



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

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Making legal requirements understandable, implementable and *maintainable*.

Turning legal duties into practical workplace action.

Most employers want to provide a safe and legally compliant workplace. However, occupational health and safety requirements can feel overwhelming when organisations must consider the Occupational Health and Safety Act, its regulations, incorporated standards, municipal by-laws, COIDA requirements and sector-specific obligations.

This can lead to a large safety file containing documents that are not fully understood, implemented or maintained. The documents may exist, but employees may still be unsure about:

- the procedures they must follow;
- the hazards and incidents they must report;
- the inspections and checklists they must complete;
- the responsibilities attached to appointments;
- the training required for their work; and
- the evidence that must be available during an audit.

An Occupational Health and Safety consultant can help bridge this gap by translating legal requirements into clear, practical actions that management, supervisors, employees, health and safety representatives and contractors can understand and apply.

Legal compliance should not remain in a file. It should become part of everyday workplace management.

Turning legal duties into workplace action

Section 8 of the Occupational Health and Safety Act 85 of 1993 requires an employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to employees' health. This includes identifying hazards, establishing safe systems of work, implementing precautionary measures and providing appropriate information, instruction, training and supervision.

Section 13 requires employers to inform employees about workplace hazards and the precautions they must take. Section 14 places duties on employees to take reasonable care, cooperate with the employer, comply with lawful health and safety requirements and report unsafe or unhealthy situations.

Compliance must therefore be understood by the people performing the work. A hazard identification and risk assessment, or HIRA, should influence how tasks are completed. Procedures must be communicated and followed, checklists must identify defects, and findings must lead to corrective action.

Closing the gap between paperwork and practice

Workplaces do not always fall short because they disregard safety. Problems often arise because legal requirements have not been converted into practical systems.

Examples include:

- risk assessments that have not been communicated to employees;
- procedures that differ from the way work is actually performed;
- serviced fire equipment without adequate emergency procedure training;
- appointed health and safety representatives who are unsure what to inspect;
- recurring checklist defects that are never closed out;
- contractor sign-in processes without task-specific risk controls;
- audit findings without responsible persons or target dates; and
- training records that are not linked to actual workplace hazards.

Each of these issues can be corrected through better communication, responsibility, monitoring and follow-up.

The practical role of an OHS consultant

An OHS consultant assists the employer in developing a system that is understandable, implementable and maintainable. This may include:

- identifying applicable legislation and regulations;
- explaining legal duties in plain language;
- conducting workplace audits;
- developing or reviewing HIRAs and safe working procedures;
- reviewing policies, appointments and checklists;
- developing corrective action plans;
- identifying workplace-specific training needs;
- supporting health and safety representatives and committees;
- reviewing emergency preparedness and contractor controls; and
- helping management maintain reliable compliance evidence.

The consultant does not replace the employer's legal responsibilities. The consultant provides structure, interpretation, practical guidance and support to help the employer fulfil those responsibilities.

Audits should promote improvement

An effective OHS audit looks beyond whether a document exists. It also considers whether the document is:

- current and site-specific;
- communicated to the relevant people;
- implemented in the workplace;
- supported by training, inspection and supervision records; and
- reviewed after incidents, near misses or significant workplace changes.

An audit should be viewed positively. It provides an opportunity to recognise what is working, identify areas requiring attention and correct weaknesses before they contribute to an incident or enforcement action.

Findings should be recorded in a corrective action plan, with responsible persons, realistic target dates and evidence of completion.

Training builds understanding

A policy cannot improve behaviour unless employees understand how it applies to their work.

Training should be based on workplace risks and may include:

- OHS legal responsibility;
- health and safety representative duties;
- HIRA;
- first aid;
- firefighting and evacuation;
- emergency procedures;
- contractor induction;
- chemical safety;
- machinery or equipment safety;
- ladder and working-at-height safety; and
- toolbox talks addressing recurring hazards.

Training should be reviewed when new employees are appointed, equipment or processes change, new hazards are introduced, or incidents, near misses and audit findings indicate that refresher training is needed.

Checklists must lead to action

A checklist is a practical control tool, not simply an administrative requirement.

Effective checklists help identify defects before they result in injury, damage or disruption. They should be completed honestly, reviewed by a responsible person and supported by timely corrective action.

Where the same defect appears repeatedly without being corrected, the checklist is not achieving its purpose.

The value is not in the tick. The value is in the action that follows.

Building a maintainable OHS system

Creating documents is only the beginning. Appointments expire, employees leave, chemicals and equipment are introduced, processes change, emergency routes become obstructed and procedures become outdated.

A maintainable system requires regular review and active participation. Management should monitor performance, health and safety representatives should inspect and report, committees should follow up on recommendations, and corrective actions should be tracked to completion. Management should therefore:

- keep legal requirements and workplace procedures current;
- maintain site-specific HIRAs and safe working procedures;
- allocate responsibilities and completion dates;
- provide risk-based training and supervision;
- support effective representatives and committee meetings;
- maintain first aid, fire and emergency arrangements;
- control contractor activities before work begins;
- investigate incidents and relevant near misses; and
- use findings to improve existing controls.

Practical clarity creates sustainable compliance

The value of an OHS consultant lies not only in understanding legislation, but in helping the employer answer practical questions:

What must be done? Who is responsible? How often must it be checked? What evidence must be retained? How will shortcomings be corrected?

Legal requirements become useful when they are understood, effective when they are implemented and sustainable when they are maintained.

A safety file demonstrates that documents exist. A functioning OHS management system demonstrates that the workplace is actively identifying hazards, controlling risks and protecting people.

For more information, please contact us on info@topcompliance.co.za

				
<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 - <u>https://academy.topcompliance.co.za/</u>		
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	R875.00
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
First aid		
<u>Level 1 - US 119567 - Perform basic life support and first aid procedures – THEORY MODULE</u>	R400.00	-

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