



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

<https://www.topcompliance.co.za/>

November 2023 NEWSLETTER

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Induction training / Fire water supply / Win a first aid kit.

As we diligently approach the conclusion of 2023 and set our sights on the initiatives for 2024, a crucial aspect on your planning agenda is the comprehensive induction training for all on-site staff and contractors. This training is not only a regulatory requirement but an essential investment in fostering a culture of safety and awareness among our workforces.

By enhancing the knowledge and preparedness of our team through this induction training, we aim not only to meet regulatory standards but to instil a sense of responsibility and competence.

Let us approach the upcoming year with a heightened sense of awareness and preparedness, ensuring that our workforce is not only well-informed but actively engaged in maintaining the highest standards of safety. Together, we reinforce our dedication to a workplace culture that prioritises the well-being of every individual associated with our organisations.

Under the Occupational Health and Safety Act, No. 85 of 1993 (OHS Act), it is imperative for employers to ensure the provision of comprehensive information, instruction, training, and supervision to all employees. This is essential to empower individuals to carry out their tasks in a manner that prioritises safety and eliminates potential risks to their health and well-being. OHS Act section 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;

It is crucial to recognise that the scope of induction extends beyond traditional employees. All individuals operating under the control and direction of the employer, including self-employed individuals, contractors, and those undergoing work experience, must receive thorough information regarding the health and safety risks inherent in their tasks. Equally important is their understanding of the established measures to mitigate these risks. Considering that these individuals may be unfamiliar with the specific working environment and safety protocols designed for regular employees, a tailored briefing becomes paramount.

Acknowledging the dynamics of the work environment, such as changes over time, personnel turnover, and alterations to safety protocols, emphasises the necessity for annual retraining and refreshing of

knowledge. This proactive approach ensures that everyone involved is up to date with the latest safety procedures and practices.

During the induction process, it is not merely a matter of transmitting information but also an opportunity to stimulate heightened awareness among employees. Encouraging active participation by seeking recommendations and insights from individuals, even on aspects not immediately apparent, is a valuable strategy. This collaborative approach not only strengthens the overall safety culture but also harnesses the collective knowledge of the workforce.

Recognising that people may forget procedures they do not use frequently; an annual refresher serves as a reminder of essential safety measures. Moreover, it accounts for changes in the work environment and personnel, fostering a workplace culture where everyone is collectively committed to the overarching goal of maintaining a positive and safe health and safety working environment. This collaborative effort is integral to the continual improvement of safety practices and the well-being of all individuals involved in the organisation. 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. Introduction to health and safety policies and procedures
 - a. Overview of the company's health and safety policies.
 - b. Importance of compliance with regulations and standards.
3. 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.
4. 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:
 - [Safety representative – Legal Liability](#)
 - [Fire & Evacuation marshal - Basic firefighting with emergency action planning](#)
 - [Level 1 - US 119567 - Perform basic life support and first aid procedures](#)
5. 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.
6. 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](#)

7. Providing job-specific training
 - a. If there are specific risks involved in the employee's role, such as the need to work at heights 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.
 - c. Personal Protective Equipment (PPE): Explanation of required PPE for specific job roles. Proper use, care, and maintenance of PPE.
8. Workstation ergonomics:
 - a. Proper workstation setup to prevent musculoskeletal issues.
 - b. Importance of taking breaks and stretching exercises.
9. Manual handling:
 - a. Proper techniques for lifting and carrying heavy objects.
 - b. Importance of using lifting aids and equipment.
10. Electrical safety:
 - a. Safe use of electrical equipment.
 - b. Reporting of electrical issues and hazards.
11. Security measures:
 - a. Access control procedures.
 - b. Reporting suspicious activities or individuals.
12. Chemical safety:
 - a. Proper storage and handling of chemicals.
 - b. The importance of reading and keeping the Material Safety Data Sheets of all chemicals onsite.
 - c. Understanding chemical labels and risks.
13. Infection control (if applicable):
 - a. Procedures to prevent the spread of infectious diseases.
 - b. Importance of personal hygiene.
14. Workplace violence prevention:
 - a. Reporting procedures for any incidents or concerns.
 - b. Creating a respectful and inclusive workplace culture.
15. Environmental awareness:
 - a. Company initiatives for environmental sustainability.
 - b. Waste disposal and recycling procedures.
16. 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.
17. 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.
18. Continuous improvement:
 - a. Encouraging feedback from employees for ongoing improvement.
 - b. Regular reviews and updates to the health and safety program.

Adapt these topics based on your specific industry, workplace, and any unique hazards present in your environment. Regularly reviewing and updating the training program is essential to ensure that it remains relevant and effective.

Ensuring that staff possess a clear comprehension of the hazards inherent in their roles and work environment is paramount. Without this understanding and the knowledge of how to navigate these hazards through safe working practices, the likelihood of mistakes increases, subsequently resulting in financial costs for the company, elevated absenteeism rates, and potential legal repercussions.

The fundamental objective of the induction process is to establish and communicate standards effectively. It serves as a platform to heighten awareness of workplace hazards, explain the management of health and safety, outline the role that each employee plays in maintaining a secure environment, and clarify organisational procedures. In roles carrying inherent risks, induction becomes an opportune moment to instil safe working practices, mitigating potential challenges before they arise.

Lack of thorough induction and training in sound health and safety practices can potentially lead to misinformation and a deficient understanding of how to effectively address workplace hazards. Such gaps in knowledge may result in injuries or, in extreme cases, fatalities. However, by investing time and attention into a comprehensive induction process, it is possible to cultivate the right attitudes and approaches among employees.

Through proper training, individuals can not only adapt to new roles and responsibilities but also develop a heightened awareness of safety protocols. This, in turn, contributes to increased productivity and efficiency within the workplace. The overarching goal is to establish a working environment that is both safe and compliant with health and safety standards.

By dedicating the necessary resources to induction and ongoing training, organisations can create a culture where employees are well-informed, proactive in identifying and mitigating risks, and committed to upholding a secure working environment. This proactive approach not only safeguards the well-being of the workforce but also reinforces the organisation's commitment to compliance, ultimately fostering a workplace where safety is a top priority.

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

Quote:

"Your family needs you. Make safety a priority."

Competition:

WIN YOURSELF A REGULATION 3 FIRST AID KIT valued at R390.00:

Contents in the first aid kit needs to be the regulation 3 ([Government Gazette Notice. R2245](#))

FREE [Regulation 3 first aid kit checklist](#)

Email info@topcompliance.co.za with five ideas for newsletter topics for 2024.

[The best five topics will win you the first aid kit. Closing date 4 December 2023 at 14h00.](#)

Fire water supply – warning – the building owner is responsible!

Safety officers know that proof of compliance is key.

Provision of water for Firefighting purposes it is not up to the municipality to provide privately owned buildings with sufficient water and flow for firefighting. Ask the questions ...

- Does the water supply meet legal requirements?
- Does the insurer require a compliance certificate to cover you for fire?
- Who will be liable for loss of life or property in case of fire?

“The user/insured must engage the services of an accredited service provider who will conduct a volumetric flow and pressure test on the fire water reticulation system to ensure that the correct pressures and flows are achieved at the hydrants and hose reels as required in terms of the SANS 10400 standards. Required pressure for hydrants is 300kPa with a flowrate of 1,200 litres per minute.”

Water reticulation systems may not perform the same as per original installation.

Factors influencing water flow and pressure needed to fight a fire include:

- Loadshedding, causing pumps to not operate when needed.
- Poor municipal water supply, leaks, pressure reduction, flow reduction, due to maintenance issues.
- Age of the installation causes narrowing of the pipes due to corrosion factors.
- Additions and changes to the water reticulation system thus reducing the pressure capacity.
- Building/construction work and additions/ extensions.

For more information contact Alute Projects SA on

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Web: www.alute.co.za

Occupational health and safety auditing and consulting 		 Online safety shop	
			
First aid equipment	Signage	Legal posters	Safety Equipment

Courses offered by Top Compliance (Pty) Ltd

ONSITE TRAINING	
First Aid Courses:	
Level 1 - US 119567 - Perform basic life support and first aid procedures	2 days
Level 2 - US 120496 - Provide risk-based primary emergency care/first aid in the workplace	3 days
Level 3 - US 376480 - Provide first aid as an advanced first responder	3 days
Level 1 & 2 - US 119567 & 120496	3 days
Level 1, 2 & 3 - US 119567, 120496 & 376480	5 days
Level 2 & 3 - US 120496 & 376480	3 days
Child and infant CPR & choking	6 hours
Adult CPR & choking	6 hours
Adult CPR & choking and AED	1 day
Occupational Health and Safety Courses	
Safety 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
Food facility health & safety course in terms of R638	6 hours
Basic Ladder Safety	6 hours
Fire Fighting and Prevention Courses	
Fire Marshal - Basic firefighting	6 hours
Fire & Evacuation marshal - Basic firefighting with emergency action planning	1 day