



Top Compliance (Pty) Ltd

Occupational Health and Safety

Your business' safety is our concern

Our Services

✓ Auditing ✓ Consulting ✓ Training ✓ Retail

Cell number: 082 442 8521

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QSE B-BBEE - Level Four

REGULATIONS
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STANDARDS
TRANSPARENCY
POLICIES

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Health and safety induction – a legal requirement

Returning to work in 2025 requires a renewed focus on health and safety to ensure that all staff, contractors, and visitors operate in a secure and compliant environment. Under the [Occupational Health and Safety Act, No. 85 of 1993](#) (OHS Act), employers are mandated to provide sufficient information, instruction, training, and supervision to minimise risks and safeguard health and safety. An essential component of this obligation is a robust induction program tailored to the current health and safety standards and the unique needs of the worksite for all the staff and contractors.

Induction programs are not solely for new employees. All individuals working under an employer's direction, including contractors, self-employed individuals, and interns, must be briefed on the health and safety risks and the measures in place to mitigate these risks. This is particularly vital as these individuals may not be familiar with the workplace's specific safety systems. Annual refresher training ensures that even experienced staff remain knowledgeable about updated protocols and are prepared to address changes in the work environment, procedures, or personnel.

Comprehensive health and safety inductions achieve several objectives, including promoting a positive safety culture, ensuring compliance with legislation, and improving workplace productivity and quality. Inductions familiarise employees with emergency procedures, the correct use of equipment, their roles and limitations, and company policies and procedures. These programs also highlight specific workplace risks identified through Hazard Identification and Risk Assessment (HIRA) processes and provide employees with the tools and knowledge to navigate them safely.

The OHS Act outlines several key responsibilities for employers and employees that support the development of effective induction programs:

General Duties of Employers (OHS Act - Section 8). Employers must maintain a safe working environment, provide safe systems of work, and ensure that hazards are mitigated. This includes offering adequate training, supervision, and information to enable employees to perform their duties safely. Employers must also ensure compliance with all safety measures and that work is supervised by trained personnel.

Duty to Inform (OHS Act - Section 13). Employers must ensure employees are aware of the hazards associated with their roles and the precautions necessary to mitigate them. Health and safety representatives should be informed about inspections, investigations, and incidents to enable effective oversight.

Duties of Employees (OHS Act - Section 14). Employees must take reasonable care for their own safety and that of others, comply with safety procedures, report unsafe situations, and cooperate with employers to meet health and safety requirements.

An effective induction program should include the following elements:

1. Health and safety policy statement: Familiarise employees with the company's commitment to safety and risk management.
 - [OHS Act the responsibilities of employers – legal liability online course](#).
2. Roles and responsibilities: Clarify the duties of employees and management under the OHS Act.
3. Emergency action plan: Train employees on evacuation, lockdown, and first aid procedures, including the locations of emergency exits and assembly points.
 - [Basic firefighting online course](#) and
 - [Basic firefighting and emergency action planning online course](#).
 - [First aid training](#) (Level 1 - US 119567, Level 2 - 120496 and Level 3 - 376480)
4. Incident reporting procedures: Outline the steps for reporting injuries, illnesses, near-misses, and dangerous occurrences.
5. Site-specific risks: Highlight hazards identified through HIRA and the controls in place to address them. [Online HIRA course](#).
6. Job-specific training: Provide specialised instruction for roles involving unique risks, such as machinery operation or working at heights.
7. Site orientation: For new employees, offer a tour of the premises to familiarise them with site rules, welfare facilities, and emergency equipment.
8. Occupational health and safety questionnaire: Use this tool to identify health concerns that may impact an employee's ability to perform certain tasks safely.

Employers can enhance induction programs by:

1. Adapting content to meet the specific needs of employees. Tailoring induction content ensures relevance and effectiveness. For instance, office staff may need more focus on ergonomic practices, while factory workers require detailed training on machinery hazards. Consider the language proficiency, educational background, and job role of employees. For new graduates, focus on foundational safety concepts, while experienced workers might benefit from updates on new equipment or regulations.
2. Allowing sufficient time for thorough training. Rushed inductions compromise understanding and retention. Allocate dedicated time for each component of the training, ensuring employees can absorb information and ask questions. For example, set aside 30 minutes to practice evacuation drills or an hour for hands-on equipment demonstrations. Avoid cramming multiple topics into a single session, and schedule follow-ups for reinforcement.
3. Demonstrating procedures and encouraging active participation. Visual and hands-on learning enhance comprehension. Instead of simply describing fire extinguisher use, demonstrate its operation and allow employees to practice. Encourage participation by simulating real-life scenarios, such as responding to a chemical spill or assembling safety gear. This approach boosts confidence and prepares employees for actual emergencies.
4. Providing take-home materials for reference. Supplement training with handouts, safety manuals, or digital resources summarising key points. For example, a one-page guide on evacuation routes or a checklist for daily machinery inspections can reinforce learning. Ensure materials are user-friendly, with diagrams or videos for complex topics.
5. Using quizzes to confirm understanding. Quizzes help gauge retention and clarify misconceptions. For instance, a multiple-choice test on workplace hazards or a practical assessment on using personal protective equipment (PPE) can highlight gaps in knowledge. Share results with employees to provide targeted feedback and address areas needing improvement.

6. Documenting employee acknowledgment of training. Maintain records of training sessions, including signed acknowledgment forms from participants. This demonstrates compliance with legal requirements and provides a reference in case of incidents. For example, use digital signatures for online training modules or keep a logbook for in-person sessions.
7. Ask for feedback to improve future inductions. Gather feedback through surveys or informal discussions. Ask employees about the clarity, relevance, and delivery of the training. For instance, a post-induction survey might reveal a preference for more interactive sessions or additional details on specific hazards. Use this input to refine content and methods.
8. Offering ongoing training to address new risks or refresh existing knowledge. Workplace conditions and regulations evolve, necessitating continuous learning. Schedule refresher courses annually or when introducing new equipment. For example, conduct a workshop on updated chemical handling procedures or a review session on emergency protocols. Regular training ensures skills remain sharp and employees stay informed.

[FREE annual induction training template](#) for all staff categories.

Inductions are critical for fostering a safety-conscious workforce and reducing workplace incidents. They provide a platform to set expectations, clarify responsibilities, and establish a shared commitment to health and safety. By prioritising induction and training, employers can create a secure, efficient, and legally compliant workplace, ensuring the well-being of all personnel and the sustainability of business operations.

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

Thought of the day:

Safety comes in a can, I can, you can, we can be safe.

Yours in Health and Safety

<u>Occupational health and safety auditing and consulting</u>  A hand holding a magnifying glass over a list of safety-related terms. The magnifying glass is focused on the words 'Safety Auditing'. The list includes: SAFETY & HEALTH, BEST PRACTICE, RESPONSIBILITY, AWARENESS, COMPLIANCE, STANDARDS, COMMITTEE, 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 first aid kit and a stethoscope.	 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, safety glasses, and a high-visibility vest.
<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	R1300.00
The Occupational Health and Safety Act & responsibilities of management – Legal Liability	R1250.00	R 1730.00
Hazard Identification and Risk Assessment	R735.00	R875.00
Food facility health & safety course in terms of R638	R735.00	R875.00
Basic Ladder Safety Course	R735.00	R810.00
Fire Fighting and Prevention Courses		
Fire Marshal - Basic firefighting	R735.00	R875.00
Fire & Evacuation marshal - Basic firefighting with emergency action planning	R810.00	R950.00

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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
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