



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

Website: www.topcompliance.co.za

September 2024 **NEWSLETTER**

Contact details:

Audits, Training, and Retail:

Pat: 082 442 8521 (08h00 – 16h30)

p.wessels@topcompliance.co.za

Online academy – academy@topcompliance.co.za / www.academy.topcompliance.co.za/

The importance of checklists for health and safety compliance

In any organization, maintaining health and safety compliance is critical to protecting employees, clients, and the business itself. However, navigating the complex landscape of regulations, standards, and best practices can be daunting.

Under section 8(2)d of the [Occupational Health and Safety Act, 85 of 1993](#): General duties of employers to their employees states: *“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”*.

Therefore the employer will need to:

1. Identify hazards in the workplace. This is done by doing a [Hazard Identification and Risk Assessment](#). To identify what dangers may exist while work is being done, the materials being used or made, and the equipment or machines being operated. This includes anything that could potentially harm the health or safety of people involved.
2. Determine safety measures that will need to be implemented and maintained. After identifying the hazards, the next step is to decide what safety measures should be taken to prevent accidents or harm. This means thinking about how to make the work safer, whether it's by changing how something is done, using safer materials, or ensuring that machinery is used properly. This is where policies and procedures must be developed and implemented to address the identified hazards, ensuring that work can be carried out safely without posing any risk to anyone's health or safety. One of the control measures that can be implemented is the use of a checklist.
3. Provide the resources to ensure that measures can be implemented and maintained. The employer must make sure that the necessary tools, equipment, or training are provided so that these safety measures can actually be put into practice and maintained.

Checklists serve as crucial tools for identifying shortcomings promptly, thus preventing potential incidents from occurring. Failure to complete checklists as required can indeed have severe consequences, including:

1. To improve checklist completion and prevent fraudulent or rushed submissions, implement structured checklists with clear instructions and mandatory fields, require supervisor review and digital audit logs, and conduct regular audits and training, with disciplinary actions for non-compliance.
2. Checklists help in identifying potential hazards and risks before they escalate into incidents or accidents. Failure to complete checklists may result in overlooking critical safety measures, increasing the likelihood of accidents or injuries.
3. Incomplete or inaccurate documentation can lead to legal liabilities and fines. Courts often consider the absence of proper documentation, including completed checklists, as evidence of negligence, potentially resulting in costly legal proceedings and penalties.
4. A company's reputation is closely tied to its commitment to safety and compliance. Instances of safety lapses due to incomplete checklists can damage trust with customers, stakeholders, and the community. This damage to reputation can have long-lasting effects on the company's brand and business relationships.
5. Incomplete checklists may indicate a lack of commitment to safety and compliance, leading to a loss of trust among employees, investors, and customers. Trust is essential for maintaining productive working relationships and business success.
6. Ensuring the timely completion of checklists is essential for mitigating risks, maintaining legal compliance, safeguarding company reputation, and fostering a culture of safety and trust within the organisation.

Checklists are an essential tool to ensure that every aspect of health and safety is addressed systematically and thoroughly. Checklists are important in the Occupational Health and Safety (OHS) field for the following reasons:

1. Ensuring consistency and completeness. Checklists provide a standardized approach to health and safety compliance, ensuring that all necessary steps are taken every time. This standardization is crucial in environments where multiple teams or shifts are involved, as it eliminates variability in compliance practices. A well-designed checklist ensures that nothing is overlooked. In health and safety, where even minor oversights can have serious consequences, this thoroughness is essential. Checklists help prevent human error by reminding employees of critical tasks that must be completed.
2. Facilitating training and onboarding. Checklists simplify the training process by breaking down complex health and safety procedures into manageable steps. New employees can quickly become familiar with safety protocols, ensuring that they adhere to regulations from day one. For both new employees and seasoned employees, checklists serve as ongoing reference tools that reinforce training. This continuous reinforcement helps embed safety practices into daily routines, reducing the likelihood of accidents or non-compliance.
3. Enhancing accountability and record-keeping. Checklists clearly outline responsibilities, making it easy to hold individuals or teams accountable for specific tasks. This accountability is critical in maintaining a culture of safety where everyone understands their role in compliance. In the event of an audit or inspection, checklists provide documented evidence that health and safety protocols have been followed. This documentation not only demonstrates compliance but also helps in identifying areas for improvement.

4. Supporting continuous improvement. Regular use of checklists can reveal gaps or inefficiencies in current health and safety practices. By systematically reviewing checklist items, organizations can identify areas where procedures may need to be updated or enhanced. Health and safety regulations are constantly evolving. Checklists allow organizations to adapt quickly by updating the relevant items as new regulations are introduced. This adaptability ensures ongoing compliance and protection against potential risks.
5. Reducing risk and liability. Checklists enable organizations to proactively address potential hazards before they result in incidents. By ensuring that all safety measures are in place and functioning correctly, checklists help to minimize the risk of accidents. In the unfortunate event of an accident, having a well-documented checklist can serve as evidence that the organization took all reasonable steps to ensure safety. This documentation can be crucial in legal proceedings, potentially reducing liability.

Implementing effective checklists for your workplace, you need to maximize the effectiveness of checklists in [health and safety compliance](#), organizations should consider the following best practices:

- Tailor checklists to the specific needs of your organization and industry. Generic checklists may not cover all the unique risks and regulations relevant to your business.
- Review and update checklists regularly to reflect changes in regulations, equipment, or operational procedures.
- Engage employees in the creation and review of checklists. Their hands-on experience can provide valuable insights into potential safety issues that may not be immediately apparent to management.

Requirements for a checklist:

1. Title of the checklist.
2. Frequency of use – hourly, daily, weekly, monthly, quarterly, annually etc.
3. Date compiled and revision number.
4. Basic instructions of how to complete the document, if required.
5. Procedure to report any default or out of stock items.
6. Example of keys that can be used:
 - Yes or No.
 - 1 - Good condition, 2 - Damaged, 3 – Unsafe.
 - Indicate quantity. E.g. first aid equipment / portable tool kits:
 - Triangular bandage – Minimum stock – 4. Available stock - 6
 - CPR mouthpiece – Minimum stock – 2. Available stock - 2
 - Disinfectant – 100ml Accu-Dil – Minimum stock – 1. Available stock - 1
 - Expiry date 2026-02-01
7. Never use the check mark (✓) as it is easy to mark without checking. Any of the above keys forces a proper check and is easier to hold someone accountable for the completion and accuracy of the document.
8. Clear and simple questions or statements. E.g.
 - Are there any nails or screws protruding on the jungle gym panels?
 - Is there any visible damage to the windscreen of the vehicle?
 - Are all the rungs on the A-frame step ladder safely secured?
9. Place where date of check can be written in.
10. Name and signature of person who did the check.
11. Place for supervisor signature if random checks are required.
12. Ensure that the person who will be completing the checklist fully understands the importance thereof.

13. Keep proof of in-service training that was given to the person in completing the required checklist, if applicable.
- E.g. Before departure do a vehicle brake check.
 - Does the person know what this means?
 - Can the person do it safely?
 - What is the immediate procedure to follow should the vehicle fail the brake check?

Checklists are indispensable tools in the realm of health and safety compliance. By ensuring consistency, facilitating training, enhancing accountability, supporting continuous improvement, and reducing risk, they play a critical role in protecting both employees and organizations. Implementing and maintaining effective checklists is not just a regulatory requirement—it is a proactive step towards creating a safer and more productive workplace.

"It's the little details that are vital. Little things make big things happen. Checklists ensure those little details are never missed." John Wooden, Legendary Basketball Coach

<u>Occupational health and safety auditing and consulting</u>	 A hand holding a magnifying glass over the text "Safety Auditing". To the right, a list of terms: SAFETY & HEALTH, BEST PRACTICE, RESPONSIBILITY, AWARENESS, COMPLIANCE, STANDARDS, COMMITTEE. To the left, a list of terms: AUDIT, POLICY, GUIDELINES, REGULATION.	 A red shopping cart icon next to the text "SHOP ONLINE" with a mouse cursor arrow pointing at it.	<u>Online safety shop</u>
 A blue circle containing a white icon of a stethoscope and a first aid kit.	 A red circle containing a white icon of a downward-pointing arrow inside a square.	 A purple circle containing a white icon of an open book with a magnifying glass over it.	 An orange circle containing a white icon of safety equipment: a hard hat, a safety vest, and safety goggles.
<u>First aid equipment</u>	<u>Signage</u>	<u>Legal posters</u>	<u>Safety Equipment</u>

Courses offered by Top Compliance (Pty) Ltd

ONLINE ACADEMY - https://academy.topcompliance.co.za/		
Occupational Health and Safety Courses	Online	Onsite Excluding travel
Safety representative – Legal Liability	R980.00	R1200.00
The Occupational Health and Safety Act & responsibilities of management – Legal Liability	R1250.00	R 1600.00
Hazard Identification and Risk Assessment	R735.00	R810.00
Food facility health & safety course in terms of R638	R735.00	R810.00
Basic Ladder Safety Course	R735.00	R810.00
Fire Fighting and Prevention Courses		

Fire Marshal - Basic firefighting	R735.00	R810.00
Fire & Evacuation marshal - Basic firefighting with emergency action planning	R810.00	R905.00

ONLINE ACADEMY - https://academy.topcompliance.co.za/		
Occupational Health and Safety Courses		
Safety representative – Legal Liability		
The Occupational Health and Safety Act & responsibilities of management – Legal Liability		
Hazard Identification and Risk Assessment		
Food facility health & safety course in terms of R638		
Basic Ladder Safety Course		
Fire Fighting and Prevention Courses		
Fire Marshal - Basic firefighting		
Fire & Evacuation marshal - Basic firefighting with emergency action planning		

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