



# TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

[www.topcompliance.co.za](http://www.topcompliance.co.za)

October 2021 *NEWSLETTER*

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## Importance of monthly workplace health and safety inspections.

Workplace inspections are an opportunity to identify hazards and assess risk in your workplace on an ongoing basis. As part of a proactive injury-prevention process, inspections reveal the current state of your workplace and any activities that you can see. Workplace inspections can help you identify hazards and prevent unsafe working conditions from developing.

Depending on your type of industry a comprehensive workplace inspection program may include daily inspections of equipment, initial start-up inspections, walk-arounds of mobile equipment before use, daily and or weekly supervisor inspections, and weekly and or monthly departmental inspections. In addition to regularly scheduled inspections, you need to inspect your workplace after an incident or when you have added a new work process or new equipment.

## There are four main types of inspections:

- Formal (Planned) - normally done by using a written checklist and carried out by a team at regular intervals.
- Informal (On the spot) - done by management, supervisors and the health and safety representatives by observing the area for unsafe acts and conditions and noting the issues in the daily log or by completing a simple form.
- Specialised inspections - conducted by specialists (for example on boilers, electrical equipment, mechanical or ventilation systems).
- Regulatory - normally consists of inspections required by the OHS regulations. Examples include inspection of fall protection equipment.

## Conducting an inspection:

During an inspection, identify unsafe conditions and activities that may cause injury or illness, so you can take corrective measures. Follow these guidelines:

1. Use a checklist to ensure that your inspection is thorough and consistent with previous inspections.
2. Planning your route and any primary concerns to be observed.
3. Ask yourself what hazards are associated with the job that you are observing or that would be performed in that work area.

4. Observe how workers perform tasks. Do they follow safe work procedures and use personal protective equipment as required?
5. Ask workers how they perform their tasks.
6. Talk to workers about what they are doing. Ask them about concerns they may have about health and safety.
7. Record any unsafe actions or conditions that you observe.
8. Consider tasks that the worker may also perform that you did not observe.
9. Examining equipment, checking maintenance records.
10. Checking that the work area is tidy and that tools have a storage place.
11. Looking for what might not be obvious such as fire doors not opening outward or being blocked.
12. Establishing clear procedures that identify when and how often to conduct each inspection. Some tasks may require daily or start-of-shift inspections. Record who will do them and who will follow up.
13. While the workplace requires monthly inspections, more frequent inspections may be required, and a schedule should be established based on the frequency of work, degree of hazard, and a history of incidents or near misses.
14. Keeping records of all inspections, findings, recommendations, and follow-up.

### **What to focus on:**

There are different ways to approach safety inspections. Looking at the components of your health and safety program will help. For example, you can focus on the most common tasks your workers perform or on specific issues addressed by your program, such as material handling, confined space entry, or workplace violence. You may wish to break up the worksite into specific segments with focused checklists to look at specific hazards and activities in each area.

### **Here are some examples of things to look for:**

1. Uncorrected problems from the previous inspection report
2. Workers not following safe work procedures or procedures that are not correct
3. Improper storage of materials (for example, in front of emergency exits or electrical panels, or blocking aisles or stairs)
4. Accumulation of liquid or grease on floors
5. Failure to put a sign or barrier near wet floors
6. Lack of guarding on equipment
7. Lack of visibility through swinging doors
8. Poor maintenance of equipment

If your inspection reveals a problem, try to get to the root of it. For example, if you see a wet floor, ask why. Possible explanations could include a water leak, a job process that is creating the problem, or a lack of training on how to clean up the hazard. Fix it right the first time and the problem is less likely to occur.

### **After the inspection:**

Follow these guidelines to address issues and conclude the inspection:

1. Remedy serious hazards or unsafe work practices immediately; this is a legal obligation. For example, if you find that a ladder has a loose or damaged rung, immediately remove the ladder from service and repair or replace it.
2. Prioritize other, less serious hazards and assign someone to remedy each one.
3. Follow up on any actions that will take time to complete (for example, purchasing new equipment).
4. Communicate inspection findings to workers.

5. Ensure that the safety committee has access to, and reviews, the inspection reports and process.

**As an employer, you must:**

1. Include the procedures and schedules for inspections in the hazard identification system when a health and safety program is required in the workplace.
2. Ensure that the place of employment is inspected at least monthly to identify any risks to employee health and safety.
3. Develop a program for the inspection with the health and safety representative and share the results of each inspection with the health and safety representative.
4. Train employees to regularly inspect their machinery, tools, and equipment.
5. Ensure that inspection results are recorded, and findings are acted on.

The [Occupational Health and Safety Act: No. 85 of 1993](#) is very clear about the responsibilities of the employer and the employee to ensure that work is being done safely in all workplaces.

**8. General duties of employers to their employees**

- (1) Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees.
- (2) Without derogating from the generality of an employer's duties under subsection (1), the matters to which those duties refer include in particular-
  - (a) the provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe and without risks to health;
  - (b) taking such steps as may be reasonably practicable to *eliminate or mitigate any hazard or potential hazard to the safety or health* of employees, before resorting to personal protective equipment;
  - (c) making arrangements for ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transport of articles or substances;
  - (d) establishing, as far as is reasonably practicable, what hazards to the health or safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in his business, and he shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons, and he shall provide the necessary means to apply such precautionary measures;
  - (e) *providing such information, instructions, training and supervision as may be necessary to ensure, as far as is reasonably practicable, the health and safety at work of his employees;*
  - (f) as far as is reasonably practicable, not permitting any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery, unless the precautionary measures contemplated in paragraphs (b) and (d), or any other *precautionary measures which may be prescribed, have been taken;*
  - (g) taking all necessary measures to ensure that the requirements of this Act are complied with by every person in his employment or on premises under his control where plant or machinery is used;
  - (h) *enforcing such measures* as may be necessary in the interest of health and safety;
  - (i) ensuring that work is performed and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with

it and who have the authority to ensure that *precautionary measures taken by the employer are implemented*; and

- (j) *causing all employees to be informed regarding the scope of their authority as contemplated in section 37 (1) (b).*

## **11. Duty to inform**

Without derogating from any specific duty imposed on an employer by this Act, every employer shall-

- (a) *as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work which he has to perform, any article or substance which he has to produce, process, use, handle, store or transport and any plant or machinery which he is required or permitted to use, as well as with the precautionary measures which should be taken and observed with respect to those hazards;*
- (b) *inform the health and safety representatives concerned beforehand of inspections, investigations or formal inquiries of which he has been notified by an inspector, and of any application for exemption made by him in terms of section 40; and*
- (c) *inform a health and safety representative as soon as reasonably practicable of the occurrence of an incident in the workplace or section of the workplace for which such representative has been designated.*

## **12. General duties of employees at work**

Every employee shall at work-

- (a) *take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions;*
- (b) *as regards any duty or requirement imposed on his employer or any other person by this Act, co-operate with such employer or person to enable that duty or requirement to be performed or complied with;*
- (c) *carry out any lawful order given to him, and obey the health and safety rules and procedures laid down by his employer or by anyone authorized thereto by his employer, in the interest of health or safety;*
- (d) *if any situation which is unsafe or unhealthy comes to his attention, as soon as practicable report such situation to his employer or to the health and safety representative for his workplace or section thereof, as the case may be, who shall report it to the employer; and*
- (e) *if he is involved in any incident which may affect his health or which has caused an injury to himself, report such incident to his employer or to anyone authorized thereto by the employer, or to his health and safety representative, as soon as practicable but not later than the end of the particular shift during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he shall report the incident as soon as practicable thereafter.*

Workplace inspections are an important prevention tool that can prevent injuries and illnesses and ensure that your health and safety program is working. The goal is to find any unsafe acts or conditions and implement necessary controls.

For more information regarding workplace inspections or online training feel free to contact us on [info@topcompliance.co.za](mailto:info@topcompliance.co.za).

## Occupational Health and Safety Audit

For occupational health and safety risks to be reduced and managed in your workplace, safety audits are imperative. If a workplace is to be a safe place to work, a proactive approach is critical, and health and safety audits provide a way to identify short comings that you may not be aware of. Contact us for your workplace baseline Occupational Health and Safety Audit - [info@topcompliance.co.za](mailto:info@topcompliance.co.za)

*Some of our training courses can be done through our virtual classroom.*

*Certain types of Risk Assessments and audits will be done by means of virtual site visits using various means of technology to virtually visit the site.*

*For more information please contact – [info@topcompliance.co.za](mailto:info@topcompliance.co.za)*

<https://www.topcompliance.co.za/index.php/products>



[Medical equipment](#)



[SANS Signage](#)



[Legal posters](#)



[Personal Protective Equipment](#)

### Courses offered by Top Compliance (Pty) Ltd

<https://www.topcompliance.co.za/index.php/skills-development-head/training-calendar>

ONSITE TRAINING			
First Aid Courses:			Accreditation
<b>NEW</b> level 1 – <a href="#">US 119567 - Perform basic life support and first aid procedures</a>	2 days		DEL
<b>NEW</b> level 2 – <a href="#">US 120496 - Provide risk-based primary emergency care/first aid in the workplace.</a>	3 days		DEL
<b>NEW</b> level 3 – <a href="#">US 376480 - Provide first aid as an advanced first responder</a>	3 days		DEL
<a href="#">First aid: Level 1</a>	2 days		No longer recognised
<a href="#">First aid: Level 2</a>	3 days		No longer recognised
<a href="#">First aid: Level 3</a>	3 days		No longer recognised

<a href="#">First aid: Level 1 &amp; 2</a>	3 days	No longer recognised
<a href="#">First aid: Level 2 &amp; 3</a>	3 days	No longer recognised
<a href="#">First aid: Level 1, 2 &amp; 3</a>	5 days	No longer recognised
<a href="#">Child and infant CPR &amp; choking</a>	6 hours	
<a href="#">Adult CPR &amp; choking</a>	6 hours	
<a href="#">Adult CPR &amp; choking and AED</a>	1 day	
<b>Occupational Health and Safety Courses</b>		
<a href="#">OHS Act &amp; SHERQ representative – Legal Liability</a>	1 day	
<a href="#">The Occupational Health and Safety Act &amp; responsibilities of management – Legal Liability</a>	1 day	
<a href="#">Hazard Identification and Risk Assessment</a>	1 day	
<a href="#">Safety representative course specific for COVID-19 in terms of the OHS Act and Regulation for Hazardous Biological Agents</a>	6 hours	
<a href="#">Food facility health &amp; safety course in terms of R364</a>	6 hours	
<b>Fire Fighting and Prevention Courses</b>		
<a href="#">Basic firefighting (Fire marshal)</a>	6 hours	
<a href="#">Basic firefighting with emergency action planning (Fire &amp; Evacuation marshal)</a>	1 day	

<b>ONLINE VIRTUAL CLASSROOM</b>		
<b>Occupational Health and Safety Courses</b>		
<a href="#">Safety representative course specific for COVID-19 in terms of the OHS Act and Regulation for Hazardous Biological Agents</a>		07h45 – 11h00
<a href="#">OHS Act &amp; SHERQ representative – Legal Liability</a>		07h45 – 16h00
<a href="#">The Occupational Health and Safety Act &amp; responsibilities of management – Legal Liability</a>		07h45 – 16h00
<a href="#">Hazard Identification and Risk Assessment</a>		07h45 – 15h00
<a href="#">Food facility health &amp; safety course in terms of R364</a>		07h45 – 14h00
<b>Fire Fighting and Prevention Courses</b>		
<a href="#">Basic firefighting (Fire Marshal)</a>		07h45 – 13h00
<a href="#">Basic firefighting with emergency action planning (Fire and Evacuation marshal)</a>		07h45 – 15h00