

**SOUTH AFRICAN MEDICAL
RESEARCH COUNCIL**



HEALTH, SAFETY AND ENVIRONMENT POLICY



Document review and approval

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1	Interim President: Prof S Abdool Karim		26 November 2012
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1. REGULATORY FRAMEWORK

- 1.1. Section 51(1)(a)(i) of the Public Finance Management Act No 29 of 1999 (“PFMA”) sets out the General responsibilities of accounting authorities (in this case the South African Medical Research Council (“SAMRC”) Board):

“An accounting authority for a public entity must ensure that, that public entity, has and maintains effective, efficient and transparent systems of financial and risk management and internal control.”

- 1.2. Section 6 of the South African Medical Research Council Act No 58 of 1991, states that the control over, and management of affairs of, the SAMRC shall be controlled by the Board. The Board shall determine policy and objectives of the SAMRC and exercise control generally over the performance of its functions, and management control by the designated Executive Management.
- 1.3. The Occupational Health and Safety (OHS) Act No 85 of 1993, determines that the employer must, as far as is reasonably practicable, bring about and maintain a work environment that is safe and without risk to the health and safety of employees. This means that the employer must ensure that the workplace is free of anything that may cause injury, damage, or disease, and where that is not possible, the employer must inform employees of the hazards or potential hazards and how they may protect themselves from injury.
- 1.4. Over 200 other legislative documents and standards directly and indirectly impact occupational health and safety management activities, these include inter alia:
 - 1.4.1. Regulations to the Occupational Health and Safety Act
 - 1.4.2. Compensation for Occupational Injuries and Diseases Act
 - 1.4.3. National Environment Management Act
 - 1.4.4. Hazardous Substances Act as amended
 - 1.4.5. National Health Act;
 - 1.4.6. International Health Regulation Act;
 - 1.4.7. Tobacco Product Control Act;
 - 1.4.8. National Building Regulations and Building Standards Act;
 - 1.4.9. National Regulator for Compulsory Specifications Act
 - 1.4.10. South African Medical Research Council Act

2. PURPOSE

To contribute to the achievement of the SAMRC’s overall vision of building a healthy nation through research and innovation, this policy aims to guide the management of governance issues and risks that could detract from this ultimate goal.

The management of Health, Safety and Environment (HSE) is a holistic discipline where all processes, materials, equipment and facilities are scrutinized and assessed and their impact on the health, safety and environment of employees and the community are controlled with the ultimate aim to reduce risk exposures. For the purpose of this policy, health relates to occupational health.

3. POLICY STATEMENT

The SAMRC aims to improve the nation’s health and quality of life through promoting and conducting relevant and responsive health research. The SAMRC recognises the importance of the occupational health, safety and welfare of all employees, visitors, and the environment in

executing its business activities. To this end, the SAMRC recognises the need for the organization to comply with the minimum standards as laid out in the OHS Act. The SAMRC Management is ultimately accountable for ensuring that occupational health and safety is a priority for the organisation, and all members of the SAMRC community are required to regard safe work practices and prevention of accidents and occupational illness, as far as reasonably possible, as a collective and individual responsibility, and operate in an environmentally responsible manner.

Key HSE Objective/s

To outline the roles, responsibilities and authorities of all staff to ensure the implementation of a sustainable HSE Management System and compliance to legal requirements, national and international standards, protocols and conventions to which the Republic of South Africa subscribes.

SAMRC's business practices aim to:

- 3.1. Operate in a socially (community and staff) and environmentally (fauna and flora) responsible manner, to maintain an environment that is safe and without risk to the health and safety
- 3.2. Act with due care and perform due diligence processes to ensure risks to health, safety and the environment are adequately controlled;
- 3.3. Provide facilities and adequate resources to support SAMRC's efforts to comply with its HSE obligations;
- 3.4. Collaborate, communicate and educate stakeholders and role-players on SAMRC practices.
- 3.5. Monitor the SAMRC's HSE practices to ensure continued improvement in the mitigation of HSE risks.
- 3.6. Ensure that health and safety is not sacrificed for the sake of expediency, and ensure that unacceptable health and safety performance is not tolerated.

4. SCOPE

This Policy is applicable to:

- 4.1. SAMRC Facilities (Nationally);
- 4.2. All Research Units (Intra Mural Units);
- 4.3. All Support Units (including satellite and devolved functions);
- 4.4. All employees of labour brokers and secondments who will report to a business unit of the SAMRC
- 4.5. Visitors to the SAMRC facilities (students, collaborators, funders, contractors, service providers, groups using SAMRC conference facilities, tenants etc.) who will report to some extent to a business unit of the SAMRC; and
- 4.6. All levels of management and staff.
- 4.7.

5. ROLES AND RESPONSIBILITIES

The responsibility for health and safety resides with all employees, tenants, contractors and visiting individuals at the SAMRC owned and leased campuses, and research sites, and employees representing the SAMRC at events. Specific roles and responsibilities, as dictated by the OHS Act, and related legislation, and adoptive best practices are listed below, however HSE related roles are further defined in the HSE manual.

5.1. SAMRC President

The President, as the Chief Executive Officer (CEO) is ultimately accountable for compliance with the requirements of the OHS Act, as contemplated in its section 16(1), and the SAMRC Act. The president shall:

- 5.1.1. Designates responsibility to satisfy the requirements of the OHS Act section 16(2), to staff who report directly or indirectly via executive management to him/her e.g. executive managers, and managers of business units, and any other employees deemed necessary
- 5.1.2. Ensure that HSE Management is embedded into all spheres of the business and staff performance.
- 5.1.3. Ensure that sufficient resources are made available to effectively implement and manage a HSE Management System

5.2. Executive Management Committee (EMC)

Executive managers serving on the EMC shall:

- 5.2.1. Be responsible for the management of the affairs of the SAMRC in accordance with the objects and policies of the SAMRC; and
- 5.2.2. Represent the business units that report to them on the EMC, where and when needed, and this includes representation on HSE matters

5.3. Principal OHS Act 16.2 Appointee

- 5.3.1. The President shall appoint a principal OHS Act section 16.2 Appointee who will serve on the EMC, and report to the President of the SAMRC (Section 16.2 of the OHS Act and section 19 of the SAMRC Act)
- 5.3.2. The Principal OHS Act section 16.2 Appointee must be formally appointed in terms of Section 16.2 of the OHS Act and is required to oversee the overall national health and safety function reporting quarterly, via the EMC, on occupational health and safety matters.
- 5.3.3. The OHS Act section 16.2 managers responsible for their respective business units and directorates will report directly to the Principal OHS Act 16.2 Appointee on HSE matters, including on the status of HSE Compliance and any deviations requiring remedial interventions.

5.4. Management

- 5.4.1. Ensure compliance to all HSE legal requirements as per section 16.2 of the Act regarding appointment roles and responsibilities, for the Business Unit for which each person is responsible. As such, managers of business units will be formally appointed as 16.2 representatives in terms of the OHS Act
- 5.4.2. All directors and managers of business units, project leaders, principal investigators, line managers, supervisors and staff members acting in a supervisory capacity have the statutory responsibility and accountability for occupational health, safety and environmental consciousness within their areas of responsibility (e.g. reference to OHS Act section 8, 9, 12, 13, and 14).
- 5.4.3. Include Hazard Identification and Risk Assessment (HIRA) practices, including the identification and implementation of relevant control measures, from the conception to review phase of all projects to ensure upfront compliance to HSE legal requirements and in so doing provide sufficient human and financial resources.
- 5.4.4. Use well-designed processes such as administrative, engineering and personal

protective controls, and equipment 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, and relevant persons as far as is reasonably possible. Ensure that work is carried out under supervision of skilled and competent, as well as where required a professionally registered, person with authority to enforce precautionary measures.

- 5.4.5. Ensure that HSE objectives are embedded in the business activities and staff performance.
- 5.4.6. Where appropriate, ensuring that Health and Safety Representatives, First Aiders, Fire Wardens, Evacuation Wardens, and Hazardous Substance controllers, amongst others, are nominated, appointed, trained, and fulfils their duties, as required by legislation.
- 5.4.7. Ensure investigation and reporting of accidents and suspected occupational injuries, illnesses and diseases.
- 5.4.8. Ensuring that all employees and mandatories are informed regarding the scope of their authority and responsibilities as contemplated in the OHS Act and associated legislation and standards.

5.5. Health Safety and Environment Representatives

- 5.5.1. Perform functions as stipulated in section 18 of the OHS Act 85.
- 5.5.2. Represent department/ unit/ programme on Health Safety and Environment (HSE) Committee at quarterly HSE Committee meetings and as required.
- 5.5.3. Attend HSE related toolbox talks and training when required. Participate in departmental HIRA.
- 5.5.4. Identifying potential hazards, and in collaboration with employer participate in investigating and addressing employee HSE concerns, near miss incidents, and accidents and suspected occupational illness.
- 5.5.5. Discuss and report HSE matters including HSE meeting minutes with unit management and in departmental meetings.
- 5.5.6. Perform other duties as required, where the number of staff would not warrant a separate staff member to perform said duties e.g. evacuation warden and emergency controller.

5.6. Health Safety and Environment Office

The HSE Office will:

- 5.6.1. Develop and implement an effective Health, Safety and Environment (HSE) Management System.
- 5.6.2. Oversee HSE audits and, wherever possible, independent examinations to determine whether activities and related results conform to legislative requirements and health and safety standards, and to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the objectives.
- 5.6.3. Institute and advise on preventative, corrective action for non-compliance to HSE requirements, and coordinate respective HSE interventions.
- 5.6.4. Prepare quarterly and annual reviews, and reports to the EMC, via the Principal OHSA section 16.2 appointee, on HSE activities, progress and challenges in the HSE environment.
- 5.6.5. Escalate any unresolved health and safety concerns and non-compliances, to respective business unit management, and EMC via the principal OHSA section 16.2 appointee.
- 5.6.6. In consultation with business unit managers, manage incident reporting, and on behalf of SAMRC, submit and follow up COID Claims with the Office of the

- Compensation Commissioner.
- 5.6.7. The HSE Manager shall act as the convenor of the Health and Safety Committee.
 - 5.6.8. Advise business units on HSE legislative requirements and when required liaise with Governmental Departments.
 - 5.6.9. Develop, coordinate and deliver HSE training programmes to SAMRC staff.
 - 5.6.10. In consultation with the business units, establish procedures and practices that will continually improve the effectiveness of the HSE Management System, and the organisations performance in terms of health, safety and the environment.

5.7. SAMRC Employees

In terms of the OHS Act all employees, students, visitors and mandatories shall:

- 5.7.1. Comply with Section 14 of the Occupational Health and Safety Act 85 of 1993
- 5.7.2. Take reasonable care for the health and safety of him/her and of other persons who may be affected by his/her or their actions or omissions, including visitors.
- 5.7.3. Co-operate with the employer or person to whom they report in complying with the HSE policy, and rules, procedures, methods and legal requirements
- 5.7.4. Participate in Hazard Identification and Risk Assessment of all inherent job risk exposures.
- 5.7.5. Attend HSE training when required.
- 5.7.6. Report accidents and suspected occupational illnesses and diseases to Business Unit Directors / Programme Managers / Line Managers / HSE Representative / HSE Manager.
- 5.7.7. Carry out any lawful order and obey the health and safety rules and procedures laid down by the employer or designated employees overseeing health and safety functions.
- 5.7.8. Report any situation which is unsafe or unhealthy to the employer, unit management, health and safety representative, and relevant persons.

5.8. Health and Safety Committee

In terms of the OHS Act sections 19 and 20, the Health and Safety Committee is responsible for:

- 5.8.1. Overseeing and actioning where required on HSE related incidents and management activities.
- 5.8.2. Receiving reports on workplace health and safety performance and management issues from the HSE Manager, Hazardous Material Team, Emergency Team, and from others where applicable.
- 5.8.3. The Committee may make recommendations to the employer or inspector, as defined in the OHS Act, regarding any matter affecting the health and safety of any person at SAMRC.
- 5.8.4. Keeping record of minutes of meetings, held at least four times per year, and health safety concerns and recommendations to the employer. The membership of the Health and Safety Committee shall be governed according to the OHS Act. In the SAMRC the Health and Safety committee is also known as the Health Safety and Environment (HSE) committee.

5.9. Facility Management

- 5.9.1. The facility management (FM) team to ensure that safety and security is integrated into all aspects of day to day operations of all the facilities of SAMRC, including for rented properties and the SAMRC properties rented out to tenants.
- 5.9.2. Implement and manage a general preventative management plan for facilities of SAMRC.

- 5.9.3. Ensuring compliance with the provisions of the OHS Act and its regulations, particular in relation to construction work, electrical installations and generators, water supply and quality, sanitation, and fire safety equipment.
- 5.9.4. Oversee that all tenants and mandatories (contractors and sub-contractors) comply with relevant legislation, and the aims of the SAMRC policies and applicable standards, frameworks, procedures and plans as a condition of their contract.

5.10. **Emergency Response Team (ERT)**

- 5.10.1. The Emergency response task group is made up of the following positions:
 - The Emergency Controllers
 - The Fire Team
 - The Evacuation Team
 - The First Aid Team

The functionality of the ERT is mostly coordinated by the HSE Office and Facility Management Division, and in consultation with the Business Unit Managers whose employees form part of the ERT.

- 5.10.2. The task group is responsible for participating in planning and co-ordinating emergency response plans and procedures Complying with the responsibilities as stipulated in SAMRC Emergency Response Plan (ERP), per region, per facility.

5.11. **Hazardous Material Task Group**

The hazardous material task group shall consist of representatives (hazardous material controllers) of units handling, storing, transporting, disposing of hazardous and scheduled substances. The respective responsibilities of the team are ensuring complying with standards, code of practice and statutory requirements.

5.12. **HSE Partnerships**

At SAMRC, where necessary, internal partnerships / task groups / focus groups will be established and experts invited to address any HSE deviations or achieve any HSE objectives, and will be monitored and reported on. As required creating consultative and monitoring groups focusing on Laboratory, Field, Clinic, Project, Construction, Facility Maintenance safety.

5.13. **Occupational Health and Wellbeing**

SAMRC staff are exposed to a variety of Occupational Health Risks such as exposure to hazardous biological agents, hazardous chemical substances, radio-nuclides, x-ray equipment, petrochemicals, extensive driving, malaria, zoonosis and animal bites, garden and maintenance work using dangerous tools, lifting heavy equipment, repetitive work and laboratory work involving dangerous equipment, and travelling to endemic areas.

The SAMRC is committed to the implementation and maintenance of an Occupational Health Programme, including injury at workplace management, occupational hygiene monitoring, and medical fitness and surveillance. This is in order to establish baseline medical information on employees, especially those exposed to health hazards, and to ensure that the health of employees is not adversely affected by their work or working environment. Further, to ensure that the health status of an individual does not place the health of that employee, or of any other employees, at an increased risk.

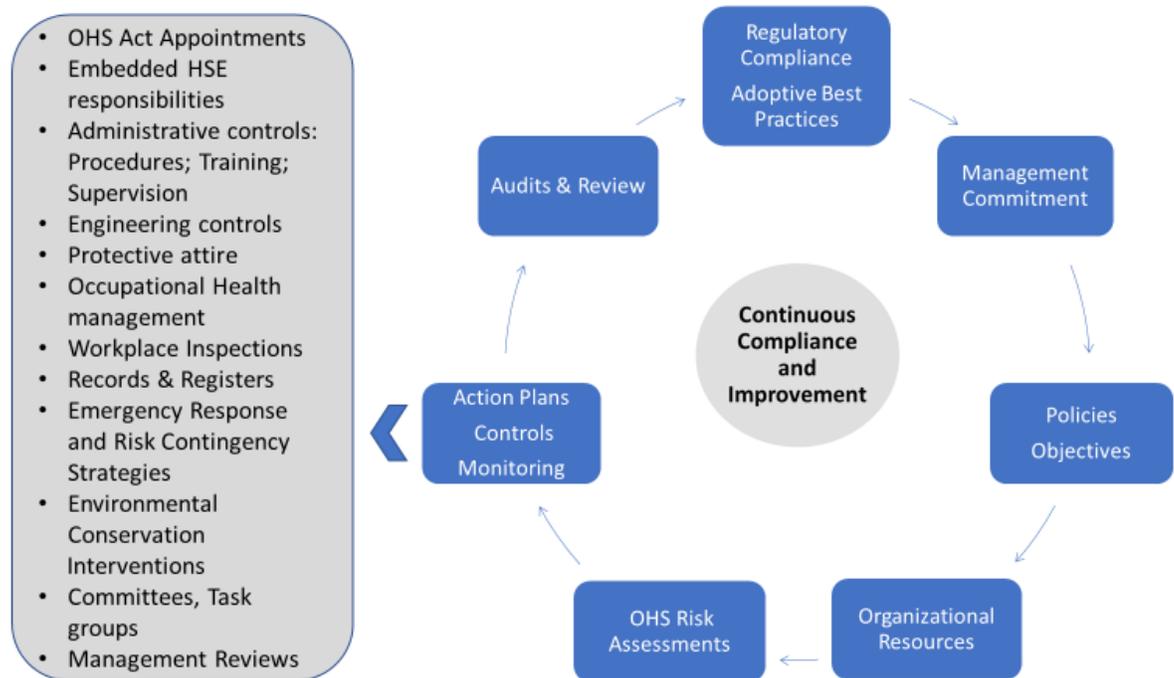
5.14. Visitors

All visitors will comply to the internal rules and procedures of the SAMRC and the applicable legislations related to the purpose of visiting the SAMRC, and their scope of work executed on SAMRC premises, and services delivered to SAMRC. Visitors will report relevant incidents, unsafe acts and conditions, to the SAMRC business unit controlling their presence on SAMRC sites.

6. HSE BUSINESS PROCESS MODEL

The SAMRC HSE Manual and supporting documents, which defines HSE activities, and related business processes, standard operating procedures (SOPs), guidelines and templates to be applied in the day-to-day SAMRC business units. The documents described above should be read in conjunction with this policy, and give effect to the objectives of this policy.

Fig 1. Generic business model for managing occupational health, safety and environment processes in the SAMRC.



7. HSE REPORTING

The HSE function reports via a Line Executive to the EMC and subcommittees of the Board. The function also engages with various stakeholders as per relevant legislative, and as detailed in HSE supporting documentation.

8. DEFINITIONS APPLICABLE TO THE POLICY

- 8.1. **Accident / Incident Reporting and Investigation:** All accidents / incidents or close encounters are to be reported to the business unit Directors / Programme Manager / business unit safety representative, regional HSE Facilitator and HSE Manager and investigated to define the intervention measures to reduce recurrence.
- 8.2. **Accounting Authority (AA):** In terms of the SAMRC Act, the AA is the Board.
- 8.3. **Administrative controls (or work practice controls):** Changes in work procedures such as written safety related procedures and precaution measures, supervision, and training with the goal of reducing the duration, frequency, and severity of exposure to hazardous chemicals or situations.
- 8.4. **ARIC:** Audit, Risk & IT Committee is a subcommittee of the SAMRC board
- 8.5. **Business Unit:** In terms of the SAMRC means any research and support unit, platform division, office and entity at which the operations of the SAMRC occur.
- 8.6. **Chief Executive Officer (CEO):** In terms of the SAMRC environment the CEO is the President who is in terms of the Occupational, Health and Safety Act, the Section 16.1. appointee.
- 8.7. **Documentation:** is a collective for documents such as, but not limited to, forms, registrations, certification, inventories, registers, checklists, appointment letters, minutes, licenses, code of practices, frameworks, standards, procedures, guidelines, record, reports and results.
- 8.8. **Emergency Response Plans (ERPs):** Each SAMRC business unit, per facility has specific ERP procedures to be followed in the event of an emergency.
- 8.9. **Employee Wellness:** Employee wellness and health programme is a holistic approach to be provided to employees to ensure risk management, occupational health, safety, productivity and wellness of employees and their families. It includes counselling, training and the rehabilitation of affected employees.
- 8.10. **Employee:** as described in terms of the OHS act, COID Act and Labour Relations Act.
- 8.11. **Engineering controls:** Eliminate or reduce exposure to a chemical or physical hazard through the use or substitution of engineered machinery or equipment. Examples include biosafety cabinets, safety lancets, self-capping syringe needles, personal dosimeters and radiation shielding.
- 8.12. **Executive Authority (EA):** In terms of the SAMRC, the EA is the Department of Health (DoH).
- 8.13. **Hazard Identification Risk Assessment (HIRA):** To ensure that HSE risks are identified and assessed, per business unit and site, that appropriate measures are in place to prevent, detect, or manage those risks and that they are appropriately prioritised to ensure that limited resources are targeted where they will produce greatest benefit.
- 8.14. **Hazard:** A source of or exposure to danger.
- 8.15. **Hazardous Substances:** Includes any solid, liquid, vapour, gas or aerosol, or combination thereof.
- 8.16. **Health and Safety Committee:** A committee established under section 19 of the OHS Act.
- 8.17. **Health and Safety Representative:** A person designated in terms of section 17(1) of the OHS Act.
- 8.18. **Health and Safety Standard:** Any standard, irrespective of whether or not it has the force of law, which, if applied for the purposes of the OHS Act, will in the opinion of the Minister promote the attainment of an object of this Act.
- 8.19. **Health Safety and Environment (HSE):** The collective efforts to ensure that the SAMRC community complying with relevant regulations and standards, and that the working environment is safe, and processes is designed and implemented to help protect employees, the public and the environment from harm.
- 8.20. **Health Safety Specification:** as described in the construction regulation, 2014

- 8.21. **HSE Checklists:** HSE Safety Representative Management mechanism to assist in the periodic assessment of facilities, laboratories and workshops. The checklist defines items to be observed to ensure operation and, where defective, to formalised the defect and the management action plan to address the risk exposure.
- 8.22. **Incident:** Any unplanned event that could or does result in harm, damage, and/or environmental pollution or degradation or gives rise to an accident or has the potential to lead to an accident. Moreover, as contemplated in OHS Act section 24(1), and read in conjunction with regulation 8 and 9 of General Administrative Regulations (GAR), and regulation 7 of the Driven Machinery Regulations (DMR) and section 1 of the COID Act
- 8.23. **Injury at the workplace / Injury on duty (IOD):** An occupational accident / disease is an unexpected and unplanned occurrence, including acts of violence, arising out of or in connection with work at workplace which results in one or more workers incurring a personal injury or contract an occupational disease.
- 8.24. **Mandatories:** Agents, contractors or subcontractors or who conduct their business on SAMRC campuses and sites, including leased property.
- 8.25. **Medical Surveillance:** A planned programme or periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner.
- 8.26. **Occupational Health Programme:** is an umbrella term in the SAMRC covering injury at the workplace management, occupational medical emergencies, wellbeing of employee, occupational health risk assessment, occupational hygiene monitoring, medical fitness and surveillance as required by law and national international recognised standards.
- 8.27. **Personal protective equipment (PPE):** refers to protective attire such as, overcoats, masks, gloves, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.
- 8.28. **Public entity:** The SAMRC is a Schedule 3A Public entity in terms of the PFMA.
- 8.29. **Remco:** HR and Remuneration Committee is a subcommittee of the SAMRC board.
- 8.30. **Risk Mitigation:** is defined as implementing control measure to eliminate, avoid, or reduce adverse effects of hazard
- 8.31. **Risk:** The probability that injury or damage may occur.
- 8.32. **Training:** HSE training is an on-going process and forms part of the change management interventions in compliance to statutory requirements.
- 8.33. **Visitor (collectively also referred to as relevant persons):** means any person other than an SAMRC employee who is present on any SAMRC site, business unit and activity under the control of the SAMRC. Such persons can be e.g. students, project related collaborators and stakeholders, secondments, employees of labour brokers, service providers, contractors, tenants, auditors, companies and delegates using SAMRC conference facility.
- 8.34. **Workplace:** Any premises or place at SAMRC campuses, research sites, and off-site places where a person performs SAMRC work or represent the SAMRC.

9. RELATED POLICIES AND STANDARD OPERATING PROCEDURES

- 9.1. The following related policies exist:
 - 9.1.1. Code of Business Conduct Framework Policy
 - 9.1.2. Risk Management Policy
 - 9.1.3. Grievance and Disciplinary Policy
 - 9.1.4. Facilities Management Standard Operating Procedure

9.2. Consideration also needs to be given to the specific projects of SAMRC Units which are externally certified / accredited and audited applying rules of applicable Standards e.g. Good Clinical Practices (GCP), Good Laboratory Practices (GLP), Code of Good Practice and facilities, SANS/ISO 15189, SANS/ ISO 17025, and SANS 18001.

10. POLICY REVIEW

The HSE Manager and HSE committee will regularly review this policy as may be required by legislation, organizational changes and other considerations, or at least every two years.

11. POLICY AUTHORITY

The Executive Management Committee (EMC) is responsible for the application oversight of this policy.

The Accounting Authority (SAMRC Board) is responsible for the approval of the policy

Category:	Level 2
Risk:	Strategic
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Policy Owner:	President / HR Executive
Policy Manager / Cognisant Person:	HSE Manager
REMCO Approval:	20 July 2017
Broad Approval:	31 July 2017

Confirmation of Approval



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Prof Glenda Gray
President

26 October 2017

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Date