



Top Compliance (Pty) Ltd

Occupational Health and Safety

Your business' safety is our concern

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✓ Auditing ✓ Consulting ✓ Training ✓ Retail

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November 2025 NEWSLETTER

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Planning for 2026: Strengthening Your OHS Management System

As 2025 draws to a close, safety professionals and business leaders are already turning their attention to the year ahead. The foundation of any effective safety management system lies in strategic planning, clear communication, and consistent employee engagement. Under the [Occupational Health and Safety Act \(Act 85 of 1993\)](#), employers are legally required to ensure a safe and healthy working environment, but compliance goes far beyond ticking boxes.

Planning for your 2026 Occupational Health and Safety Management System (OHSMS) should focus on revitalizing your organisation's commitment to proactive safety culture, structured induction programs, and continuous improvement.

Annual Induction Training is Laying the Foundation for a Safe Year Ahead

Referenced under Section 13 of the OHS Act – “Duty to Inform”.

Every year, a structured induction training program must be rolled out to all employees, contractors, and mandatories. Section 13 of the OHS Act clearly states that every employer must inform employees of hazards to their health and safety and train them on precautionary measures. This is not merely a formality, but a legal requirement and is an investment in safety awareness and operational efficiency.

A well-designed annual induction session does more than communicate policies; it sets the tone for safety leadership. Training sessions should be interactive, scenario-based, and designed to promote positive participation and retention. Keep signed attendance registers and meeting minutes for auditing purposes.

Key elements to include in your 2026 induction:

1. Health, Safety, and Environmental Policy (OHS Act Section 7)

Start by reaffirming your company's commitment to health and safety. The policy should include a statement of intent from top management, demonstrating leadership accountability. Employees should understand that safety is a shared responsibility and that management commitment drives performance.

2. **General Duties of Employees (OHS Act Section 14)**
Reinforce the “right to know” principle where employees must understand the hazards associated with their tasks, the controls in place, and their duty to report unsafe acts or conditions.
3. **Emergency Preparedness and Evacuation Procedures**
Review your evacuation plans, assembly points, and alarm activation protocols. Demonstrate the location of firefighting and first aid equipment. Workplaces should conduct at least one evacuation drill per year.
4. **Lockdown and Duress Procedures**
In today’s context, workplaces must also prepare for lockdown scenarios. Staff must understand the difference between evacuation and lockdown triggers, alarm systems, and how to protect all on site in the event of a security threat. A lockdown drill needs to be practiced once a year.
5. **Incident, Injury, and Near Miss Reporting**
Encourage prompt and transparent reporting. Clear reporting protocols ensure that near misses are investigated and corrective measures implemented before serious harm occurs.
6. **Transport and Driving Safety Policies**
For organisations that use vehicles, transport safety must be emphasised. This includes seatbelt compliance, fatigue management, and vehicle maintenance.
7. **First Aid, Fire, and Emergency Response Identification**
Introduce your appointed your trained Health and Safety Representatives (OHS Act Section 17), First Aiders, Firefighters, and Evacuation Marshals. Display their names and contact details clearly in the workplace. This reinforces accessibility and confidence among staff.
8. **Policy, Risk Assessment and Safe Working Procedure Updates**
As workplaces evolve, so do risks. Update staff on new machinery, chemicals, processes, or areas under construction. Conduct risk reassessments and update the safe working procedures and communicate the outcomes during the induction to keep everyone aligned and informed. Keep records of the training done.

Creating a Positive and Energised Safety Culture

Annual training is not just a legal exercise it’s a chance to inspire. Encourage participation by including short videos, live demonstrations, and scenario-based learning. For example, demonstrate the use of a fire extinguisher, simulate a spill response, or walk through an evacuation drill. Recognise departments or individuals who exemplify safe behaviour.

When employees see management leading from the front by wearing PPE, attending training, and participating in drills they feel valued and become more committed to maintaining a safe workplace.

Top Compliance offers:

- [Customised OHS Induction](#)
- [Facilitator-led training sessions](#)
- [Evacuation and lockdown plans](#)
- [Various templates, checklists and appointment documents](#)
- [On-site audits to verify compliance with the OHS Act and Regulations](#)

Disciplinary Code of Conduct and Accountability

A well-drafted Disciplinary Code of Conduct supports accountability and reinforces that health and safety are non-negotiable. The OHS Act (Section 14 and General Administrative Regulations) makes it clear that employees have responsibilities, too.

Incorporate these clauses into your company's disciplinary code:

1. Failure to follow safe work procedures or safety rules.
2. Non-compliance with health and safety policies or instructions.
3. Neglecting to report incidents, injuries, near misses, or hazards.
4. Tampering with safety equipment or signage.
5. Failing to uphold safety appointment responsibilities (e.g., first aider, rep).

When properly communicated, this code should not feel punitive but instead, it builds accountability and shared responsibility. Reinforce that the goal is prevention, not punishment.

Maintaining Records and Continuous Improvement

Compliance documentation such as attendance registers, meeting minutes, and incident reports forms the backbone of your OHSMS. These documents demonstrate due diligence and are invaluable during Department of Employment and Labour inspections.

Plan, Prepare, and Perform

Planning your 2026 safety management system should begin now. Schedule induction dates, review your OHS policy, update risk assessments, safe working procedures and communicate clearly. Empower every employee from management to ground level to understand that safety is everyone's responsibility.

Let 2026 be the year your organisation goes beyond compliance building a culture of awareness, trust, and proactive care.

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

Yours in Health and Safety

Movember: Promoting Men's Health in the Workplace

Each November, workplaces around the world embrace Movember, a global movement dedicated to raising awareness and funds for men's health. The term "Movember" merges "moustache" and "November," symbolising the campaign's trademark gesture, men growing moustaches throughout the month to ignite conversations about critical health issues such as prostate cancer, testicular cancer, mental health, and suicide prevention. What started in Australia in 2003 has grown into an international initiative that encourages men to take control of their health, get screened early, and seek support when needed.

For safety professionals and workplace leaders, Movember offers an important opportunity to integrate health and wellness awareness into the broader occupational health and safety culture. The Occupational Health and Safety Act (Act 85 of 1993) highlighted in Section 8 the employer's duty to provide a working environment that is safe and without risk to health. Promoting awareness about men's physical and mental well-being directly supports this legal duty. Encouraging regular check-ups, fostering open conversations about mental health, and providing access to information are practical ways to build a workplace culture where employees feel supported both physically and emotionally.

Prostate Cancer Awareness in the Workplace

Prostate cancer remains one of the most common cancers among men worldwide. The prostate is a small gland located below the bladder that plays a key role in the male reproductive system. As men age, the risk

of developing prostate issues, including cancer, increases. One of the biggest challenges is that early prostate cancer often develops without symptoms. Regular medical screening, specifically the Prostate-Specific Antigen (PSA) blood test, is critical for early detection.

Employers can support awareness by hosting educational talks or distributing fact sheets during November to remind men about the importance of screening, especially those aged 50 and older or with a family history of prostate cancer.

Testicular Cancer Awareness by Starting the Conversation

While prostate cancer typically affects older men, testicular cancer most often occurs in younger men, between the ages of 15 and 39. Fortunately, it is one of the most treatable cancers when caught early. Encouraging employees to perform monthly self-checks can make a life-saving difference. After a warm shower, men can examine their testicles for any unusual lumps, swelling, or changes in consistency. Any abnormalities should prompt an immediate medical consultation.

Workplaces can help normalise these conversations by including information on men's health awareness boards or during toolbox talks. A few minutes spent discussing testicular health can empower employees with the knowledge to detect problems early. Linking such health awareness with safety culture encourages workers to take responsibility not only for their occupational safety but also for their personal health, reinforcing the message that safety extends beyond physical hazards to overall well-being.

Mental Health and Emotional Well-Being at Work

Movember also shines a light on mental health, a topic too often neglected in the workplace. Mental health challenges such as stress, anxiety, and depression can have significant implications for workplace safety and productivity. A distracted or fatigued employee is more likely to make errors, experience accidents, or engage in unsafe behaviours. Section 13 of the OHS Act the "Duty to Inform" requires employers to educate and inform employees about hazards to their health and safety. This includes psychosocial risks such as stress and burnout.

Employers can take simple yet effective steps to promote emotional well-being. Establishing an Employee Assistance Programme (EAP) or offering access to counselling services gives staff a confidential outlet to discuss challenges. Encouraging open dialogue about mental health, through team discussions, posters, or guest speakers can break down stigma and foster a sense of belonging and support. Line managers and safety representatives can also receive training to recognise early warning signs of stress or mental distress, ensuring that help is provided before issues escalate.

Depression and Suicide Prevention by Building a Supportive Culture

Depression is a serious condition that can silently affect even the most resilient workers. Left untreated, it may lead to severe consequences, including suicide. Warning signs such as withdrawal, changes in mood, or expressions of hopelessness should always be taken seriously.

Employers can actively participate in suicide prevention efforts by promoting mental health awareness sessions, distributing contact information for support services, and fostering a work culture that prioritises compassion over judgment. The South African Depression and Anxiety Group (SADAG) and the Suicide Crisis Line (0800 567 567) offer confidential, 24-hour support. Including these details on noticeboards or in wellness newsletters is a simple but potentially life-saving step.

Linking Movember to Occupational Health and Safety

Workplace health promotion and safety are two sides of the same coin. When employees are healthy, physically and mentally, they are more alert, engaged, and productive. Movember presents a perfect opportunity to link personal health awareness with workplace safety programmes. Employers can integrate Movember into their annual health and safety plans, conduct wellness campaigns alongside safety

inductions, and use it to reinforce Section 8 and Section 14 duties under the OHS Act, where both employers and employees share responsibility for maintaining a safe and healthy work environment.

A Message of Hope and Action

Movember is more than a campaign about moustaches; it is a reminder that health and safety go hand in hand. Encouraging men to prioritise their health, get regular check-ups, and talk openly about mental well-being contributes to a safer, more compassionate workplace. Employers who invest in these conversations create environments where employees feel valued not just as workers, but as people.

This November, let every conversation about Movember become a step toward safer, healthier workplaces. Support your team, raise awareness, and remember, a healthy workforce is a safe workforce.

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

Yours in Health and Safety

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

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	R875.00
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
First aid		
Level 1 - US 119567 - Perform basic life support and first aid procedures – THEORY MODULE	R400.00	-

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