



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

July 2021 NEWSLETTER

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Fire safety requirements in the workplace.

With the recent fires in some of our public facilities, it has again highlighted the serious need to ensure compliance with the legislation to prevent loss of life, services, jobs and infrastructure. All of which we in South Africa can afford to lose.

The law requires the employer to provide and maintain a work environment which is safe and without risk to the people's health and safety. OHS Act #8 (1) Every employer shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that persons other than those in his employment who may be directly affected by his activities are not thereby exposed to hazards to their health or safety. OHS Act #9 (1) This includes staff, clients, visitors, contractor, sub-contractors, delivery personal, students etc.

How to ensure fire safety at work?

1. Do an audit of your current fire safety plan, to identify all the shortcomings in comparison to legislation or standards.
2. Do a risk assessment and evaluate and estimate the levels of risks involved in the workplace, and determination of an acceptable level of risk. In terms of fire safety all workplaces, including accommodation and storage areas such as pack houses and storage areas for chemicals (including sanitiser) and flammable liquids, should be evaluated for their risk regarding fires. This must be included in the risk assessment.
3. Do an evacuation drill and observe any weaknesses that need to be updated.
 - a. It is important to take the drills seriously and participate fully.
 - b. They may be an inconvenience, but they are designed to prepare staff to respond as required in the event of a fire emergency.
4. Maintain fire protection equipment:
 - a. Signage should be visible from all angles.
 - b. Ensure that there is nothing in the way that will obstruct the firefighting equipment. Mark on the floor to ensure that the area remains free and unobstructed should this remain a problem.
 - c. Safety reps or appointed fire marshals of the designated area should do monthly checks of all the firefighting equipment.
 - d. Checklists available:
 - i. [Dry Chemical Powder extinguisher checklist](#)
 - ii. [Carbon Dioxide extinguisher checklist](#)
 - iii. [Hose reel checklist](#)
 - iv. [Hydrant checklist](#)

- e. The appointed person doing the monthly inspections needs to have the required training to know what to look for during their inspections.
 - f. DCP and CO2 units should be mounted at the correct height as stipulated in the SANS 10105-1:2010. Not higher than 1,5m or no less than 3 cm off the ground.
 - g. Ensure that this unit is serviced by an approved inspection authority.
 - h. Check the credentials of the service technician and the service provider company on the following website:
https://www.sagccfire.co.za/searchresults.php?search_name=0279&namesearch=Search
 - i. Have a person who has had accredited training accompany the service technician when they do the yearly service.
 - j. Have a 37(2) agreement and Valid Letter of Goodstanding in place prior to commencement with work.
 - k. [Number of extinguishers needed for the size and type of workspace.](#)
5. Train employees to use fire safety equipment.
 - a. Appointed fire fighters and evacuation marshals to be trained in understanding fire and how to manage a fire in the specific work environment. OSHA requires that employers provide employees with training on the proper use of fire safety equipment.
 - i. [Basic firefighting course](#) – virtual or at site
 - ii. [Basic firefighting and emergency action planning course](#) – virtual or at site
 6. Induction training of all staff every year regarding:
 - a. Fire safety procedures that are indicated in the company's action plan.
 - b. Know where the exits are and what is expected in an evacuation.
 - c. Know where the fire extinguishers and fire pull stations are located.
 - d. Who are the company's firefighters, evacuation marshal and first aiders?
 7. Escape routes:
 - a. All buildings including storage areas should be provided with one or more escape routes that can be used in case of fire or other emergencies.
 - b. They must be wide enough to allow the staff using the route to move easily out of the building and at no time be obstructed.
 8. Storage areas of flammable liquids and chemicals are high-risk areas.
 - a. Regulations must be reflected when managing the risk relating to storage of chemicals and flammable liquids e.g. sanitiser, diesel, paint.
 - b. Storage areas must be clearly indicated.
 - c. Staff may not be required or permitted to work in flammable liquid storage areas without the necessary training and protective equipment.
 - d. All the Material Safety Data Sheets (MSDS) of the chemicals must be available onsite. The staff using the chemicals must be trained with regards to the information supplied on the chemicals MSDS.
 - e. Where flammable liquid is stored in a building, the employer should ensure that the storage area is fitted with efficient intake and exhaust ventilation to remove any vapour and to prevent recirculation that can contaminate the workplace.
 - f. No smoking is allowed in any place where flammable liquids are stored. Have a designated smoking area that is in line with the [Tobacco Products Control Amendment Act, 2007](#).
 - g. Electrical installations may be installed inside the storeroom, but according to SANS10108 regulations and with proof on installation by a qualified electrician.
 - h. Signage should at least include the following at the entrance: No Smoking; No Naked Flames; No Fires.
 - i. Standard operating procedures should include at least the following:
 - i. Emergency telephone numbers should be available at the nearest telephone (ambulance, police and fire department 112 on a cell phone) and the nearest poison centre,

- j. An emergency procedure which clearly outlines actions to be taken in an emergency should be available and all staff must be familiar with it.
- 9. Policies: Fire safety is fundamental to any health and safety management system.
 - a. There should be a documented policy on health and safety that serves to confirm that senior management will ensure that the working environment and facilities provided as part of the workplace (including residential facilities) are safe and hygienic and will take appropriate measures to prevent accidents and injury in the workplace.
 - b. The policy on health and safety should be:
 - i. Documented.
 - ii. Authorized by senior management (dated and signed)
 - iii. Visibly displayed for anyone to read.
 - iv. Communicated to permanent and non-permanent employees.
 - v. Reviewed regularly (at least annually).

Health and safety policies are essential to any business to ensure that the safety of employees is managed properly and that both parties (management and employees) are aware of their responsibilities and the legal requirements.

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. <i>Prerequisite for US 120496 is US 14656.</i>	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		
Hazard Identification and Risk Assessment	1 day	
OHS Act & SHERQ representative – Legal Liability	1 day	
The Occupational Health and Safety Act & responsibilities of management – Legal Liability	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	
Hazard Identification and Risk Assessment	07h45 – 15h00
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
Food facility health & safety course in terms of R364	07h45 – 14h00
Fire Fighting and Prevention Courses	
Basic firefighting	07h45 – 13h00
Basic firefighting with emergency action planning	07h45 – 15h00

SKILLS PROGRAMS - ONSITE TRAINING – HEALTH AND WELFARE SETA		Credits	Class days
First Responder - HW/SP/1508113 (First aid level 1 and 2)			
US 119567	Perform basic life support and first aid procedures	5	4 days
US 120496	Provide risk-based primary emergency care/first aid in the workplace. <i>Prerequisite for US 120496 is US 14656.</i>	5	

First Aid Level 1,2 & 3 - HW/SP/1601190 (First aid level 1, 2 and 3)			
US 119567	Perform basic life support and first aid procedures	5	5 days
US 120496	Provide risk-based primary emergency care/first aid in the workplace. <i>Prerequisite for US 120496 is US 14656.</i>	5	
US 376480	Provide first aid as an advanced first responder	8	
First Aid Responder and HIV Awareness - HW/SP/150475			
US 120496	Provide risk-based primary emergency care/first aid in the workplace. <i>Prerequisite for US 120496 is US 14656.</i>	5	4 days
US 14656	Demonstrate an understanding of sexuality & sexually transmitted infections including HIV/AIDS	5	
First Aider - HW/SP/1202005.			
US 119567	Perform basic life support and first aid procedures	5	5 days
US 120496	Provide risk-based primary emergency care/first aid in the workplace. <i>Prerequisite for US 120496 is US 14656.</i>	5	
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.	4	
First Aid (Basic) - HW/SP/150795.			
US 119567	Perform basic life support and first aid procedures	5	4 days
US 9964	Apply health and safety to a work area	3	
Emergency First Aider - HW/SP/1605377.			
US 119567	Perform basic life support and first aid procedures	5	5 days
US 120496	Provide risk-based primary emergency care/first aid in the workplace. <i>Prerequisite for US 120496 is US 14656.</i>	5	
Health, Safety and Fire Combination - HW/SP/1510179			
US 9964	Apply health and safety to a work area	3	5 days
US 119567	Perform basic life support and first aid procedures	5	
US 120331	Demonstrate knowledge pertaining to fires in working places. <i>Prerequisite for US 120496 is US 14656.</i>	3	
Workplace SHE Rep - HW/SP/1510182.			
US 9964	Apply health and safety to a work area	3	3 days
US 259639	Explain basic health and safety principles in and around the workplace	4	
First Aid and Safety Representative - HW/SP/1510183.			
US 9964	Apply health and safety to a work area	3	4 days
US 119567	Perform basic life support and first aid procedures	5	
First Aid and Firefighting - HW/SP/1511239.			
US 120496	Provide risk-based primary emergency care/first aid in the workplace. <i>Prerequisite for US 120496 is US 14656.</i>	5	4 days
US 13961	Demonstrate knowledge and use of hand operated firefighting equipment	4	
Fire and Rescue Skills Programme - HW/SP/1604338.			
US 252250	Apply firefighting techniques	3	4 days
US 119567	Perform basic life support and first aid procedures	5	
Safety Management - HW/SP/1601159.			
US 9964	Apply health and safety to a work area	3	3 days
US 259639	Explain basic health and safety principles in and around the workplace	4	