



# TOP COMPLIANCE (Pty) Ltd

**Your Business' Safety Is Our Concern**

QSE B-BBEE - Level Four

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

**December 2022 NEWSLETTER**

## **Contact details:**

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## **Holiday safety**

As the holidays approach, employees tend to deal with more distractions than usual. Planning dinners, hosting out-of-town family members, purchasing gifts and figuring out the logistics of other festive activities can easily cause people's minds to wander when they are at work. From a health and safety perspective, it is worth considering how these issues affect workers on the floor, on site, on the road or at home.

### **Fatigue**

People are more likely to be fatigued during the holiday season due to extra tasks and responsibilities, like last-minute shopping before or after their shift and decorating their homes. Injuries in the workplace occur most often when they are not expected and are more likely to happen when employees are tired or run down. So, although fatigue is a complex issue that lacks a single easy solution, it might be a good idea to consider longer breaks or alter work schedules to help compensate for seasonal fatigue.

[Year-end fatigue and workplace safety](#)

### **Rushing and frustration**

In addition to holiday stress in employees' personal lives, many industries face their busiest times leading up to the end of the year. The added pressure in the workplace can affect employees' emotional state, causing them to rush or become frustrated. These states may cause employees to unintentionally create hazards, miss something vital, lack patience with delicate procedures or become short-tempered. When rushing or frustrated, people are more likely to slip, trip or fall, bump into colleagues and machinery, or forget to perform small but vital tasks. Orders and production are important, but not at the cost of someone's health or life.

### **Electrical safety**

Many electrical incidents happen over the holidays. In fact, thousands of people are treated each holiday season after sustaining an electric shock or being injured in an electrical fire. These incidents are often caused by carelessness and misuse of (sometimes old and faulty) decorations. Ensure that any decorative lights have been tested for safety by a recognised testing laboratory, are undamaged and don't overload the sockets. Employees should also be reminded about the importance of unplugging decorations for the night and never using electric lights on a metallic tree.

[Safety during loadshedding](#)

## **Food safety**

Nobody wants to see employees get sick before the holidays. However, some workplaces don't take adequate precautions when ordering and storing party platters for their staff holiday gatherings. Food poisoning is no joke, keep your holidays happy by handling food safely.

- Wash your hands frequently when handling food.
- Keep raw meat away from fresh produce.
- Use separate cutting boards, plate and utensils for uncooked and cooked meats to avoid cross-contamination.
- Use a food thermometer to make sure meat is cooked to a safe temperature.
- Refrigerate hot or cold leftover food within two hours of being served.
- When storing turkey, cut the leftovers in small pieces so they will chill quickly.

### [Preventing food poisoning and food safety](#)

## **Drunk and drowsy driving**

Work and family gatherings are often an opportunity for people to have a few drinks, but it's imperative that nobody is allowed to get behind the wheel after consuming alcohol.

## **Vehicle safety**

Making sure you and your vehicles are safe while driving on the roads. Before heading out on a long road trip, you should:

- Take your car for a roadworthy inspection and make sure your tyres and brakes are in good working order.
- Make sure that each tyre has adequate tread of at least 1 mm, that your spare wheel is in good condition and that you have all the necessary tools to change a wheel.
- Check that you have a reflective triangle and good quality flashlight that you can use to warn motorists that your car has broken down.
- Inspect your windows for any chips or cracks and have these fixed before the trip.
- Check that your window wipers are in good working order and replace them if necessary.
- If you are driving long distances, try drive with another person in the car.
- You should make stops to get out of your car and stretch your legs every two hours.
- Stay hydrated and switch drivers every few hours to stay focused and prevent fatigue.
- Inform a loved one of your travel route and consider sharing your live location in the event of a possible emergency.

## **Make sure your home is safe**

- Let your security company check to make sure that the alarm and all motion sensors are working.
- Make sure that your CCTV cameras are working and are positioned to give a clear view of what is happening both inside and outside your property.
- Check that your electric fence works well and cut back any plants or trees that may interfere with the fence.
- Ensure that all doors are locked and that all windows are shut properly before you set out
- Unplug all unnecessary appliances, this protects from damage due to power surges.
- Never post your travel plans on social media platforms.
- Do not leave a spare key in a "secret" place. Rather leave it with a trustworthy neighbour or family member.

- Discard the boxes of any expensive items and presents with care. Placing things like a flat screen TV box, computer boxes and so on outside your house for garbage collection alerts thieves of what is in the home.
- Always keep security gates locked, even if you are entertaining outside.
- Keep an eye out for any people that look suspicious roaming your neighbourhood and report them if their behaviour concerns you.

### **It is better to give safely**

- Gifts and toys should inspire joy, not cause injuries. Thousands of children are seriously injured in toy-related incidents every year.
- Toys are age-rated for safety, not for children's intellect and physical ability, so be sure to choose toys in the correct age range.
- Choose toys for children under 3 that do not have small parts which could be choking hazards.
- For children under 10, avoid toys that must be plugged into an electrical outlet.
- Be cautious about toys that have button batteries or magnets, which can be harmful or fatal if swallowed.
- When giving scooters and other riding toys, give the gift of appropriate safety gear, too; helmets should be worn at all times, and they should be sized to fit.

### First aid tips for holidays

*This festive season brings feelings of joy and prosperity. During these times, we often reflect on the past year and look forward to the year ahead. For us, it is our dedication to you.*

*We would like to thank you for your continuous support and trust. This comes with deep appreciation working with you. We trust that this festive season brings nothing but success and peace as we leap into the new year.*

All training dates and audits booked in 2022 for 2023 will be priced at 2022 prices.

Happy holidays and keep safe!

We look forward to working with you in 2023 and making your workplace safer.

<https://www.discovery.co.za/corporate/good-driving-holiday-safety-tips>  
<https://www.nsc.org/community-safety/safety-topics/seasonal-safety/winter-safety/holiday>  
<https://safestart.com/news/7-holiday-safety-concerns-workplace/>

*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>



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|-----------------------------------|------------------------------|-------------------------------|-----------------------------------------------|
|                                   |                              |                               |                                               |
| <a href="#">Medical equipment</a> | <a href="#">SANS Signage</a> | <a href="#">Legal posters</a> | <a href="#">Personal Protective Equipment</a> |

### 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   |  |                      |
| Occupational Health and Safety Courses                                                                                                    |         |  |                      |
| <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 |  |                      |
| Fire Fighting and Prevention Courses                                                                                                      |         |  |                      |

|                                                                                                   |         |  |
|---------------------------------------------------------------------------------------------------|---------|--|
| <a href="#">Basic firefighting (Fire marshal)</a>                                                 | 6 hours |  |
| <a href="#">Basic firefighting with emergency action planning (Fire &amp; Evacuation marshal)</a> | 1 day   |  |

| ONLINE VIRTUAL CLASSROOM                                                                                                                  |  |               |
|-------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|
| Occupational Health and Safety Courses                                                                                                    |  |               |
| <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 |
| Fire Fighting and Prevention Courses                                                                                                      |  |               |
| <a href="#">Basic firefighting (Fire Marshal)</a>                                                                                         |  | 07h45 – 13h00 |
| <a href="#">Basic firefighting with emergency action planning (Fire and Evacuation marshal)</a>                                           |  | 07h45 – 15h00 |