguishing and first aid. That will ensure that someone is available during the first crucial moments of an emergency situation to give assistance until specialised help arrives.

4.10.3 Centralised emergency services

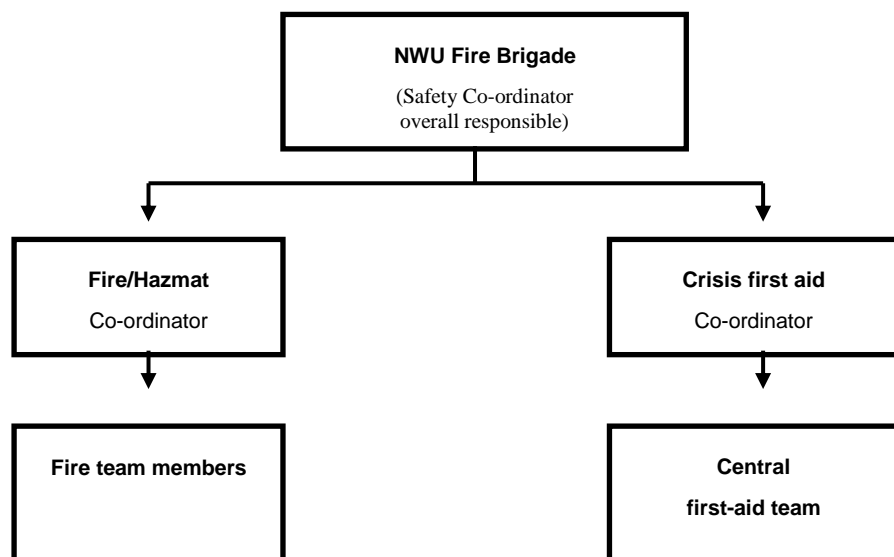
4.10.3.1 Protection Services

The Department of Protection Services is at all times responsible for safety services and traffic control, also as part of their normal daily duties.

In a disaster situation the Department of Protection Services will continue with the safety functions, as well as crowd, access and traffic control, together with the North-West University Fire Brigade and other emergency teams.

In a disaster situation protection services function independently of preparedness functions and the preparedness component cannot depend on the Department of Protection Services for civil protection functions.

4.10.3.2 NWU Brigade



4.10.3.3 Fire and Hazmat team

The fire team does not function as a fulltime component of the University and its members are occupied with normal daily tasks in other departments. However, the fire team is on 24-hour stand-by to control emergency situations on campus. That includes fires, chemical wastes and medical emergency care.

4.10.4 First-aid team

4.10.4.1 Crisis first aid

Crisis first aid is a centralised function and treats casualties of a more serious nature on an ongoing basis on campus. Crisis first aid functions independently of other first-aid functions on campus.

4.10.4.2 Central first-aid team

The central first-aid team are staff with first-aid training who voluntarily give first aid during disasters. The central first-aid team is only activated during Category 3 emergency situations.

4.10.5 Essential services

Centralised essential services are the responsibility of the Department of Facilities and Technical Services, who must take care of electricity and water supply, transport and mechanical maintenance in emergency situations.

4.10.6 Procedures of conduct

The following procedures will apply when an emergency situation arises (whether it necessitates the activation of the emergency plan or not). Although the procedures are given step by step, action often takes place in a short period and requires an overlapping of the steps. A fire situation is used as an example:

- Step 1:** The person who discovers the fire, takes preventative steps and reports the fire.
- Step 2:** All emergency situations are reported to Protection Services at extension **2211**. The safety chairperson in question must also be informed of the incident.
- Step 3:** The safety chairperson activates the safety committee and makes a decision about the further deployment of the emergency plan. (If the fire has been extinguished, a complete report will be given to Protection Services or the Emergency Action Committee. No further steps are necessary). The Department of Protection Services activates the centralised emergency teams as necessary.
- Step 4:** When a decision has been made about evacuation, the occupants of the building are informed about it via the available communication channels.
- Step 5:** Evacuation takes place according to the emergency plan of the building(s) in question. The security team follows closing procedures. The emergency teams continue with specialist tasks. After evacuation roll call must be taken to ensure that everyone has left the building.
- Step 6:** If the fire has been extinguished, information is given to the control room, and steps are taken to have people returned to the building, or if that is not possible, action is taken as deemed necessary.
- Step 7:** If the fire cannot be controlled and if it has spread to such an extent that it is threatening surrounding town areas, the Emergency Action Committee, together with the local emergency services, will apply for the declaration of an emergency situation.

The above steps apply during any disaster which may occur at the North-West University.

A further division may be made as follows:

- The fire is fought and extinguished in building context (Step 1 to Step 3).
- The disaster necessitates the activation of the emergency plan and it is solved with the aid of various emergency services.
- The disaster is of such an extent that a disaster situation needs to be declared.

4.11 Functional safety plan analysis

A	B	C	D	E	F	G	H
MANAGEMENT	EMERGENCY ACTION COMMITTEE (EAC)	JOINT OPERATIONAL CENTRE (JOC)	NEGOTIATION TEAM	PROTECTION SERVICES	EMERGENCY SERVICES	CARE SERVICES	HUMAN RESOURCES
Councillor Principal Vice-principal Registrar DBOB -Receive situation report. -Evaluate report. -Activate EAC.	EAC chairperson Emergency controllers *Finance and Facilities *Human Resources *Protection *Emergency Services *Care Services *Dean of Students/Central SC -Receive sit. report and instructions from management. -Determine action plan. -Call JOC. -Monitor risk areas. -Activate emergency teams to assembly point. -Activate negotiation team.	Representatives are called together on an ad hoc basis: *EAC member *Management member *SAPS *SANDF *Central SC *Fire and Emergency Services *Personnel Services -Determine operational plan in accordance with risk. -Place support services on stand-by. -Advise EAC chairperson.	Councillor/Principal Registrar Legal representative Negotiator Human Resources Practitioner Central SC / Dean of Students Public Relations Media Liaison -Create negotiation forum. -Confirm topic of discussion. -Compose a team. -Obtain memo with claims. -Evaluate claims. -Give feedback to management. -Write media report and deliver it to media. -Give information to switchboard staff and DMPR.	Director Head: Traffic and Access Control Head: Security Services Communication leader -Receive instructions from EAC. -Regulate traffic. -Cordon off target area. -Monitor situation. -Identify activists. -Protect/evacuate. -Internal and external support. -Manage radio communication.	Director: Facilities and Technical Services Safety Co-ordinator Fire team co-ordinator First-aid co-ordinator Head: Power Supply Head: Water Supply Head: Transport -Receive instructions from EAC. -Activate emergency plan	Director Head: Residences Head: Catering Administration Receive orders/requests. -Activate emergency plan.	Chief Director Deputy Directors Personnel officials Admin. Assistant -Receive situation report. -Evaluate disaster. -Activate emergency measures. -Human Resources

EAC:
JOC:
Emergency

Emergency Action Committee
 Joint Operational Centre
 SAPS, SANDF, fire and emergency services (external) and PU emergency

MPR:
DMPR:
 Marketing and Public Relations
 Director: Marketing and Public Relations

Functional safety plan analysis: A (MANAGEMENT)

COUNCIL MEMBER	RECTOR	VICE-RECTOR	VICE-RECTOR	REGISTRAR	CHIEF DIRECTOR: FINANCE AND FACILITIES	DIRECTOR: MARKETING AND COMMUNICATION
<p>Receives situation report from Management.</p> <p>Recommendations</p> <p>Gives feedback in regard to resolutions of the Council.</p>	<p>Generally responsible for all decisions in conjunction with the Council, as well as for the implementation such decisions.</p> <p>May be co-opted onto EAC, JOC and/or negotiation team.</p>	<p>Responsible for academic component as well as academic buildings.</p> <p>May be co-opted onto EAC, JOC and/or negotiation team.</p>	<p>Renders support services and inputs in respect of management decisions with specific reference to negotiation team.</p> <p>May be co-opted onto EAC and/or JOC.</p>	<p>Responsible for the legal aspects.</p> <p>Serves on the negotiation team.</p> <p>Responsible for public relations action as well as all media liaison in conjunction with Marketing and Communication.</p>	<p>Responsible for university and grounds as person responsible for Occupational Safety and Readiness.</p> <p>Serves as chairperson of EAC.</p> <p>May be co-opted onto JOC and/or negotiation team</p>	<p>Coordinates communication: internal and external.</p>

Functional safety plan analysis: B (EMERGENCY ACTION COMMITTEE)

CHAIRPERSON	CHIEF DIRECTOR: FINANCE AND FACILITIES	DIRECTOR: HUMAN RESOURCES	DEAN OF STUDENTS/CSC	DIRECTOR: PROTECTION SERVICES	DIRECTOR: RESIDENCES AND CATERING SERVICES
<p>Acts as Chairperson of EAC by virtue of position as responsible person for OS and R.</p> <p>Serves as link between EAC and management.</p> <p>Receives situation report from Management.</p> <p>Evaluates situation report in collaboration with EAC members.</p> <p>Activates emergency action.</p> <p>Feedback to Management.</p> <p>May be co-opted onto JOC and/or negotiation team.</p>	<p>Coordinates all emergency actions.</p> <p>Monitors situation.</p> <p>Feedback to Chairperson of EAC.</p> <p>May be co-opted onto JOC and/or negotiation team.</p>	<p>Receives situation report.</p> <p>Evaluates situation.</p> <p>Reports to Management.</p> <p>Reports at EAC.</p> <p>Feedback to EAC.</p> <p>Implements decisions in conjunction with instructions from Management.</p>	<p>Coordinates all student acts and actions.</p> <p>Monitors situation.</p> <p>Feedback to Chairperson of EAC.</p> <p>May be co-opted onto JOC and/or negotiation team.</p>	<p>Receives report from other sources or Management.</p> <p>Reports to EAC.</p> <p>Evaluates report.</p> <p>Moves towards scene and evaluates.</p> <p>Issues instructions to PS staff.</p> <p>Liaison and co-ordination:</p> <ul style="list-style-type: none"> * Management * Emergency Controller * Communication Leader * Emergency Services * Evacuation Leader * Security Manager * Traffic Control Leader * Leader Emergency Terminating <p>Overhead Security Planning.</p> <p>Overhead planning and changes in emergency planning in co-operation with EAC.</p>	<p>Receives situation report from EAC.</p> <p>Evaluates situation report.</p> <p>Activates divisional heads.</p>

Functional safety plan analysis: C

The composition of the JOC as well as the functionaries involved will determine the action.

The SAPS will identify and activate key personnel members of all external services in accordance with risk for JOC discussions as presented in C.

Functional safety plan analysis: D

The composition of the negotiating team as well as the functionaries involved will determine the action.

The following communication actions will be coordinated by the Director: Marketing and Communication:-

1. Obtain detailed info from Rector – ascertain who had been appointed as the official spokesperson or delegate.
2. Put the secretary on the alert for urgent typing.
3. DMAC's secretary must inform the staff via e-mail.
4. DMAC must ensure that cellphones are available.
5. DMAC must inform switchboard operators about the state of affairs and must provide a standard reply to be given in the case of enquiries.
6. DMAC must provide the name and telephone number of the official spokesperson to the switchboard personnel and the Protection Services personnel.
7. The Head: Media must compile a draft media statement (in Afrikaans and English) and have it typed.
8. The statement must be faxed to the media after approval by the Rector.
9. DMAC must activate voice-mail message on official NWU number (switchboard) or only on MC members' phones. (The situation will dictate.)
10. The Head: Media must compile a follow-up media statement with reference to further events.
11. The Head: Media must check whether media representatives have all the information. (Aftercare service)
12. DMAC must deactivate "voice-mail" message once the situation has returned to normal.
13. DMAC's secretary must inform personnel members and students via e-mail that the situation has returned to normal.

Functional safety plan analysis: E (PROTECTION SERVICES)

HEAD: PROTECTION SERVICES	CONTROL ROOM	PROTECTION OFFICERS	HEAD: TRAFFIC AND ACCESS CONTROL	T & A PROTECTION OFFICERS
1. Receives report. 2. Evaluates report. 3. Places Protection Officers on stand-by. 4. Moves towards scene and evaluates. 5. Issues further instructions after evaluating the scene. * Cordoning off * Posting guards at critical closed and exit doors * Identifying activists, agitators * Assisting with evacuation * Internal and external support services * Communication and liaison * Searching * Arrests * Liaising with the SAPS	1. Receives report 2. Passes report on to Head Protection Services. 3. Records the nature of the report and the name and telephone number of the person who reported the matter in the occurrence book. 4. Monitors and regulates radio traffic. 5. Handles radio-paging messages. 6. Activates emergency teams. 7. Makes arrangements for communication needs and systems as required. 8. Transfers important information to users of unidirectional and 2-way systems. 9. Communicates between disaster control centre and emergency control system. 10. Deactivates emergency teams on command.	1. Receive report from control office. 2. Wait for orders. 3. Move towards the various designated points. 4. Obtain instructions. 5. * Define the target group. * Man the critical points of entry and exit. * Identify activists and agitators. * Assist with evacuation and protection. * Render internal and external support to emergency services. * Search persons and areas. * Report suspicious objects. * Assist with regulation of traffic and other ad hoc assignments that may arise. * Patrol the area.	1. Receives report. 2. Evaluates report. 3. Instructs traffic officers to be on stand-by. 4. Moves towards scene and evaluates. 5. Issues further instructions after evaluating the situation. * Cordoning off areas * Access control points * Regulation of traffic * Reservation * Signage * Liaison with local traffic department * Assistance with evacuation and searches * Rendering assistance to other support services.	1. Receive report. 2. Wait for orders. 3. Get traffic boards, safety tape and other equipment ready. 4. Move equipment to the scene. 5. Obtain instructions and execute them. * Cordoning off target area * Manning the access control points * Regulating traffic * Reserving parking spaces * Putting up signage (directions and information) * Assisting local traffic department with regulation of traffic * Carrying out ad hoc orders * Rendering assistance to other support services.

Functional safety plan analysis: F (EMERGENCY SERVICES)

NWU Fire Chief	CHIEF EMERGENCY TERMINATOR	HEAD: TRANSPORT
Receives instructions from Disaster Control Centre. Evaluates situation. Activates fire team. Activates first aid members. Assists with evacuation where necessary.	Receives instructions from Disaster Control Centre. Evaluates situation. Activates terminators. Prepares action plan. Maintains contact with Disaster Control Centre.	Receives instructions from Disaster Control Centre. Evaluates situation. Provides the necessary vehicles.

Functional safety plan analysis: F1 (EMERGENCY SERVICES, POWER AND WATER SUPPLY)

CHIEF WATER SUPPLIER	CHIEF POWER SUPPLIER	EMERGENCY TERMINATOR
Receives instructions from Chief Terminator.	Receives instructions from Chief Terminator.	Receives instructions from Chief Terminator with regard to water, electricity and gas.

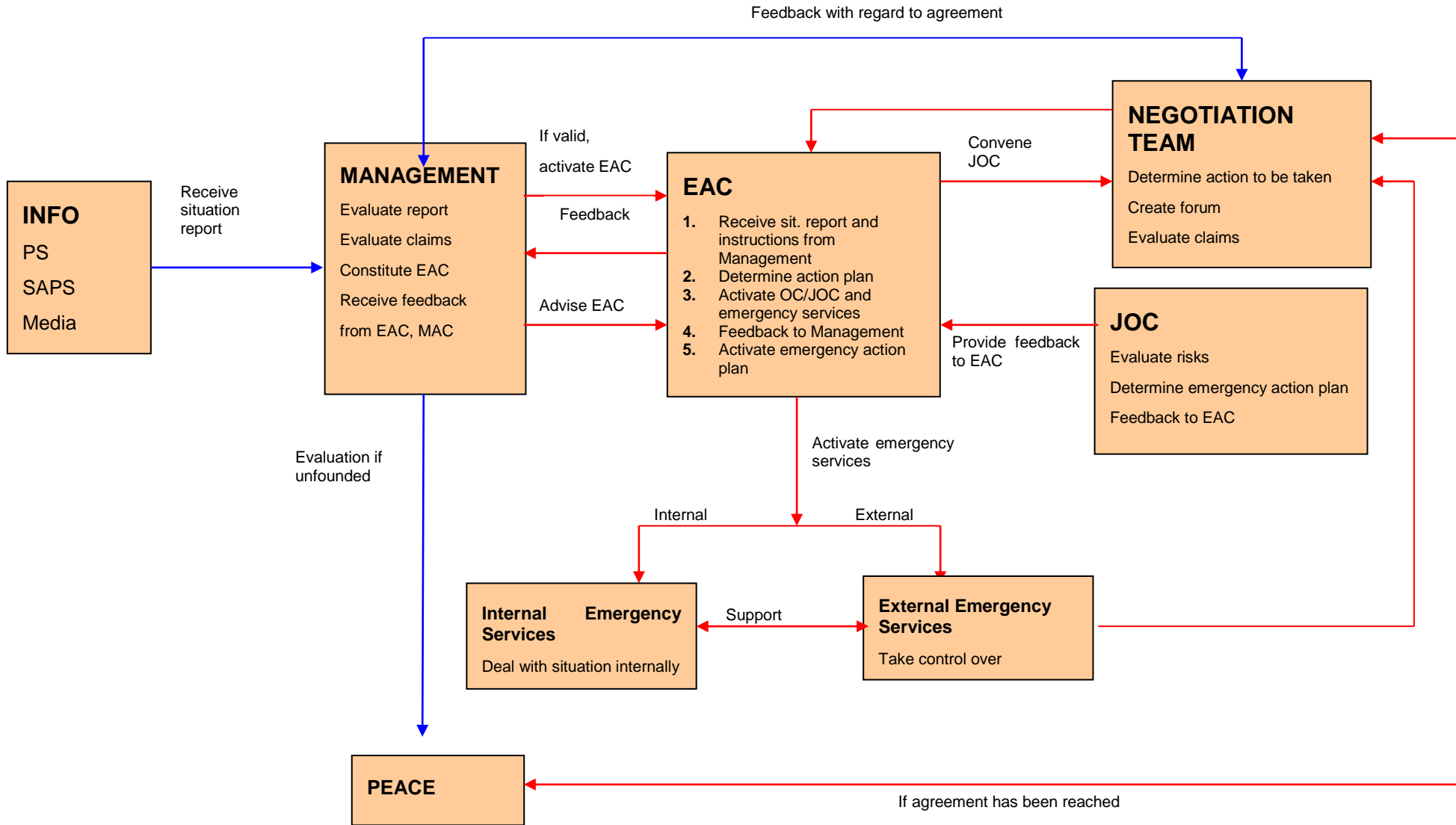
Functional safety plan analysis: G (RESIDENCES AND FOOD SERVICES)

HEAD: RESIDENCES	HEAD: CATERING SERVICES	HEAD: CAFETERIA	FINANCIAL/ADMINISTRATIVE MANAGER
Receives instructions from Director. Evaluates situations and needs. Coordinates and manages actions and decisions by passing on instructions to residences, guesthouses and residence matrons.	Receives instructions from Director. Coordinates and manages actions and decisions by passing on instructions to kitchen managers.	Receives instructions from Director. Coordinates and manages actions and decisions by passing on instructions.	Receives instructions from Director. Evaluates situation. Activates auxiliary service divisions: * administration * storeroom * processing of vegetables * butchery * laundry Coordinates and manages by passing on instructions to functionaries.

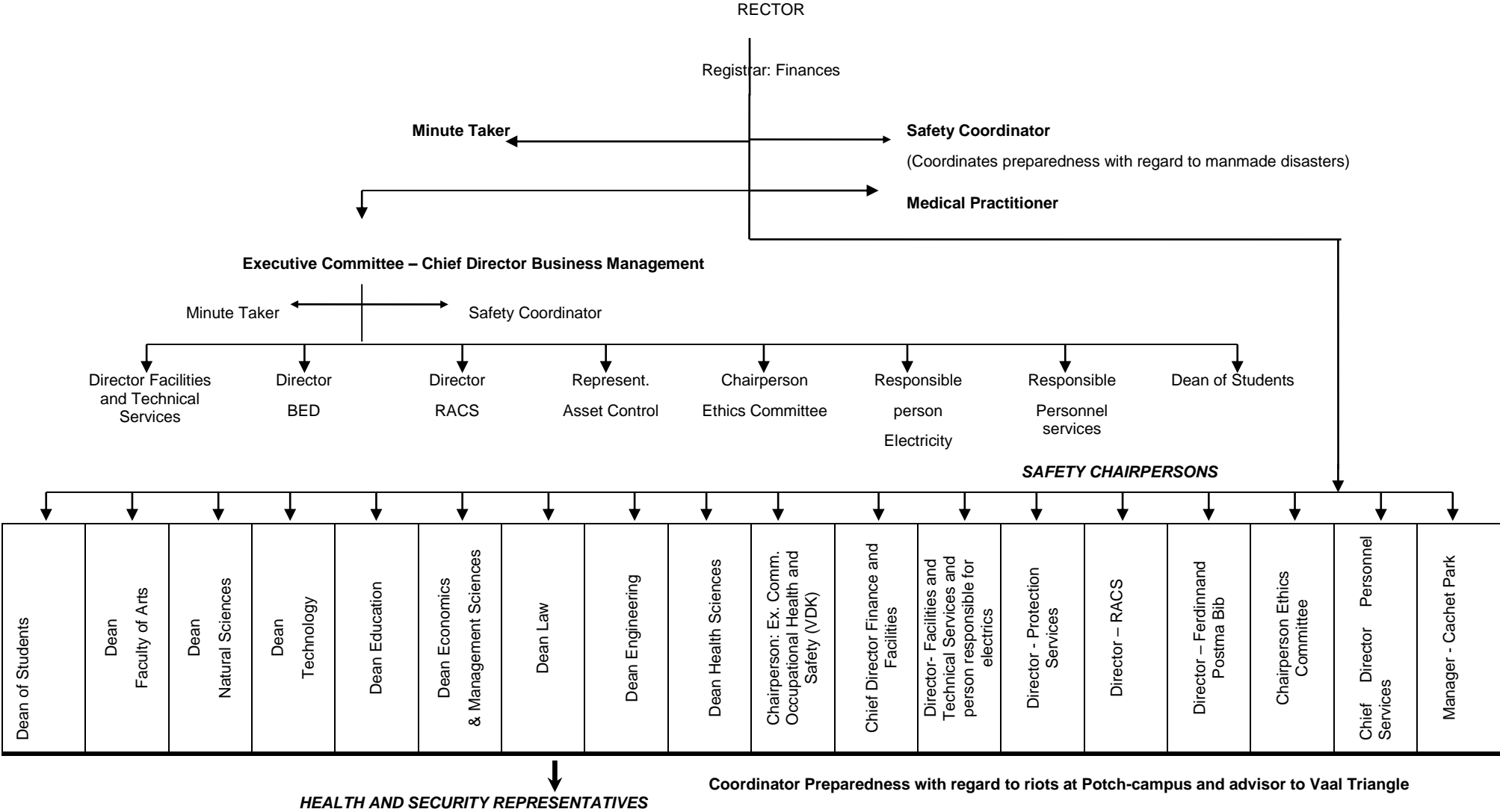
Functional safety plan analysis: H (HUMAN RESOURCES)

DEPUTY DIRECTOR	PERSONNEL OFFICERS	ADMINISTRATIVE OFFICERS
Receives instructions from Chief Director: Personnel. Logs statistics and documents events in detail. Processes information. Reports to CD. Implements decision.	Receive instructions from CD. Implement decisions. Execute ad hoc instructions. Render support services.	Receive instructions from CD. Implement decisions. Execute ad hoc instructions. Render support services.

4.12 Schematic representation of functional safety plan analysis



MAIN COMMITTEE OCCUPATIONAL HEALTH AND SAFETY



Task description (Main Committee)

Policy making committee that comes together once a year and that sees to it that policy and procedure with regard to health, safety, preparedness and the environment are carried out and that Safety committees comply with the statutory provisions according to Act 85 van 1993. This committee also pays attention to problems that cannot otherwise be solved. The Rector has overarching responsibility for this Committee.

Steps for problem solving

Step 1: Employee reports danger situation with regard to health, safety, preparedness and the environment to the safety/building representative concerned.

Step 2: Employee reports to the chairperson of the safety committee concerned as to what should be done to solve the problem.

Step 3: If the Safety/Buildings representative cannot solve the problem, then the Safety committee must attempt to solve it.

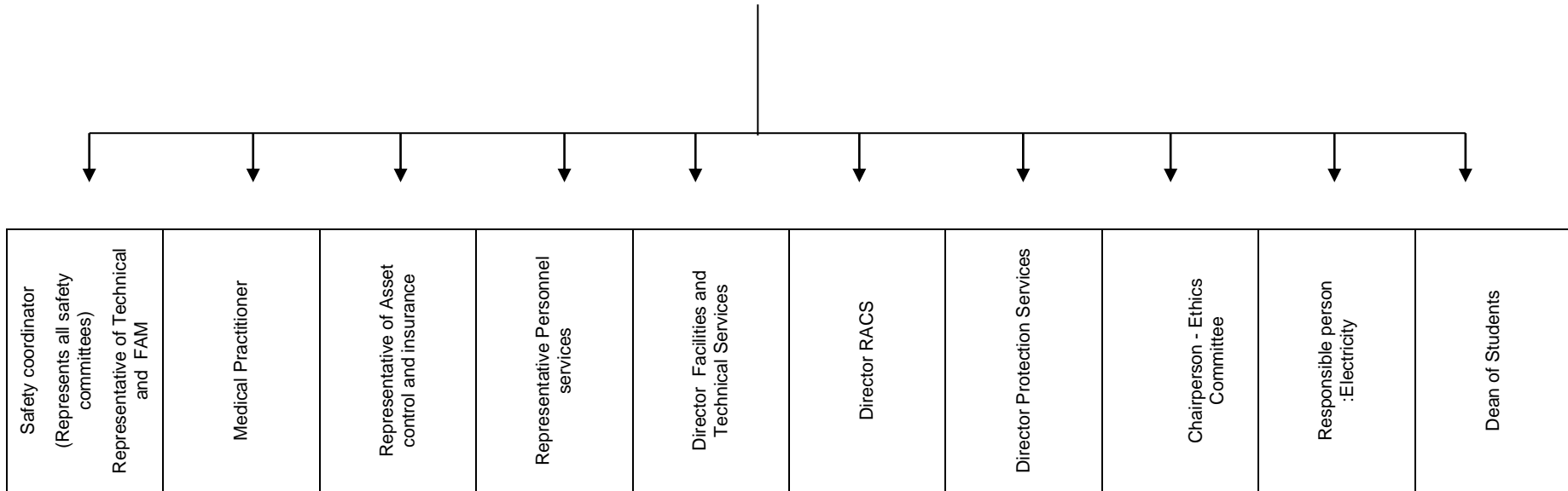
Step 4: If the problem cannot be solved then the safety coordinator must be informed and action steps must be determined.

Step 5: If the problem can still not be solved then the Executive Committee must handle it and

Step 6: if the Executive Committee cannot find a solution then the Chairperson of the Main Committee decides whether the Main Committee should be called together urgently.

Remark: An urgent problem can be taken up with the Chairperson of the Executive Committee and Main Committee through the Safety coordinator.

**EXECUTIVE COMMITTEE AND SAFETY COMMITTEE
(OPERATION)
CHAIRMAN: Chief Director: Finance and Facilities**



The Executive Committee meets four times a year and is responsible for all cases that cannot be solved by the safety committees and the safety coordinator. They meet to ensure that all statutory provisions according to Act 85 of 1993 with regard to safety committees, including the appointment of chairpersons, and the functioning of safety committees take place continuously. They also act as safety committee of the operational segment by ensuring that the mentioned departments meet the statutory provisions regarding health, safety, preparedness and environment standards. The Executive Committee also rectifies mistakes and deals with monthly inspection reports and unresolved problems.

This Committee remains the overarching responsibility of the Registrar: Finances.

5 TRAFFIC AND ACCESS CONTROL

Date first issued: 13 September 1961

Date approved by Council: September 1961

Dates amended and approved by Management Committee: 29 November 1979, 28 May 1999, 30 May 2003

Date of last revision: 7 September 2004 (Rector)

Date submitted for revision: 19 October 2006

Date approved by Rector and Management Committee: The approval is as per Campus MC of 16 April 2007 with implementation of specific arrangements for undercover and basement parking as of 1 January 2008.

5.1 Traffic regulations

Lawful access by University staff, students registered at the NWU and members of the public in whichever way, to any NWU property is subject to compliance with the rules and regulations determined by the University and published in Protection Services' Traffic Regulations.

Enforcement of the parking regulations also takes place in terms of the rules and regulations concerning traffic, parking and keeping of vehicles as contained in the Protection Services' Traffic Regulations.

Violation of the prescribed rules and regulations renders the offender liable to possible disciplinary action by the University in terms of the prescribed procedures contained in the "Students Disciplinary Rules of North-West University" in respect of students (Council meeting 18 June 2006) and in terms of the disciplinary procedure and code (Appendix 23) in the staff manual in respect of staff. Offenders can be fined/prosecuted through the issuance of official NWU traffic notices, disciplinary action and/or criminal proceedings.

5.2 Definitions

Official vehicle

For the purposes of these traffic regulations an official vehicle is a vehicle which is the property of the University, and for the purposes of these regulations it is regarded as *official* only if it displays an appropriate parking disc.

Official

Someone in the service of the Protection Services Department for supervising and controlling traffic and for enforcing the traffic regulations laid down by the University.

Visitor

Someone who is not a staff member, part-time staff member, student or part-time student of this University.

Visitor's permit

A written permit issued to someone who is not a staff member or a student, but who occasionally visits the University and to whom parking privileges are granted only for a certain time.

Visitor's parking disc

A disc issued to someone who is not a staff member or a student, but who visits the University as a regular visitor, who reports his visit and to whom the right of parking has been granted.

Driver

Means any person who drives or attempts to drive any vehicle or who rides or attempts to ride any pedal cycle or who leads any draught, pack or saddle animal or herd or flock of animals, and "drive" or any like word has a corresponding meaning

Disciplinary Committee

The Disciplinary Committee of the North-West University

Owner

In relation to a vehicle, means

(a) the person who has the right to use and enjoyment of a vehicle in terms of the common law or a contractual agreement with the title holder of such vehicle;

(b) any person referred to in paragraph (a), for any period during which such person has failed to return that vehicle to the title holder in accordance with the contractual agreement referred to in paragraph (a); or

(c) a motor dealer who is in possession of a vehicle for the purpose of sale;

and who is licensed as such or obliged to be licensed in accordance with the regulations under section 4 (Registration and licensing of motor vehicle), and "owned" or any like word has a corresponding meaning;

Guest(s)

A person or group of persons who visits the University on special request and to whom right of parking is granted.

Guest parking permit

A written permit issued to a guest or a group of guests visiting the University on special request and to whom the right of parking is granted.

Motorcycle

A motor vehicle with two or more wheels and any such vehicle to which a side-car can be attached.

Motor vehicle

Any self-powered vehicle and also a trailer and a vehicle with pedals and an engine as an integral part thereof or attached to it and which is designed or adapted to be propelled either by means of those pedals or the engine or both.

Emergency service vehicle

A vehicle which is the property of the University and which is used as a fire-fighting vehicle, security vehicle or traffic vehicle. A private vehicle which is used in this capacity is also an emergency vehicle for the purposes of these regulations, but only when it has been supplied with an appropriate parking disc.

Public Road

Means any road, street or thoroughfare or any other place (whether a thoroughfare or not) which is commonly used by the public or any section thereof or to which the public or any section thereof has a right of access, and includes –

(a) the verge of any such road, street or thoroughfare;

(b) any bridge, ferry or drift traversed by any such road, street or thoroughfare;

(c) any other work or object forming part of or connected with or belonging to such road, street or thoroughfare;

Road traffic sign

All traffic directing signs, danger or warning signs, information signs, roadway lines and marks which may be displayed in the Republic of South Africa in terms of the uniform road traffic legislation, are valid for the terrains of the University, with the understanding that the Council of the University may prescribe its own measurements, distances and heights for the erecting of traffic signs and the marking of roadway lines and signs.

Roadworthy

In relation to a vehicle, means a vehicle which complies with the relevant provisions of the Road Traffic Act (act 93 of 1996) and is otherwise in a fit condition to be operated on a public road;

Park

To let a vehicle stop with or without occupants for longer than what is reasonably necessary for persons or goods to be loaded or offloaded.

Parking permit

A written permit issued to a staff member, student or visitor who is not in possession of a valid parking disc and to whom parking privileges are granted for a certain period only.

Parking disc

A disc issued to a staff member, student or visitor to whom right of parking on the University terrain is granted (whether in a specific parking lot or in general) and also the disc displayed on an official and emergency service vehicle.

Parking area

A place exclusively adapted to park motors and motor cycles which is marked as such with an appropriate notice board.

Council

The Council of the North-West University.

Roadway

The part of a road, street or thoroughfare which has been improved, built or intended for vehicle traffic, and also the parts commonly known as the "shoulders".

Seam

The part of a road, street or thoroughfare which is not the roadway.

Shoulder

Means that portion of a road, street or thoroughfare between the edge of the roadway and the kerb line

Sidewalk

The part of the seam which is exclusively meant for use by pedestrians.

Pedal cycle

Any bicycle, tricycle or pedal car designed to be propelled exclusively by human power.

Traffic lane

A length-wise division of a road which is wide enough to allow passage to a single row of vehicles.

Dedicated lane

Means a portion of the public road reserved during certain period for the exclusive use of a certain categories of motor vehicle, the use and the categories of vehicles, the use and the categories of vehicles of which are prescribed by an appropriate sign;

Traffic court

For the purposes of these regulations, a disciplinary committee in terms of the provisions of the disciplinary procedure and rules for students and staff.

5.3 Parking privileges

- The following persons may apply to use their vehicles on the terrains of the University:
 - Staff attached to the University
 - Registered students at the University
 - Any other private person.

- A staff member/student of the University who at any time wishes to use a motor vehicle or motor cycle (as defined in Section 2 of the Traffic Regulations of the North-West University) on the parking area or roads of the University (regardless of the period), must register the vehicle in question with the Department of Protection Services. After the registration of such a motor vehicle a parking disc is issued, which must immediately be attached to the inside (preferably at the bottom right) of the windscreen of the registered vehicle. The disc must be attached to motor cycles in the same way as a license disc.
- A parking disc authorises the driver of the vehicle in question to use the roads and parking areas of the University as specified on the disc.
- Parking discs to students are issued once-off and are linked to a study period. Staff also receive permanent parking discs. These parking discs cannot be transferred from one vehicle to another.
- All directing signs, danger or warning signs, information signs, roadway lines and marks which may be displayed in the Republic of South Africa in terms of the uniform Road Traffic Act (Act 93 of 1996), are valid on the terrains of the University, with the understanding that the Council of the North-West University may prescribe its own measurements, distances and heights with regard to traffic signs and the marking of roadway lines.
- The roads and parking areas of the University are private property and persons enter upon them at their own risk. The University accepts no responsibility for any damage to or loss of a vehicle which occurs on the University terrain.
- No one may use the parking areas and/or streets of the University without permission.
- Anyone who enters the terrains of the University as a regular or an infrequent visitor (except in the case of bona fide visitors to residences), must report their visit to the Department of Protection Services or to an official in service of the Department of Protection Services, who will issue a visitor's permit or a visitor's parking disc, which will then give the visitor the right to parking.
- When a guest or a group of guests visit the University on request, the staff member(s) responsible for the invitation must make arrangements with the Department of Protection Services in advance for the issuing of guest parking permits. This must be done at least 72 hours before such a visit, so that parking spaces may be reserved.
- In all cases where a guest or a group of guests is invited, the staff members of the department in question must themselves arrange that their guests receive the guest parking permit(s) issued by the Department of Protection Services in time.

5.4 Parking discs

- Parking discs are issued by Protection Services and will only be provided on payment of a fee as determined from time to time. The cost of reserved parking disc is included in the rent.

Unless someone's car status change, parkingdiscs in the case of staff will remain valid for an entire term of office, in the case of students for the entire study period.

- If a parking disc which has been issued gets damaged, worn or redesigned, or when a new vehicle is purchased, the old parking disc must be submitted with the application for a new disc.
- Protection Services may require of the owner or driver of a motor vehicle applying for the right to park on the grounds of the University to provide proof of the vehicle's roadworthiness before a parking disc is issued.

- Special parking discs may be issued to visitors or guests. Visitors who find a fine or warning notice on their vehicles must submit it to the Department of Protection Services and must state the purpose of their visit.

5.5 Duties of an official

5.5.1 An official or another authorised person may

- at any time examine a vehicle on the University terrain to determine if it is roadworthy, or order that the owner or driver of a vehicle must submit a roadworthiness certificate in terms of the conditions of the Road Traffic Act as proof of the vehicle's roadworthiness and may ban the vehicle from the University terrain and reclaim the parking disc until the submission of proof of roadworthiness;
- make any arrangement concerning the traffic on the University terrain and may issue any instruction he deems necessary orally or in writing, subject to a decision by the Principal in the cases of a difference of opinion on whether such an instruction should be followed;
- issue a written permit to any person at any time to park on any specific or general parking area of the University;

Regulate and control traffic upon any public road, and give such directions as may, in his or her opinion, be necessary for the safe and efficient regulation of the traffic, which may include the closing of any public road, and where he or she is of the opinion that the driver of a motor vehicle is hampering or impeding the normal flow of traffic on a public road, direct the driver to remove the vehicle from such road and to follow another route with the vehicle;

- demand the name and address of any person who commits a traffic violation while driving a motor vehicle on the University terrain. The driver of such a motor vehicle is obliged to give his name and address to such an official;
- question any other person regarding any information he may need concerning a traffic violation which have been committed or which is presumably going to be committed. Anyone who is being questioned in this manner must give all the information he has to the official;

Require the driver of any vehicle to stop such vehicle

- order any person who is driving a vehicle on the University terrain and who commits a violation, to stop. The driver of such a vehicle must immediately bring his vehicle to a stop;
- demand any information about the vehicle from the owner of that motor vehicle or, if necessary, may question anyone else whom he suspects has information, in order to obtain information about that motor vehicle. Such a person is obliged to give all the information which he has to the official; and

Impound any document produced to him or her and which in his or her opinion may afford evidence of a contravention of or failure to comply with any provision of this regulation or any other law related to traffic matters and where any document is so impounded, the officer shall issue a receipt in respect thereof to the person concerned

- demand to see the driver's licence of any driver of a motor vehicle, to establish whether such a person is capable of driving a motor vehicle. Such a person is obliged to show his driver's license to the official within 24 hours.
- No one may hinder an official or any other person authorised by Council in the performance of his duties or obstruct him from performing his duties.

5.5.2 Accidents

- The Department of Protection Services is responsible for the investigation of motor vehicle accidents in which University property is involved. These kinds of accidents must be reported to the Department of Protection Services immediately.
- In terms of a decision by the Council of the North-West University a fee will be levied in all cases where details regarding the investigation of motor vehicle accidents are supplied on request.

5.6 Driving regulations

- Nobody may drive or park a motor vehicle on the University terrain or allow someone else to drive or park a vehicle which:
 - is not licensed;
 - is not roadworthy;
 - does not display a valid parking disc or a written parking permit,
- and nobody may:
 - allow someone to assume a position in a vehicle which may prevent the driver of the vehicle to exercise full control over the movement of the vehicle or to give an indication of his intention to stop, slow down or change direction;
 - fail to give immediate right of way to a vehicle which is sounding a device or a bell (including in terms of Section 101(3) of the Road Traffic Act, Act 21 of 1996);
 - allow any part of his body to protrude from a vehicle while it is in motion on a road or street on the University terrain, except for the purpose of giving a hand signal, unless he is in the process of testing or examining such a vehicle;
 - allow any person(s) or animal(s) to be on the roof, step, footboard or boot of a vehicle, so that it causes a hazard or obstruction to himself or such person(s) or animal(s) or other traffic;
 - allow the engine of the vehicle to run while the vehicle is standing still and without supervision;
 - purposefully or negligently throw or dispose of petrol or other liquid fuel or any oil or grease or other flammable or objectionable substances from a vehicle or from a container on a road or in running water or a drain opening or a storm water drainage hole or pipe or on a lawn.
- Any person driving a motor vehicle on the University terrain must be in possession of a valid driver's license.
 - Learner drivers must be in possession of a valid learner's driver's license and must drive the vehicle under the supervision of a competent driver.
- No one driving a motor vehicle may overtake another motor vehicle moving in the same direction at the following places:
 - upon approaching a turn in the road;
 - at any other place where the view of the driver of the vehicle is restricted, so that it creates or may create a hazard for any other traffic which is approaching or may be approaching;
 - in the face of approaching traffic;

- at a place where it is prohibited by a barrier line or road traffic sign.
 - No one may drive a motor vehicle on the right side of the roadway, except when another vehicle is being overtaken.
 - The general speed limits on the terrain, as indicated by road traffic signs, must be observed.
 - When the driver of a vehicle approaches a stop sign, he must reduce the speed of the vehicle and bring his vehicle to a stop in accordance with the instruction on the road traffic sign and he may not start moving his vehicle again until the road he wishes to enter, is safe.
 - All other traffic direction signs must be observed by a driver of a motor vehicle.
 - Before a driver proceeds to enter or to cross a road with his vehicle, he must ensure that it is safe to do so.
 - No person shall drive a motor vehicle recklessly, negligently, inconsiderately or in such a way that it poses a danger to other people or property or while the driver is under the influence of intoxicating liquor or a drug having a narcotic effect.
 - The driver of a motor vehicle must use the generally accepted driving or hand signals in time.
 - No one may ignore, damage, camouflage or remove a road traffic sign or traffic marks on the University terrain.
 - No one may use a sound device or hooter of a vehicle on a road or a parking area of the University without permission, unless such use is necessary for safety reasons.
 - No one may tow another motor vehicle, except a trailer or a caravan on the University terrain without the permission of a Protection Services official of the University.
 - From half an hour after sundown to half an hour before sunrise and during any other period of unfavourable atmospheric conditions the headlights and tail lights of a moving vehicle must be switched on and must emit sufficient light to make the vehicle visible to other persons and traffic.
- ** Vehicles which make a loud noise or cause a disturbance are not allowed on the University terrain.

5.7 Parking of vehicles

- Except under instruction of an official or in circumstances beyond the control of the driver, no one shall **stop** a vehicle at the following places:
 - in contravention of any road traffic sign;
 - any other place where the stopping of a vehicle would or would be likely to constitute a danger or obstruction to other traffic;
 - alongside or opposite an excavation or obstruction on the public road if other traffic would be obstructed or endangered by such stopping;

On the right-hand side of such roadway facing oncoming traffic;

- where it obstructs or may obstruct staff members of the University in the performance of their duties;
- within any tunnel or subway or on any bridge or within six metres of any tunnel, subway or bridge;

- alongside or opposite any other vehicle on such roadway where such roadway is less than 9 m wide; and
- on any paved area or against, next to, inside or on the porch of any building.
- No person shall **park** a motor vehicle:
 - in contravention of any road traffic sign;

on the same side as a fire hydrant;

in any place where the vehicle would obscure any road traffic sign;

within five metres of any intersection unless such parking is permitted by a road traffic sign;

- on a pavement;
- in such a manner as to obstruct any private or public vehicular entrance to such road;
- in front of the entrance of a garage or motor shelter, except if that is the normal parking space of the vehicle;
- on a parking area where it obstructs the free flow of traffic which enters or leaves the terrain;
- on a reserved parking area or parking space; and
- no one may drive or park a vehicle on any pedestrian path or boulevard on the University terrain.

Where a traffic regulation is violated, the official or any other duly authorised person may fine, immobilise, move or tow away such vehicle, or remove it by driving it to a suitable parking space to park or impound it. The owner shall bear the cost of such removal and impoundment.

Persons who obtain permission to park a motor vehicle or motor cycle on the University terrain may only park it in the places assigned to them.

- A staff member or student who necessarily has to park in a parking area other than that assigned to him, or in violation of a road traffic sign (e.g. for medical reasons etc.), must get permission from the Department of Protection Services in advance.
- Reserved parking places indicated for visitors may under no circumstances be used by staff or students.
- No one may drive or park a vehicle on any other place on the terrain of the University except on a road or a parking area.

5.8 Motor cycles

- Motor cycles are registered in terms of Section 5.3 of these regulations.
- Staff and students who obtain the right to park a motor cycle on the University terrain may only park it in places indicated for *motor cycle parking*.
- A motor cycle may not be driven or parked in any of the following places:
 - any pedestrian paths;
 - lawns;

- on or between any motor car parking lines;
- on any paved area, against, next to or inside any building;
- the courtyard of any building.
- **No one shall:**
 - drive a motorcycle or motor tricycle without a helmet as prescribed by the road traffic acts and regulations;
 - ride next to another motor cycle or motor tricycle while it is also being driven;
 - drive a motor cycle or motor tricycle shall do so with at least one hand on the handlebars of such motor cycle or motor tricycle;
 - drive a motor cycle or motor tricycle shall take hold of any other vehicle in motion, or drive on a road, street or place not normally used by a motor vehicle;
 - no person shall on a public road carry a passenger on a motor cycle unless such cycle has an engine with a cylinder capacity exceeding 50 cubic centimetres and unless such passenger is seated in a side-car or astride on a pillion attached to such cycle and, in such latter event, the feet of the passenger are resting on foot-rests suitable for that purpose;;
 - drive a motor cycle or scooter without being in possession of a valid driver's license.

5.9 Pedal cycles

- A pedal cycle must be equipped with a bell and a brake system in good working condition, a white reflector in front and a red reflector at the back.
- From sundown to sunrise and during any other period of unfavourable atmospheric conditions, pedal cycle must be equipped with a front light which is switched on and which emits sufficient light so as to be visible to other people and traffic.
- All driving and parking rules in these regulations also apply to the use of pedal cycles:
 - No person may ride a pedal cycle on a public road unless he is sitting astride in the saddle of that bicycle.
 - People riding on in a public road must ride behind one another, except when one pedal cycle is overtaking another. Two or more persons riding pedal cycles may not overtake another vehicle at the same time.
 - No person riding or sitting on a pedal cycle may hold on to another moving vehicle.
 - No person riding a pedal cycle on a public road may purposefully let that pedal cycle swerve from one side to the other.
 - No person riding a pedal cycle on a public road shall carry thereon any person, animal or object which obstructs his or her view or which prevents him or her from exercising complete control over the movements of such pedal cycle.
 - A person riding a pedal cycle on a public road must have at least one hand on the handle-bars of that pedal cycle.

- When a part of a public road has been set aside for use by persons riding pedal cycles, no person shall ride a pedal cycle on any other portion of such road.
- Pedal cycles may only use pedal cycle racks for parking.
- Pedal cycles may not be parked or left in a place other than in approved parking places.
- It is prohibited to drive, park or leave pedal cycles in the following areas:
 - in or between motor car parking spaces;
 - on lawns;
 - in exits of buildings, hallways, foyers, offices and rooms;
 - against walls; or
 - where it obstructs pedestrian traffic.
- Pedal cycles found at the above places will be impounded at the cost of the owner. A storage fee (which will be amended from time to time) will be charged.
- Pedal cycles are ridden and parked on campus at the owner's risk.
- To prevent theft pedal cycles must be locked when they are parked.

5.10 Exemptions

- Certain vehicles may be exempted from regulations.
- University emergency vehicles, ambulances, fire fighting vehicles, and vehicles used by police officers or Protection Services officers in the performance of their duties are exempted from traffic and parking regulations. In the event of pursuit of another vehicle, the driver of the emergency vehicle must warn pedestrians and other traffic by activating the warning device of the emergency vehicle.
- Official vehicles used for maintenance and provision of essential services can be exempted from traffic and road regulations (e.g. driving on pathways). Exemption will, however, apply during the performance of official duties. Department heads under whose supervision these services take place should ensure that the exemptions are not abused. Applicable parking discs must be issued by Protection Services.

Essential official services by staff members, who make use of their own private vehicles, can get exemptions of this ruling. The exemption will only be applicable if the service is of official nature. Applicable parking discs must still be issued by Protection Services.

5.11 Disciplinary steps

The vehicle of a person, who persists in disregarding the regulations of the Traffic Department can be immobilised, moved, towed away or removed to an appropriate parking space or can be impounded. The owner shall bear the cost of such removal and impoundment.

- Fines as approved by the Rector on 7 September 2004.

In future, a maximum fine of R300,00 (or as amended from time to time) will be imposed for traffic offences. Each offender is free to respond to the traffic notice and to make representations for remission or cancellation of an imposed fine. The merit will be considered according to the following criteria:

For a first offence	A warning
First subsequent offence	R100,00
Second subsequent offence	R200,00

Maximum fine

R300,00

On condition that a fine of R300,00 can be imposed for a first, second or third offence depending on the seriousness of the offence.

5.12 Enforcement of discipline

Fines issued to staff and students are enforceable. The tuition fee account of students who fail to pay this fee may be debited with the amount of the fee in terms of a decision by Council of 29 November 1979, section 25.

The Department of Finance may collect the fines of staff who fail to pay their fines. Visitors who receive a traffic notice must submit it to the Director: Department of Protection Services, stating the purpose of their visit. If that is not possible, they must complete the appeal form and return it to the Department of Protection Services.

If the Department of Protection Services issues a fine which is more than the amount determined for these purposes by the Principal, the recipient of the fine may appeal to the Chief Committee for Disciplinary Matters (in the case of students) or to the Principal (in the case of staff). In other cases there is no right of appeal against the issuing of a fine for the violation of these rules.

If someone repeatedly violates the rules or makes himself guilty of a serious violation of the traffic rules, the Director of Department of Protection Services may register a complaint against him or her with the appropriate disciplinary committee.

5.13 Allocation of undercover and reserved parking on a basis of seniority

All reserved and/or undercover parking will be allocated on a "first come first served" basis at a monthly lease rate. The only preferential allocations are made to job level A1 to A3, who receive car allowances in accordance with appointment conditions. However, all individuals have to pay for their allocated parking-bays and discs (cash or b.m.o. stop order via the salary office) and no private payments will be permitted from allocated budgets. Should there be more applications than the number of available parking-bays, the additional persons will again be placed on a waiting list on a first come first served basis. The allocation of parking-bays as they become available will take place on the same principle as above (with due allowance for exceptions in the case of job level A1 to A3). All reserved and/or undercover parking or positions on waiting list are forfeited with break in service or cancellation of an undercover parking-bay. Undercover parking of staff on job level A1 to A3 that becomes vacant must be allocated to the next person on the same level on the waiting list.

5.14 Renting of undercover parking

The annual parking fee is spread over twelve equal months, and includes holidays.

Management reserves the right to adjust the fee annually. Fees payable can be paid in cash or per stop order via the salary section (or in the case of students via their tuition account).

All staff members qualifying for undercover parking are entitled to one undercover parking-bay. Undercover parking-bays may not be used to store caravans or trailers.

Undercover parking that has been allocated to a particular staff member is retained by that individual until he/she leaves the service of the University. **Temporary staff**

No additional undercover parking will be allocated to residences if all available parking spaces are not fully utilised. No more than one third of a particular parking area may be made undercover parking.

The following conditions apply in the case of staff to which undercover parking has been allocated:

- 5.14.1 Valid parking discs must be obtained from Protection Services. The issuance fee is included in the monthly rent.
- 5.14.2 Valid parking times are from Monday to Friday 07:00 to 17:00. During weekends and public holidays, staff have no claim to their allocated undercover parking.

- 5.14.3 The University reserves the right to reserve such undercover parking for graduation ceremonies, University functions, Council meetings, etc.
- 5.14.4 No person may apply for undercover parking on behalf of any other person. Should a person wish to make temporary use of an allocated undercover parking-bay, he/she should obtain the relevant staff member's permission in writing and apply for a valid temporary parking disc at the Protection Services Department.
- 5.14.5 No subletting may take place.
- 5.14.5 When a staff member cancels his/her undercover parking or leaves the service of the University, the reserved and/or undercover parking will be allocated to the next person on the waiting list.

5.15 Using the basement parking area at the Joon van Rooy Building and the Economic Sciences Building

In respect of undercover parking, the same rules will apply as for all other staff/students

5.15.1 Ad hoc users

5.15.1.1 Council members

Council members are provided with a Council parking disc, which will authorise them to park in reserved parking spaces during Council meetings. Such reservations must be arranged in advance.

5.15.1.2 Miscellaneous users

- External:

Workers from firms such as Otis, Olivetti and Telkom that sometimes have to park service vehicles in basements or other reserved undercover parking spaces will, upon request, be permitted to do so by the Protection Services Department. Arrangements can be made beforehand with the Protection Services Department.

- Internal:

Puk cards of emergency services staff from the Facilities and Technical Services Department, Electronic Services, Central Publications, etc. will be provided with valid service classes for reserved or undercover parking. They will, however, not be issued with parking discs.

5.15.1.3 Occasional users

Members of car pools using the parking-bay of one of the club members must apply at Protection Services for a parking disc, if necessary.

5.16 Parking reservation

Valid parking reservation fees as approved by the Rector on 7 September 2004.

Protection Services will only reserve parking spaces for university events such as **graduation ceremonies**. Other parking reservations for VIPs, guests and visitors will be done by Protection Services at a fee of R30,00 (or as adjusted annually) per reservation up to a maximum of 10 vehicles, upon creation of a Kuali requisition in favour of Protection Services.

In the event of any bigger events that necessitate parking and traffic control arrangements, such a service will have to be **paid** for by the relevant institution or department, as additional personnel must be employed and paid for **overtime**.

Arrangements in this regard have to be made at least **two (2) days** in advance.

5.17 The Control of Access to Public Premises and Vehicles Act, 1985 (Act 94 of 1985)

The Control of Access to Public Premises and Vehicles Act (Act 53 of 1985) and the Trespassing Act (Act 6 of 1959).

5.17.1 The University reserves the right to act as follows in terms of this legislation:

Any measures or steps will be taken as considered necessary for the securing of the terrain of the University, as well as the protection of all people in or on it.

Only persons to whom permission was given may enter the University terrain, and then only on the conditions as determined by the University authority or his authorised official.

Persons who do get permission to enter the University terrain, may only do it if they observe the conditions as determined by the University authority or his authorised official. That includes, amongst others, the following (only the most important conditions are listed):

They are obliged to

- supply their name and address and any other relevant information;
- supply proof of identity;
- declare whether they have any dangerous object in their possession;
- declare content of any vehicle or container of any nature in their possession or custody and to display its contents;
- subject themselves to a search of themselves or of any vehicle or container; and
- hand any such object, container or vehicle to an authorised official for searching or custody until they leave the University terrain again.
- If an authorised official of the University has given permission to a person(s) to enter the University in terms of Section 3, he/they may do so on certain conditions, such as:
 - that the person must wear an identity card or any other proof of permission for the duration of his visit to or stay on the University terrain;
 - that he may only enter certain parts or places on the terrain;
 - that he may be prohibited from getting into contact with certain persons or that he may be restricted in that regard; and/or
 - that the period of time that he may stay on the University terrain may be restricted.

5.17.2 In terms of Section 4 of Act 53 of 1985 an authorised official of the University may furthermore

- remove a person from the University terrain at any time if:
 - such a person has entered or trespassed on the University terrain without permission;
 - such a person refuses or neglects to adhere to any condition as explained in 3.1.1 to 3.1.11; or
 - if the authorised official considers it necessary for the security of the University terrain or for the protection of the people on the University terrain. (A woman may only be searched by a woman.)The following conditions are also considered to be very important:

Someone who:

- violates any of the conditions as mentioned in paragraph 3.1.1 to 3.1.7; or
- knowingly gives a false declaration or false information; or
- refuses to observe any of the conditions put to him or who poses as an authorised official; or
- obstructs, resists or interferes with an authorised official, is guilty of an offence and may be punished with a fine of at most R2 000,00 or imprisonment of a period of two years. (This Act does not apply to members of the South African Police Service or members of the South African National Defence Force, who may enter the terrain of the University as part of their duty and who have proved their identity to the satisfaction of the authorised official.

Council may at any time rescind, amend or temporarily lift these regulations and issue others where necessary.

5.18 Access control notice

The notice which controls access was approved by the Managerial Committee (MC 7/5/96).

6 PUK ID cards

Strict access control rules and regulations are applicable on the campus perimeter and buildings. All students, personnel, contractors and visitors must at all times be in the possession of a valid access control card for the sole use of the owner itself. Lost or stolen cards must be reported to Protection Services Service Centre (open 24-hours).

6.1 PUK identity cards (issuing, cost, issuing of duplicates, cost in case of loss, damage or wear)

With the implementation of this policy all issued identity cards must be regarded as the property of the North-West University, with the Department of Protection Services in an administrative capacity.

The following categories of ID cards are issued with respective service classes:

Student cards (Potchefstroom Campus)

Staff cards

Diverse University cards (library, sport, visitors and contractors)

International student cards

6.2 Student cards

The following procedure is followed with the issuing of student cards:

- The Department of Academic Administration places new applicants' information on the *mainframe*, after which the faces of first years' cards are printed with the card printer at the Department of Protection Services. Cards are then processed.
- When students report to the University, the student cards are issued to them at the Department of Protection Services. Only the cards of registered students will be valid. The first issue of the student card is free and a fee will be levied for the replacement, lost and damaged access cards. Replacement of faulty cards is free of charge.
- Student cards remain the property of the University.
- Management obliges students to identify themselves by means of the cards in the examination venues.

- When a student already possesses a card and continues with his studies after a first course, the card is merely reactivated, with an adjusted expiry date and without the payment of any money.
- Students are encouraged to return their cards when they complete or discontinue their studies.
- Students who lose their cards must report it immediately to the Department of Protection Services and will be responsible for the current replacement cost for the reissuing of a student card.

If a student changes his/her surname and/or title, the necessary correction must be made at Student Administration, whereupon a new card will be issued at a prescribed fee.

If a card was printed with incorrect information, that came from Student Administration, the card is replaced free of charge after the correction was made at Student Administration

6.3 Staff cards

The procedure is followed to acquire a staff card:

- A new staff member must report to the Department of Protection Services, so that a staff card may be issued to him. The staff number is required for that.
- This card will give the staff member access to certain buildings and venues. Students who are appointed as temporary staff may use their student cards instead of acquiring a staff card, but if the student wishes to obtain a staff card, the student card must be handed in and a staff card is issued free of charge, if the student card is not handed in he/she must pay the prescribed fee. This rule is valid for staff which changes to students as well.
- Persons who lose or damage their cards, have to pay the replacement cost as prescribed for re-issuing. As soon as the new card's details are fed into the computer, the old card is automatically cancelled.
- All cards which are picked up on campus must be handed in at the Department of Protection Services.
- If a staff member changes surname and/or title the necessary correction must be made at People and Culture, whereupon a new card will be issued as per prescribed fee.
- If a card was printed with incorrect information, that came from People and Culture, the card is replaced free of charge after the correction was made at People and Culture.
- When a staff member leaves the service of the University, the staff card must be returned to the Department of Protection Services. This card is then cancelled on the computer.

6.4 Protection Services diverse cards

Application must be made with the Department of Protection Services for a diverse card (library, sport, visitors and contractors) If a card was printed with incorrect information, that came from People and Culture, the card is replaced free of charge after the correction was made at People and Culture. A NWU number is assigned to such a diverse user.

A prescribed fee will be levied for the replacement of lost or damaged diverse cards. Faulty cards are replaced free of charge.

Diverse cards are valid for a maximum period of one year, after which the card must be renewed if the person has a valid reason for entering the premises.

It is the responsibility of the diverse person or his/her supervisor to inform the Department of Protection Services when the card is lost or when the person no longer has a valid reason for entering the premises.

6.5 University visitor's cards

Visitors' cards are processed by the Department of Protection Services and issued to departments who regularly receive visitors to the North-West University (e.g. the Department Marketing and Communication). The department in question will be held responsible for the costs attached.

The final decision whether to issue a visitor's card or not rests with the Department of Protection Services.

It is very important to display all ID cards visibly.

6.6 Contractor's cards

Contractor's cards are processed by the Department of Protection Services and issued in collaboration with the Department of Facilities and Technical Services to contractors who regularly visit the University. The contractor in question will be held responsible for the costs attached.

The final decision whether to issue a contractor's card or not rests with the Department of Protection Services, in collaboration with Facilities and Technical Services.

The obliged wearing of identification cards must be a condition of each contractor's contract and also extends to sub-contractors and piece workers used by the contractor in question.

The onus is on the Department of Facilities and Technical Services to keep the Department of Protection Services informed about assigned contracts.

The onus is on each contractor to collect the ID cards of his workers who resign, abscond or whose contracts expire, and to ensure that his workers do not enter the University campus outside working hours. The Department of Protection Services will act very strictly against such offenders.

Electronic (proximity) cards will be issued by Protection Services to key workers of contractors, such as supervisors and vehicle drivers. The prescribed fees will be applicable.

Non-electronic ID cards may be issued to contractors at as per prescribed fee and will remain the property of the contractor.

The contractor is responsible for ensuring that each of his workers, including sub-contractors and piece workers, has a numbered card and wears it visibly. The contractor must keep a register of who has which number, so that workers may be identified on request.

At the end of a year from issue all the electronic cards will be inactivated as with other diverse cards. They may be reactivated free of charge if contracts are renewed or not yet completed.

Contractor pedestrians who must move through the turning gates must also have ID cards. The prescribed fees will be applicable.

Protection Services will daily control on an ad hoc basis whether contract workers wear their ID cards.

6.7 International student cards

Students who go to foreign countries to study may apply with the Department of Protection Services for the issuing of an international student card.

This international student card will be issued only with the approval of the International office

6.8 Ferdinand Postma Library diverse user's cards

6.8.1 Library: diverse users

Diverse users are people who are or were attached to the University in some way (e.g. former students or spouses of staff members). Diverse users must register with the library before cards will be issued, and they are responsible for the cost of the card.

6.9 Loss or theft of ID cards

Persons who wish to enter the library or any other point but who have lost their cards, whether temporarily or permanently, must report to the Department of Protection Services during office hours.

PLEASE NOTE: *Office hours are 08:00 to 13:00 and 14:00 to 16:00.* Outside office hours lost cards must be reported to the Department of Protection Services Control room. A complete entry will then be made in a register and the card will also be blocked on the SAS system.

After the student/staff member/service worker had paid the replacement cost of the card, a new card is issued immediately (one-stop service) and validated on the computer. The old card is automatically cancelled when the new details are entered.

6.10 Return of ID cards (with the exception of student cards)

When a staff member leaves the service of the University, his card is handed to the card office of the Department of Protection Services. If he does not hand in his card, the clearance letter will be accordingly endorsed and the replacement cost of the card will be recovered from him by the Department of Financial Administration.

Cards for which the Ferdinand Postma Library accepts responsibility, are returned according to the regulations applicable to them.

6.11 Carrying identity cards

The carrying of identity cards (student, staff, diverse and contractor's identification cards) on campus and in the buildings of the University is compulsory and these must be displayed on request. Otherwise someone must be able to properly identify himself to an authorised official. Non-compliance with these rules is punishable.

6.12 Date on which student cards are deactivated

The cards of all students who have not yet registered by the day of final registration as determined by the Department of Academic Administration of a year of study will be deactivated as from that date. In this way it is ensured that all students using the library or dining halls are registered.

6.13 Temporary staff

Temporary staff must report to the Department of Protection Services to make the necessary arrangements for access and parking. For this purpose the staff number is required, as mentioned above.

7 PHOTOGRAPHIC AND STUDENT CARD SERVICES PROVIDED TO DEPARTMENTS

The Department of Protection Services reserves the right to charge for labour and replacement cost for services provided.

8 KEY CONTROL

The Department of Protection Services is responsible for all key control functions of the University. This important function can only be performed effectively with the cooperation of all staff and students, and the following control measures are important for this:

8.1 Key control system

The Division Traffic and Access Control is responsible for implementing, operating and maintaining an efficient key control system with regard to:

- the placing on record of all keys (including those of post boxes) or all buildings of the University (computerised key control);

- dealing with and evaluating all key applications;
- duplication and issuing of all keys;
- recovering the replacement cost of keys from individuals or departments in cases of lost or duplicate keys; and
- receiving and re-issuing keys of staff who leave the service of the University or who change offices.
- Only the Department of Protection Services may duplicate keys of the University.
- No keys or locks may be swapped or changed or transferred from one person to another.
- It is the responsibility of each key holder to keep the keys of the University in his possession or control safe.
- Offices or venues may only be renumbered in consultation with the Department of Protection Services, Asset Control, FIP and Facilities and Technical Services.
- Departmental heads remain overall responsible for the security of offices and buildings under their control with regard to locking and unlocking functions.
- When locks are fitted, the key(s) must be handed over to Protection Services, who will handle the issuing.
- Contractors must fit all locks in consultation with the Departments of Protection Services and Facilities and Technical Services. These keys must also be handed to Protection Services after the lock had been fitted.
- In certain merit cases keys may be lent to contractors, staff and students. This transaction will be documented and monitored in the key loan register.
- Lost keys can be duplicated at replacement cost, which will be recovered from the responsible persons. If it is a master key or a key to an outer door or high-risk area, such a person may be held responsible for the replacement cost of a new lock or locks.

8.2 Locking and unlocking of buildings

8.2.1 Doors on the inside

The Department of Protection Services will not be responsible for the locking and unlocking of doors on the inside of buildings, but has a magazine of keys to all the doors of buildings on campus. Staff and students may collect keys to doors on the inside from the Department of Protection Services. It is essential that a staff/student card is displayed before a key can be handed over. If a key goes lost or if a lock must be replaced because of that, the replacement cost of the key and/or the lock will be the responsibility of the staff member or student.

8.2.2 High-risk buildings/doors

It is the responsibility of every school director and support director to supply the Department of Protection Services with a list of buildings and inside door numbers which may be unlocked with the written permission of that director during office hours and after-hours.

8.2.3 After-hours arrangements

No inside door key will be lent out after-hours, over weekends and on public holidays without the written permission of the school director or support director in question. In such an event arrangements must be made in time for the collecting of such an inside door key during normal office

hours, because the key control room will be locked after-hours. Such an arrangement will then be recorded in the key lending register and the key in question must be returned to the Control room as soon as possible after use.

8.3 Locking and unlocking outside doors

In future the locking and unlocking of outside doors will be the responsibility of the appointed safety representatives in each building.

Deans must therefore please note that the above arrangements are adhered to regarding academic posts and that no keys of buildings are provided to outsiders. No person who is not a staff member or a student may receive keys to a University space. **The reason for this is that the University cannot act disciplinary against outsiders.** If an outsider must for some reason gain access to a locked building after-hours, he must have an **authorising letter** from the school director or support director in question to collect the key to the building/room from Protection Services, sign for it and return it after his visit. Upon receiving the key the person in question accepts responsibility for the space and content for the period of occupying the space.

Where the access to spaces is secured by means of electronic access control systems, only a staff member's or student's own ID card may be used. If his card is not activated for the space in question, the card may be activated for that space for a specific time and date by Protection Services with the permission of the school or support director in question.

8.4 Instructions regarding staff

First issues are free. Costs of duplicate keys which are required will be recovered from the department or individual in question.

Keys will only be issued upon receiving a requisition with a valid account number from which it will be afforded and with the approval of the departmental head.

The issuing of outside door keys will be limited as far as possible.

Master keys will only be issued to chief directors, departmental heads, deans and management members.

Keys must be returned to the Department of Protection Services when a staff member leaves the service of the University or changes offices, so that keys may be reissued.

8.5 Instructions regarding students

Every residence is provided with an original and a duplicate key for every door of the residence and these keys are under the direct control of the matron.

Additional keys which may from time to time be needed will be duplicated and re-issued by the Department of Protection Services only with the approval of the Director of Residence and Catering Services or his delegate. The replacement cost of such keys will be recovered from the department in question.

Lost keys of students will be duplicated only with the approval of the matron in question and upon the payment of the replacement cost for the key. If it is a key to a high-risk area the person in question may also be held responsible for the replacement cost of the lock.

No outside door keys to buildings will be issued to either under- or post-graduate students.

Inside door keys will only be given to under- or post-graduate students and temporary staff members upon the request of the departmental head in question, who will then also remain responsible for the return of the key.

Outside door and office or venue doors will only be unlocked after-hours with the approval of the departmental head in question, and only after the person for whom it is being unlocked has identified himself by means of a student card.