



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

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

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Holiday fun and 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.

General safety

During the festive season, shops and markets will be busier than usual, and safety becomes a crucial consideration. Whether you are shopping for gifts, groceries, going out for walks and hikes or enjoying festivities in a crowded area, here are some general safety tips:

- Be aware of surroundings and stay alert of the people and activities around you.
- Keep valuables secure and carry only essential items, and keep your wallet, phone, and other valuables secure. Consider using a crossbody bag or a money belt.
- Travel in groups when out on walks, hikes or cycling as there's safety in numbers, and it's easier to keep track of each other.
- Plan your route and know the layout of the area you're visiting. Inform someone of your plan and the route you will be taking.
- Avoid overloading yourself by carrying too many bags or packages. Keep your hands free and distribute weight evenly to maintain balance.
- Follow crowd guidelines by paying attention to crowd control measures and follow guidelines provided by event organisers or shop management.
- Use trusted transportation. If you are using public transportation or rideshare services, ensure you are using reputable and authorised options.
- Have a list of emergency contacts programmed into your phone. Ensure your phone is charged before heading out.
- Mind children and pets as they may distract you and make you or your children an easier target. If you are shopping with children or pets, keep a close eye on them. Consider using child harnesses for added safety or a panic button alarm when in public places.
- Know where the emergency exits are.

- Report any suspicious activity, behaviour or unattended items, to security personnel or law enforcement.
- When shopping during the evening or night, stick to well-lit areas and avoid poorly lit shortcuts.

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.

[End of year fatigue and safety at end of year functions](#)

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.

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.

[Food safety during loadshedding](#)

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

Summer holidays often involve outdoor activities, travel, and increased exposure to the sun. Being prepared with some basic first aid tips can help ensure a safe and enjoyable summer. Here are some first aid tips for the summer holidays:

- **Sunburn:** Prevention is key, use sunscreen with a high SPF, wear protective clothing, and seek shade during peak sun hours. If sunburn occurs, cool the affected area with a cold compress or cool bath. Consult a pharmacist for topical lotions that are best suited for sun burns. Drink plenty of water to stay hydrated.
- **Dehydration:** Stay hydrated by drinking plenty of water, especially in hot weather and while being outside having fun. Symptoms of dehydration include dizziness, weakness, and dark urine. If someone shows signs of severe dehydration, seek medical attention.
- **Heat exhaustion and heat stroke:** Watch for signs of heat-related illnesses, such as excessive sweating, weakness, nausea, and confusion. Move the person to a cooler place, have them rest, and provide fluids. In cases of heat stroke, seek emergency medical help immediately.
- **Insect bites and stings:** Use insect repellent to prevent bites. If bitten or stung, clean the area with soap and water. Apply a cold compress and use over-the-counter antihistamines or hydrocortisone cream to reduce itching and swelling.
- **Allergic reactions:** Be aware of any allergies and carry necessary medications (like an EpiPen for severe allergic reactions). Seek emergency help if someone experiences difficulty breathing, swelling of the face or throat, or a severe allergic reaction.
- **Cuts and scrapes:** Clean cuts and scrapes with mild soap and water. Apply a suitable ointment and cover with a sterile bandage to prevent infection.
- **Water safety:** Practice water safety by supervising children around water, using life jackets, and avoiding alcohol when swimming. Learn CPR in case of emergencies around water.
- **Travel health:** If traveling to areas with different health risks, research and take necessary precautions (vaccinations, medications, etc.). Carry a basic first aid kit with essentials like bandages, pain relievers, and any prescribed medications.

Always consult with a healthcare professional for personalised advice and guidance. Having a well-stocked first aid kit and knowing basic first aid procedures can be invaluable during the summer months. Additionally, being aware of your surroundings and taking preventive measures can contribute to a safer and healthier summer holiday experience.

Remember that safety is a shared responsibility. Following these general safety tips can contribute to a more secure and enjoyable festive shopping experience. If you ever feel uncomfortable or notice something amiss, don't hesitate to seek assistance from authorities or security personnel.

"Embrace the magic of the season with joy, but let safety be the guiding star that lights your celebrations. Wishing you a festive season filled with warmth, laughter, and the gift of well-being."

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

