



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

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Managing workplace health and safety risks

No matter how small your business you need to manage the safety risks. The fact is it is a legal requirement for yourself, the employees, and any other person that may be affected by your work activities.

Managing risk in the workplace involves thinking about what might cause harm to your employees, clients and guests and determining whether you are taking all appropriate and reasonable steps to prevent that harm from happening.

Successfully managing the risk in your workplace involves three steps:

1. Identifying hazards (a source of, or exposure to danger) - A hazard is anything that has the potential to cause harm, such as germs, uneven walkways, chemicals, electricity, working on ladders etc. Accurately identifying hazards in your workplace is vital. Involve all the employees in this process, as they experience different hazards in doing different tasks. It also fosters ownership with the employees regarding workplace safety.
2. Assessing risks (the probability that injury or damage will occur) - After you and the employees have determined what hazards exist or potentially exist in your workplace, the next step is assessing the risk that these hazards pose to employees. The risk is the chance (high, medium, or low) that somebody may be hurt by these hazards. Then one must evaluate how serious the harm could be, for example is it a sprain, fracture, head injury, fatality?
3. Controlling risks - Once you have identified the moderate and high risks, the next step is controlling the risks using a systematic approach. You are required to correct any unsafe conditions in the most effective manner available to you.

Identifying hazards

Your first step in protecting employees involves identifying the potential hazards in your workplace. You are looking for all the things and situations that could possibly harm your employees, clients or guests on your site.

To identify hazards, it is best to start with a thorough workplace inspection. This includes walking around the whole work site:

1. Observing how work tasks are being performed
2. Assessing the equipment employees are using, and considering how that equipment is being used
3. Analysing the design and layout of the work areas

Most important is to discuss with the employees doing the specific task, whether there is a better and safer way to perform their tasks. This

must be a proactive ongoing process. Ask yourself, what is it about these activities, processes, equipment, staff competencies, environment or substances used that could injure an employee, client or guest or how their health may be affected?

Hazards frequently arise from the following facets of the work environment:

1. Physical work environment
2. Human attitude and behaviour towards health and safety
3. Staff capabilities – staff skills, fatigue, personal problems, side effects of medication, chronic illness
4. Equipment, materials, and substances used at the workplace
5. Work tasks and how they are performed
6. Work design and management

When working in the same work environment every day, it is very easy to overlook some hazards. Here are some starting points to help you identify risks in your workplace:

1. Equipment - Always check manufacturer instructions or safety data sheets supplied with the equipment. Consider possible long-term health hazards for instance: vibration, heat, high levels of noise etc.
2. Non-routine operations - Consider non-routine operations, such as maintenance, cleaning operations, or changes in production cycles.
3. Chemicals - check manufacturer instructions or material safety data sheets. Always consider the possible long-term health hazards such as exposure to harmful substances, for example occupational cancer, contact dermatitis, lung conditions etc.
4. History – Evaluate your incident and near miss logs and employee health records, as well as records of employee complaints. People tend to deal with incidents as they occur but viewing all that has occurred over time can alert you to a pattern and help you identify a hazard that may be systemic.
5. Consultation - Consult with the employees about any health and safety issues they encountered in their work environment. It is important to involve all employees through open communication as they know best what the risks are to the tasks they perform.
6. Training and development - Keep up with the information about hazards and risks relevant to your specific industry or type of work. Consult with industry associations, manufacturers, and suppliers all of which can provide valuable information.
7. Document – the hazards identified and assess them, then implement the possible control measures to control and reduce the risk.
8. Communication – with all employees is vital. If they have been involved in the whole process, they will feel part of the improvement strategy and will buy into the positive changes. Communication remains crucial as the staff need to feel part of the process and communicate the outcome of any changes. Has a new hazard been created while resolving a previous hazard?
9. Continuous improvement – re-evaluate the risks every six months. Include discussions at staff meetings to identify hazards and give feedback on the effect of the changes.

Accidents and ill-health cost businesses money, in lost time, lost skills, insurance premium hikes, legal proceedings, etc. The benefits of effective health and safety management to small businesses are very significant. There is clear evidence that effective health and safety management contributes directly to overall business success. This is true across all industry sectors and amongst businesses of all shapes and sizes.

Managing safety is good for business and benefits are positive for all by:

- Reducing chances of an incident in the workplace
- Reduced absenteeism
- Staff retention
- Improved staff morale and motivation
- Increased productivity and quality of work
- Improved company reputation
- Reduced chance of litigation
- Reduced insurance costs

Good workplace health and safety is a win-win situation for the employer, employee and the client.

September newsletter – Assessing and controlling workplace risks.

Please go visit our NEW online store for all your first aid, personal protective equipment, signage and legal posters.

<https://www.topcompliance.co.za/index.php/products>



Our contact details:

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Public courses

For all the dates this year

9 Sept	Pretoria	SHERQ Rep – legal Liability
23 Sept	Pretoria	Basic firefighting & EAP
25 & 26 Sept	Pretoria	Level 1 first aid

Corporate and Private training courses as below:

First Aid Courses:

First aid: Level 1	
First aid: Level 2	
First aid: Level 3	
First aid: Level 1 & 2	
First aid: Level 2 & 3	
First aid: Level 1, 2 & 3	
Child and infant CPR & choking	
Adult CPR & choking	
Adult CPR & choking and AED	
Occupational Health and Safety Courses	
OHS Act & SHERQ representative	
The Occupational Health + Safety Act - responsibilities of management	
Food facility health & safety course	
Basic ladder safety	
Fire Fighting and Prevention Courses	
Basic firefighting	
Basic firefighting with emergency action planning	
Basic firefighting with fire extinguisher practical	
SKILLS PROGRAMS	
First Aid Level 1,2 & 3 - HW/SP/1601190 – NEW REQUIREMENT	
US 119567	Perform basic life support and first aid procedures
US 120496	Provide risk-based primary emergency care/first aid in the workplace
US 376480	Provide first aid as an advanced first responder
First Aider - HW/SP/1202005	
US 119567	Perform basic life support and first aid procedures
US 120496	Provide risk-based primary emergency care/first aid in the workplace
US 13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.
First Aid (Basic) - HW/SP/150795	
US 119567	Perform basic life support and first aid procedures
US 9964	Apply health and safety to a work area
Health, Safety and Fire Combination - HW/SP/1510179	
US 9964	Apply health and safety to a work area
US 119567	Perform basic life support and first aid procedures
US 120331	Demonstrate knowledge pertaining to fires in working places
Workplace SHE Rep - HW/SP/1510182	
US 9964	Apply health and safety to a work area
US 259639	Explain basic health and safety principles in and around the workplace
First Aid and Safety Representative - HW/SP/1510183	
US 9964	Apply health and safety to a work area
US 119567	Perform basic life support and first aid procedures
Safety Incident Investigation and inspections - HW/SP/1511233	
US 259617	Conduct investigation into workplace safety, health + environmental incidents
US 259619	Conduct workplace Occupational Health and Safety (OHS) inspections
First Aid and Firefighting - HW/SP/1511239	
US 120496	Provide risk-based primary emergency care/first aid in the workplace
US 13961	Demonstrate knowledge and use of hand operated firefighting equipment

Fire and Rescue Skills Programme - HW/SP/1604338	
US 252250	Apply firefighting techniques
US 119567	Perform basic life support and first aid procedures
Emergency First Aider - HW/SP/1605377	
US 119567	Perform basic life support and first aid procedures
US 120496	Provide risk-based primary emergency care/first aid in the workplace
Safety Management - HW/SP/1601159	
US 9964	Apply health and safety to a work area
US 259639	Explain basic health and safety principles in and around the workplace
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