



Top Compliance (Pty) Ltd

Occupational Health and Safety

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A Good Start to Your Occupational Health and Safety Compliance for 2026

As organisations enter a new operational year, January provides an ideal opportunity to reset, review, and strengthen Occupational Health and Safety (OHS) compliance. Proactive planning at the start of 2026 not only supports legal compliance with the [Occupational Health and Safety Act, 85 of 1993](#) (OHS Act), but also reinforces a culture of safety, accountability, and care for employees, contractors, learners, visitors, and the broader community.

A fundamental component of OHS compliance is the annual induction training of all employees and contractors. Induction training must be conducted at least once per year, and whenever significant changes occur within the workplace. Attendance registers must be signed, and minutes or training records retained as proof of compliance. Induction training should ensure that all persons are aware of their rights, responsibilities, and the procedures that apply to the specific workplace.

During induction training, organisations must communicate their Health, Safety and Environmental Policy Statement of Intent, as required by Section 7 of the Occupational Health and Safety Act. This policy should clearly demonstrate management's commitment to providing and maintaining, as far as is reasonably practicable, a working environment that is safe and without risk to health. Employees must also be informed of their general duties in terms of Section 14 of the Act, including the duty to take reasonable care for their own health and safety and that of others, and to cooperate with the employer in complying with OHS requirements. Providing employees with a clear "right to know" regarding hazards and controls remains essential.

[Emergency preparedness](#) must form a core part of the induction process. This includes a detailed explanation of the site-specific evacuation plan, procedures for safe evacuation during emergencies, and clear instructions on how to activate evacuation, lockdown / duress alarms. Employees must understand the protocols for implementing evacuation and lockdown / duress procedures, as well as the correct process for reporting suspicious parcels or individuals. Clear, well-communicated emergency procedures significantly reduce confusion and risk during high-stress situations.

Incident and injury reporting procedures must be reinforced during induction training. Employees should understand the protocols for reporting injuries, illnesses sustained on duty, incidents, and near-miss events. Prompt reporting supports early intervention, proper investigation, and compliance with statutory reporting obligations, while also contributing to continuous improvement in risk management.

Additional topics to be addressed during induction include transport safety policies where applicable, the location of first aid kits and emergency equipment, and the identification of key safety role players. Employees must know who the appointed Health and Safety Representatives are, as well as the designated first aiders, fire fighters, and

evacuation marshals. Any updates or changes to health and safety policies, procedures, or risk assessments must be clearly communicated to ensure that all staff are working with current and accurate information.

Beyond induction training, organisations should conduct a comprehensive review of all [Hazard Identification and Risk Assessments \(HIRA\)](#) and associated Safe Working Procedures (SWP). These documents must remain relevant, suitable, and sufficient for the tasks and hazards present. Where changes are identified, employees must be retrained accordingly, and updated documents must be formally issued and implemented.

Forward planning of compliance-related training is essential and should be aligned with the specific risks and legal requirements of the industry. This may include [first aid training](#), [basic firefighting](#), [emergency action planning](#), [Health and Safety Representative training](#), [OHS Act and legal liability training for management](#), [food safety training in terms of Regulation R638](#), [ladder safety](#), working at heights, scaffold training, and operator training for forklifts, cranes, or other plant and machinery. Ensuring that training is appropriate, current, and documented protects both the organisation and its leadership.

[Operational checklists](#) should be reviewed, updated, and prepared for use in 2026. These may include inspection checklists for firefighting equipment such as dry chemical powder (DCP), carbon dioxide (CO₂), and aqueous vermiculite extinguishers, hose reels and hydrants, first aid kits, electrical appliances, automated external defibrillators (AEDs), lightning protection systems, ablution and hygiene facilities, battery charging stations (including Li-ion or LiFePO₄ systems), playground equipment, swimming pool areas, food production facilities, scaffolding, ladders, and other high-risk infrastructure relevant to the organisation.

Planned internal and external audits should be scheduled for the year to verify ongoing compliance with OHS legislation and internal standards. Audits provide valuable insight into areas of strength and opportunities for improvement, supporting continuous risk reduction and legal compliance.

Emergency, evacuation, and duress drills must also be planned for the year. Where possible, these drills should be unannounced to realistically assess readiness, identify weaknesses, and implement corrective actions. Regular practice ensures that employees respond effectively and confidently during real emergencies.

OHS Committee meetings must be held at least once every three months, in line with legislative requirements, with appointed committee members and Health and Safety Representatives in attendance. Depending on the nature of the industry and level of risk, more frequent meetings may be necessary to adequately address health and safety matters.

Organisations must verify that all [legally required appointments](#) are in place, meet minimum legal requirements, and remain valid. Where appointments require competency certificates, these must be checked to ensure validity for the duration of the appointment. Planned servicing, inspection, and maintenance of equipment by Approved Inspection Authorities should be confirmed and scheduled. This includes, but is not limited to, air-conditioning systems, fire extinguishers, forklifts, pressure equipment, cranes, and lifting machinery.

By addressing these key elements at the start of 2026, organisations place themselves in a strong position to achieve sustained compliance with the Occupational Health and Safety Act, 85 of 1993, while fostering a safer, healthier, and more resilient working environment for all.

“Effective health and safety management protects more than legal compliance; it safeguards lives, reputations, and the long-term sustainability of an organisation.”

For more information, please contact 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