



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

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Occupational health and safety annual induction training (duty to inform).

Under the Occupational Health and Safety Act, no 85 of 1993 (OHS Act), the employer must provide adequate information, instruction, training, and supervision to employees so that they can work in a way that is safe and without risks to their health or safety.

Without sufficient induction and training on good health and safety practices, misinformation, and inadequate knowledge of how to properly deal with workplace ("workplace" means any premises or place where a person performs work in the course of his employment.) hazards may give rise to injuries, illnesses or even fatalities. With a little time and attention, you can instill the right attitudes and approach, drive productivity and efficiency, a positive workforce and ultimately create a safe and compliant working environment.

Induction should not just be reserved for employees. Anyone who works under your control and direction, including self-employed people, contractors, and those on work experience, must have received information on the health and safety risks they may face and the measures in place to deal with them. Understanding that these people might not be familiar with your working environment and the safety systems you have put in place for regular employees, so it is important that they are briefed accordingly.

Understanding that as time passes people forget procedures they do not use frequently, work environment may have changed, roll players may have changed and thus it is vital to retrain and refresh all employees, contractors, and subcontractors annually. While doing the induction it is vital to stimulate the employee's awareness and have them make recommendations that may not have been immediately obvious. With the whole team onboard working towards the same goal will assist with fostering a positive health and safety environment.

Health and safety induction can help in accomplishing the following:

- Promote a positive health and safety working environment for employees, contractors and clients.
- Understanding the applicable legislation and regulations.
- Ensure adequate knowledge of the various emergency procedures and who is trained to assist.
- Correct handling of equipment, tools, and machinery.
- Help employees know what their work responsibilities and limitations are.
- Ensure that employees are informed regarding the company's policies and procedures including that of victimization. Section 26 of the OHS Act.
- Improvement both productivity as well as the quality of work.

Occupational Health and Safety Act clauses applicable to best understand and prepare for employee induction/training:

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).

13. 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.

14. 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.

Unless staff understand the hazards associated with their role and working environment, and how to avoid them through safe working practices, mistakes will inevitably be made. This in turn results in cost to the company, increases absenteeism and possible legal implications.

The purpose of induction is to set standards, raise understanding of hazards, explain how health and safety is managed and the part the employee plays, and make your procedures clear. If there are risks involved in the employee's role, it is an opportunity to instill safe working practices.

The content of your induction will depend on the nature of your business and the risks present, but common elements include:

1. The company's health & safety policy statement (OSH Act #7)
 - a. Your health & safety policy statement is the commitment of management towards an effective health and safety management system, so it is important that employees are familiar with its contents. It should outline your approach to keeping employees and members of the public safe, as well as the arrangements you have put in place to ensure risk is kept to a minimum.
2. Explaining the roles and responsibilities of employees (OSH Act #14)
 - a. OSHA #14 places a legal duty on employees to cooperate with management in all health and safety matters and to take reasonable care for their own health and safety, as well as that of any other person who may be affected by their acts or omissions at work.

3. Your company's site-specific emergency action plan
 - a. Employees need to be aware of the specific arrangements for first aid and how to respond in the event of a threat from inside the building (e.g. fire) and the evacuation procedures or a threat from outside (e.g. riot, shooter) and the duress / lock down procedures.
 - b. This needs to include pointing out the location of emergency exits, assembly points and explaining how to raise the alarm for either evacuation or duress.
 - c. Some courses that will assist with compliance:
 - [Basic firefighting and Emergency Action Planning TRAINING COURSE](#)
 - [NEW Level 1 - US 119567 - Perform basic life support and first aid procedures TRAINING COURSE](#)
4. Injury on duty / illness on duty and near miss incident reporting and recording procedures
 - a. All staff need to know how to report accidents / illness on duty, near misses and dangerous occurrences and who they should report these to.
 - b. The procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence should be clearly outlined in your accident and investigation policy and communicated to everybody.
5. Highlighting the specific risks to employees
 - a. One of the best ways to raise awareness is to talk employees through the findings of your Hazard Identification and Risk Assessment (HIRA), drawing their attention to any hazardous situations revealed and the control measures in place to protect them.
 - b. A course that will assist with doing and implementing your HIRA:
 - [Hazard Identification and Risk Assessment TRAINING COURSE](#)
6. Providing job-specific training
 - a. If there are specific risks involved in the employee's role, such as the need to work at height or operate machinery, you must make sure that they understand these risks, are properly trained, and have appropriate safety equipment.
 - b. Conducting a task-specific risk assessment will help you to identify hazards and specific methods of doing the work, which must then be clearly explained to the employee and enforced through good management and proper supervision, especially in the first few months of their employment.
7. Giving a tour of the site (new employees)
 - a. It is important not to forget to show employees around the premises, as this will help them to become familiar with the site layout, the location of welfare facilities, and site rules, and is a simple way to get employees used to a new working environment.
8. Asking inductees to complete an occupational health and safety questionnaire
 - a. This should form part of your health and safety management system. The questionnaire should relate to the employee's role and will help to identify any health problems that may make some types of work difficult to do. Make sure all the health risks within the employee's role are captured.
9. COVID-19 awareness
 - a. Updated directives as published by Government.
 - b. Updated workplace Hazard Identification and Risk Assessment – amended to current updated legislation.

Tips when inducting employees

1. Always consider the capabilities, training, knowledge and experience of employees and adapt the induction content or format to meet their specific needs.
2. Set aside adequate time to do the induction so that you do not end up rushing through things.
3. Do not assume that parts can be skipped because they are "common sense" or assume that inductees have understood; always check.

4. Encourage inductees to ask questions and let them know who they should contact if they think of any further questions or have any concerns after the induction.
5. Show rather than tell. When designing induction training, look for opportunities to demonstrate what you are talking about and get employees up and doing rather than simply stating facts.
6. Consider rounding off the induction with a short quiz or some quick-fire questions to confirm that inductees have taken in and understood the information presented.
7. Give inductees something to take away – whether this be your Health & Safety Handbook or an information sheet briefly outlining the important health and safety rules for staff, your reporting procedures, your emergency arrangements, and the details of key personnel such as supervisors, safety officers, first aiders and fire marshals.
8. Ask inductees to sign to confirm that they have received and understood the health and safety training, as this will help you to demonstrate the steps you took to keep employees safe should an incident occur.
9. Use an evaluation form to get inductees' feedback so that you can continue to improve and expand upon the content of the induction and how it is delivered.
10. Do not treat training as a once-off exercise during the induction period. Revisit training whenever employees are exposed to new or increased risks, or where existing skills may have become rusty and need updating.

Without adequate induction and training on good health and safety practices, misinformation, and inadequate knowledge of how to properly deal with workplace hazards may give rise to injuries or even fatalities. With time and attention, you can instill the right attitudes and approach, help employees to adjust to any new roles and responsibilities, drive productivity and efficiency, and ultimately create a safe and compliant working environment.

Should you require further assistance or advice feel free to email us on info@topcompliance.co.za

Thought of the day:

Safety comes in a can, I can, you can, we can be safe.

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

<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
NEW level 1 – US 119567 - Perform basic life support and first aid procedures	2 days		DEL
NEW level 2 – US 120496 - Provide risk-based primary emergency care/first aid in the workplace	3 days		DEL
NEW level 3 – US 376480 - Provide first aid as an advanced first responder	3 days		DEL
First aid: Level 1	2 days		No longer recognised
First aid: Level 2	3 days		No longer recognised
First aid: Level 3	3 days		No longer recognised
First aid: Level 1 & 2	3 days		No longer recognised
First aid: Level 2 & 3	3 days		No longer recognised
First aid: Level 1, 2 & 3	5 days		No longer recognised
Child and infant CPR & choking	6 hours		
Adult CPR & choking	6 hours		
Adult CPR & choking and AED	1 day		
Occupational Health and Safety Courses			
OHS Act & SHERQ representative – Legal Liability	1 day		
The Occupational Health and Safety Act & responsibilities of management – Legal Liability	1 day		
Hazard Identification and Risk Assessment	1 day		
Safety representative course specific for COVID-19 in terms of the OHS Act and Regulation for Hazardous Biological Agents	6 hours		
Food facility health & safety course in terms of R364	6 hours		
Fire Fighting and Prevention Courses			
Basic firefighting (Fire marshal)	6 hours		
Basic firefighting with emergency action planning (Fire & Evacuation marshal)	1 day		

ONLINE VIRTUAL CLASSROOM	
Occupational Health and Safety Courses	
Safety representative course specific for COVID-19 in terms of the OHS Act and Regulation for Hazardous Biological Agents	07h45 – 11h00
OHS Act & SHERQ representative – Legal Liability	07h45 – 16h00
The Occupational Health and Safety Act & responsibilities of management – Legal Liability	07h45 – 16h00
Hazard Identification and Risk Assessment	07h45 – 15h00

Food facility health & safety course in terms of R364	07h45 – 14h00
Fire Fighting and Prevention Courses	
Basic firefighting (Fire Marshal)	07h45 – 13h00
Basic firefighting with emergency action planning (Fire and Evacuation marshal)	07h45 – 15h00