



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

May 2020 **NEWSLETTER**

Contact details:

Training, Audits and Retail:

Pat: 082 442 8521 (08h00 – 16h30)

p.wessels@topcompliance.co.za

Website: www.topcompliance.co.za

COVID-19 Compliance officers

Protecting employees and their families has always been an important objective of compliance. As coronavirus continues to shake the world, it is essential to address how compliance officers can support their organisations according to legal and safety requirements.

Irrespective of their size, all businesses, industries and entities (private and public) that are permitted to operate must designate a COVID-19 Compliance Officer. The Compliance Officer must oversee the implementation of the employer's workplace plan as well as adherence to the standards of hygiene and health protocols relating to COVID-19 in the workplace.

Workplace Plan

All employers must prepare a workplace plan, dealing with the following issues:

- baseline COVID-19 risk assessment;
- which employees are permitted to work;
- what the plans for the phased-in return of their employees to the workplace are;
- what health protocols are in place to protect employees from COVID-19; and
- the details of the COVID-19 compliance officer.

Medium and large employers must have workplace plans setting out the following:

- the date the business will open and the hours of operating;
- the timetable for the phased return to work of employees;
- the steps taken to make the workplace COVID-19 ready;
- a list of staff who can work from home, those who are 60 years and older, and those who have underlying illnesses (i.e. comorbidities);
- arrangements for staff relating to social distancing, screening, attendance record system, etc; and
- arrangements for customers or members of the public.

Workplace plans must be retained for inspection.

Phased-in return to work

Businesses, industries and entities must phase in the return of employees to work, to manage the return of employees from other provinces, metropolitan areas and districts.

Health protocols

Businesses, industries and entities must develop measures to ensure that the workplace meets the standards of health protocols, adequate space for employees, and social distancing measures for members of the public and service providers.

All the relevant health protocols and social distancing measures set out in the applicable Directives, and applicable sector-specific health protocols, must be adhered to. This includes the Occupational Health and Safety Directive issued by the Minister of Employment and Labour. (We currently await the amendments to this Directive.)

Stores and institutions

A person in control of a retail store or institution must take steps to ensure that customers keep a distance of at least 1.5 meters from each other, and that all directions in respect of health protocols and social distancing measures are adhered to.

Retail stores and institutions must designate a compliance officer to ensure that safety controls are strictly adhered to. The name of the compliance officer must be displayed prominently in the store or institution.

Over 60s and those with co-morbidities

Employers must implement special measures for employees who are 60 years and older, or those with co-morbidities, to facilitate their safe return to work. Where possible, these employees should work from home.

Workers in private residences

Work in private residences is permitted, but relevant health protocols and social distancing measures for the people employed in private residences must be adhered to.

FREE – [Appointment contract for COVID-19 compliance officer.](#)

Services during lockdown:

Online virtual classroom training: <https://www.topcompliance.co.za/index.php/skills-development-head/virtual-online-classroom-courses>

- OHS Act & SHERQ representative legal liability
- The Occupational Health and Safety Act & responsibilities of management
- Food facility health & safety course
- Basic firefighting
- Basic firefighting with emergency action planning

For every four delegates attending one is FREE

COVID-19 specific

- COVID-19 Hazard Identification and Risk Assessment – Site specific
- COVID-19 Safe working procedures – Site specific
- COVID-19 Site specific screening registers
- COVID-19 PPE policies and procedures – Site specific
- COVID-19 Policies and procedures for contractors and clients
- COVID-19 Policies and procedures for management of ill staff of client
- COVID-19 Policies and procedures for submitting COVID-19 illness to Workman's Compensation.
- COVID-19 Induction training
- COVID-19 Awareness training

Personal Protective Equipment: <https://www.topcompliance.co.za/index.php/safety-shop>

- Gloves
- Hand Sanitizers
- Masks
- Face shields
- All first aid equipment

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

First Aid Courses:		SACE CPTD points
First aid: Level 1	2 days	15

First aid: Level 2	3 days	15
First aid: Level 3	3 days	15
First aid: Level 1 & 2	3 days	30
First aid: Level 2 & 3	3 days	30
First aid: Level 1, 2 & 3	5 days	45
Child and infant CPR & choking	6 hours	0
Adult CPR & choking	6 hours	0
Adult CPR & choking and AED	1 day	0
Basic first aid equestrian grooms	1 day	0
Basic first aid domestic workers	1 day	0
Perform basic life support and first aid procedures	2 days	15
Provide risk-based primary emergency care/first aid in the workplace	2 days	15
Occupational Health and Safety Courses		
OHS Act & SHERQ representative	1 day	10
The Occupational Health and Safety Act & responsibilities of management	1 day	10
Apply health and safety at work area	1 days	10
Conduct workplace Occupational Health and Safety (OHS) inspections	1 day	10
Explain basic health and safety principles in and around the workplace	1 day	10
Food facility health & safety course	6 hours	0
Basic ladder safety	6 hours	0
Fire Fighting and Prevention Courses		
Basic firefighting	6 hours	10
Basic firefighting with emergency action planning	1 day	10
Basic firefighting with fire extinguisher practical	1 day	10
Basic firefighting and prevention in the equine industry	1 day	0
Demonstrate knowledge and use of hand operated firefighting equipment	1 day	10
Apply firefighting techniques	1 day	10

SKILLS PROGRAMS		SACE CPTD	Class days
First Aid Level 1,2 & 3 - HW/SP/1601190			
US 119567	Perform basic life support and first aid procedures	15	5 days
US 120496	Provide risk-based primary emergency care/first aid in the workplace		
US 376480	Provide first aid as an advanced first responder		
First Aider - HW/SP/1202005			
US 119567	Perform basic life support and first aid procedures	15	5 days
US 120496	Provide risk-based primary emergency care/first aid in the workplace		
US 13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.		
First Aid (Basic) - HW/SP/150795			
US 119567	Perform basic life support and first aid procedures	15	4 days
US 9964	Apply health and safety to a work area		
Health, Safety and Fire Combination - HW/SP/1510179			
US 9964	Apply health and safety to a work area	10	5 days
US 119567	Perform basic life support and first aid procedures	15	
US 120331	Demonstrate knowledge pertaining to fires in working places	-	
Workplace SHE Rep - HW/SP/1510182			
US 9964	Apply health and safety to a work area	15	3 days
US 259639	Explain basic health and safety principles in and around the workplace		
First Aid and Safety Representative - HW/SP/1510183			
US 9964	Apply health and safety to a work area	15	4 days
US 119567	Perform basic life support and first aid procedures		
Safety Incident Investigation and inspections - HW/SP/1511233			

US 259617	Conduct an investigation into workplace safety, health and environmental incidents	10	2 days
US 259619	Conduct workplace Occupational Health and Safety (OHS) inspections		
First Aid and Firefighting - HW/SP/1511239			
US 120496	Provide risk-based primary emergency care/first aid in the workplace	15	4 days
US 13961	Demonstrate knowledge and use of hand operated firefighting equipment		
Fire and Rescue Skills Programme - HW/SP/1604338			
US 252250	Apply firefighting techniques	15	4 days
US 119567	Perform basic life support and first aid procedures	15	
Emergency First Aider - HW/SP/1605377			
US 119567	Perform basic life support and first aid procedures	15	5 days
US 120496	Provide risk-based primary emergency care/first aid in the workplace		
Safety Management - HW/SP/1601159			
US 9964	Apply health and safety to a work area	15	3 days
US 259639	Explain basic health and safety principles in and around the workplace		