



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

www.topcompliance.co.za

QSE B-BBEE - Level Four

REGULATIONS
RULES - LAW
REQUIREMENTS
COMPLIANCE
STANDARDS
TRANSPARENCY
POLICIES

March 2025 NEWSLETTER

Contact details:

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HEALTH AND SAFETY REPRESENTATIVE COURSE

Having trained health and safety representatives in the workplace is a legal requirement under the Occupational Health and Safety Act, ensuring compliance, promoting a safe working environment, and reducing the risk of legal liability for employers.



Includes manual and certificate



31 March 2025



07h45 - 16h30



Online via ZOOM

Register Now

info@topcompliance.co.za or
<https://forms.gle/8CenznUMNU4kSr8d7>

**ONLY
R 1 280.00**



Book now <https://forms.gle/8CenznUMNU4kSr8d7>

Building a strong foundation in workplace health and safety

Health and safety are crucial for any workplace, ensuring the well-being of employees, contractors, students, clients and visitors. Whether you are managing a school, a small business, or a manufacturing facility, establishing a solid health and safety foundation is essential for compliance, efficiency, and long-term success.

1. Establish a health and safety policy

Establishing a health and safety policy is essential for every organization to ensure a structured and effective approach to managing workplace risks. This policy should be tailored to the specific hazards of the workplace and clearly outline the roles and responsibilities of both employers and employees in maintaining safety standards. It should include detailed procedures for identifying, reporting, and mitigating risks, as well as protocols for responding to emergencies. Additionally, the policy should set clear goals for improving health and safety performance, including measurable targets and timelines. Regular reviews and updates to the policy are necessary to adapt to changing regulations or workplace conditions. By implementing a well-defined health and safety policy, organizations demonstrate their commitment to safeguarding the well-being of their workforce, ensuring legal compliance, and fostering a culture of continuous improvement in safety practices.

Some practical examples for various workplaces: A policy covering fire drills, student injuries, staff responsibilities, emergency response plans, guidelines on workplace hygiene, first aid, accident reporting, clear procedures for handling hazardous materials, machinery operation, and protective personal equipment requirements.

2. Conduct risk assessments

Conducting regular risk assessments is essential for proactively identifying potential hazards and minimizing risks before they lead to accidents or injuries. A thorough risk assessment involves inspecting the workplace, evaluating equipment, and analysing work processes to identify safety concerns. Employers should engage employees in this process, as they can provide valuable insights into daily operational risks. Once hazards are identified, appropriate control measures must be implemented, such as modifying procedures, improving equipment, or enhancing protective measures. Regular reassessments ensure that safety measures remain effective and up to date, especially as workplaces evolve or new risks emerge. By systematically identifying and addressing potential dangers, businesses can create a safer environment, enhance compliance with occupational health and safety regulations, and reduce workplace incidents.

Some practical examples for various workplaces: Checking for electrical hazards, assessing fire risks, ensuring safe storage of goods, assessing playgrounds for faulty equipment, ensuring safe science lab practices, preventing bullying-related injuries, identifying machine guarding issues, ensuring proper ventilation, and minimizing risks of slips and falls.

3. Implement safety training and awareness programs

Implementing safety training and awareness programs is crucial in equipping employees and staff, with the knowledge and skills needed to handle emergencies and follow best practices. Regular training sessions should cover essential topics such as [fire safety](#), [first aid](#), [evacuation procedures](#), and hazard identification to ensure preparedness. Practical drills and simulations reinforce learning and build confidence in emergency response. Employers should also provide refresher courses to keep safety knowledge up to date and introduce new protocols as regulations evolve. Safety awareness campaigns, posters, and digital reminders further reinforce key messages, fostering a culture where individuals take responsibility for their own safety and that of others. By prioritizing continuous safety education, organizations can reduce risks, [improve compliance](#), and create a secure environment for everyone.

Some practical examples for various workplaces: Training staff on proper lifting techniques, fire extinguisher use, emergency exits, regular safety drills, training on machinery use, and proper handling of chemicals.

4. Invest in safety equipment and signage

Investing in [safety equipment](#) and [signage](#) is essential for preventing workplace accidents and ensuring a swift response during emergencies. Employers must provide appropriate personal protective equipment (PPE) such as helmets, gloves, safety goggles, and high-visibility clothing to minimize risks associated with specific job tasks. Regular maintenance and inspection of safety gear ensure that it remains effective and compliant with the applicable legal standards. In addition to PPE, clear and visible safety signage plays a crucial role in guiding employees and visitors by marking emergency exits, fire extinguisher locations, hazardous areas, and first aid stations. Compliance with South African safety regulations, such as the SANS 10105-1 (South African National Standards) requirements for signage, enhances workplace safety and legal adherence. By prioritizing proper equipment and signage, businesses create a safer working environment, reduce liability, and foster a culture of health and safety awareness.

Some practical examples for various workplaces: Installing fire extinguishers, emergency exit signs, playground safety mats, providing first aid kits, ensuring well-marked emergency exits, and supplying personal protective equipment (PPE) for relevant jobs, implementing lockout/tagout systems, requiring PPE such as helmets and gloves, and placing warning signs near high-risk areas.

5. Establish emergency preparedness plans

Establishing [emergency preparedness plans in line with SANS 23601](#) is essential for ensuring a swift and effective response to incidents such as fires, medical emergencies, and security threats. A well-structured plan should outline

clear emergency procedures, designated evacuation routes, and assigned responsibilities for employees during crises. Regular emergency drills and simulations help reinforce these procedures and ensure that all personnel are familiar with their roles and responsibilities. Employers should provide adequate emergency resources, such as [first aid kits](#), [fire extinguishers](#), and communication systems, to facilitate rapid response. Additionally, [appointing](#) and training emergency response teams, including first aiders and fire marshals, enhances workplace readiness. Clear signage, accessible emergency exits, and a well-documented incident reporting system contribute to a safer environment. By proactively planning for emergencies, businesses can minimize risks, protect lives, and ensure compliance with occupational health and safety regulations.

Some practical examples for various workplaces: Developing and practicing evacuation drills for fire, lockdowns, extreme weather conditions, creating a fire escape plan, appointing first aid responders, ensuring emergency contacts are accessible, setting up spill containment procedures, machinery shut-off protocols, and emergency assembly points.

6. Promote a culture of safety

Promoting a culture of safety requires a proactive approach where employees at all levels prioritize workplace well-being and continuously seek improvement. Leadership plays a critical role in setting the tone by demonstrating a commitment to safety through policies, actions, and open communication. Encouraging employee participation in safety programs, hazard reporting, and regular training sessions fosters a sense of responsibility and awareness. Recognition and rewards for safe behaviour further reinforce positive practices, while transparent incident investigations and corrective actions help build trust. Regular safety meetings, toolbox talks, and clear communication of safety protocols ensure that employees remain engaged and informed. By integrating safety into daily operations and making it a core company value, businesses can reduce workplace incidents, improve compliance, and enhance overall productivity.

Some practical examples for various workplaces: Implementing a safety suggestion box, rewarding staff for adhering to safety protocols, conducting monthly safety inspections, encouraging staff to report near-misses, holding regular toolbox talks, and conducting surprise safety inspections.

7. Maintain compliance with legal regulations

Maintaining compliance with legal regulations in South Africa requires a structured approach that includes understanding the legal framework, implementing policies and procedures, conducting regular risk assessments, and staying up to date with legislative changes.

To maintain compliance, businesses must implement a compliance management system that includes developing and enforcing an OHS policy, appointing a safety officer or committee, and providing ongoing training and awareness programs for employees. [Regular risk assessments](#) should be conducted to identify and mitigate hazards, ensuring a safer work environment. Companies must also establish clear incident reporting procedures and maintain proper documentation for audits and inspections. Staying informed about regulatory changes is crucial, as non-compliance can result in legal penalties, financial losses, and reputational damage. By prioritizing legal adherence and fostering a culture of safety, businesses can not only meet regulatory requirements but also enhance overall workplace well-being and productivity.

Safety is not a one-time effort but an ongoing responsibility.

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

Yours in Health and Safety

				
<u>Occupational health and safety auditing and consulting</u>		<u>Online safety shop</u>		
				
<u>Appointments, checklists and templates</u>	<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
<u>Safety representative – Legal Liability</u>	R980.00	R1300.00
<u>The Occupational Health and Safety Act & responsibilities of management – Legal Liability</u>	R1250.00	R 1730.00
<u>Hazard Identification and Risk Assessment</u>	R735.00	R875.00
<u>Food facility health & safety course in terms of R638</u>	R735.00	R875.00
<u>Basic Ladder Safety Course</u>	R735.00	R810.00
Fire Fighting and Prevention Courses		
<u>Fire Marshal - Basic firefighting</u>	R735.00	R875.00
<u>Fire & Evacuation marshal - Basic firefighting with emergency action planning</u>	R810.00	R950.00

ONLINE ACADEMY - https://academy.topcompliance.co.za/
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<u>Fire & Evacuation marshal - Basic firefighting with emergency action planning</u>

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