



# TOP COMPLIANCE (Pty) Ltd

**Your Business' Safety Is Our Concern**

QSE B-BBEE - Level Four

[www.topcompliance.co.za](http://www.topcompliance.co.za)

**January 2020 NEWSLETTER**

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## **Occupational Health and Safety Induction training – A legal requirement**

When it comes to creating a positive health and safety culture and reducing risk and ultimately costs, raising awareness among employees and instilling the right behaviour is crucial.

Induction should not just be reserved for employees. Anyone who works under your control and direction, including self-employed people, contractors and those on work experience, must have received information on the health and safety risks they may face and the measures in place to deal with them. Remember, these people might not be familiar with your working environment and the safety systems you have put in place for regular employees, so it's important that they are briefed accordingly.

Unless staff understand the hazards associated with their role and working environment, and how to avoid them through safe working practices, mistakes will inevitably be made. This in turn results in cost to the company, increases absenteeism and possible legal implications.

Not only will providing current employees and new employees with proper health and safety training establish a firm basis for strong safety performance, but it is also a legal requirement. In terms of the [Occupational health and Safety Act no 85 of 1993](#) (OHSA), employers must provide whatever information, instruction, training and supervision is necessary to ensure, so far as is reasonably practicable, the health and safety of their employees while at work. As such, taking the time to provide health and safety induction and orientation in the workplace is essential to protecting new employees from harm. However, failing to do so may lead to criminal prosecution and possible fine.

The purpose of induction is to set standards, raise understanding of hazards, explain how health and safety is managed and the part the employee plays, and make your procedures clear. If there are risks involved in the employee's role, it is an opportunity to instil safe working practices.

The content of your induction will depend on the nature of your business and the risks present, but common elements include:

1. The company's health & safety policy (Legal clause - OSHA #7)
  - a. Your health & safety policy is the cornerstone of an effective health and safety management system, so it's important that employees are familiar with its contents. It should outline your approach to keeping employees and members of the public safe, as well as the arrangements you have put in place to ensure risk is kept to a minimum.
2. Explaining the roles and responsibilities of employees (Legal clause - OSHA #14)
  - a. OHSA #14 places a legal duty on employees to cooperate with management in all health and safety matters and to take reasonable care for their own health safety and welfare, as well as that of any other person who may be affected by their acts or omissions at work. Your health & safety handbook should clearly explain what is expected of employees and help them to fulfil these duties.
3. Your company's site-specific emergency action plan

- a. Employees need to be aware of the specific arrangements for first aid and how to respond in the event of a threat from inside the building (e.g. fire) and the evacuation procedures or a threat from outside (e.g. riot, shooter) and the duress / lock down procedures.
  - b. This needs to include pointing out the location of emergency exits, assembly points and explaining how to raise the alarm for either evacuation or duress.
4. Injury on duty and near miss incident reporting and recording procedures
  - a. All staff need to know how to report accidents, near misses and dangerous occurrences and who they should report issues to.
  - b. The procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near-miss or dangerous occurrence should be clearly outlined in your accident and investigation policy and communicated out to everybody.
5. Highlighting the specific risks to employees
  - a. One of the best ways to raise awareness is to talk employees through the findings of your Hazard Identification and Risk Assessment (HIRA), drawing their attention to any hazardous situations revealed and the control measures in place to protect them.
6. Providing job-specific training
  - a. If there are specific risks involved in the employee's role, such as the need to work at height or operate machinery, you must make sure that they understand these risks, are properly trained, and have appropriate safety equipment.
  - b. Conducting a task-specific risk assessment will help you to identify hazards and specific methods of doing the work, which must then be clearly explained to the employee and enforced through good management and proper supervision, especially in the first few months of their employment.
7. Giving a tour of the site (new employees)
  - a. It is important not to forget to show employees around the premises, as this will help them to become familiar with the site layout, the location of welfare facilities, and site rules, and is a simple way to get employees used to a new working environment.
8. Asking inductees to complete an occupational health and welfare questionnaire
  - a. This should form part of your health and safety management system. The questionnaire should relate to the employee's role and will help to identify any health problems that may make some types of work difficult to do. Make sure all the health risks within the employee's role are captured.

It is advisable to have an employee health & safety handbook and provide this to employees during their induction. Your handbook should be the go-to health and safety document for employees, outlining all the necessary information they need to carry out their role safely and reduce risk to themselves and others.

## **Tips when inducting employees**

1. Always consider the capabilities, training, knowledge and experience of inductees and adapt the induction content or format to meet their specific needs.
2. Set aside adequate time to do the induction so that you don't end up rushing through things.
3. Don't assume that parts can be skipped because they are 'common sense' or assume that inductees have understood; always check before moving on.
4. Encourage inductees to ask questions and let them know who they should contact if they think of any further questions or have any concerns after the induction.
5. Show rather than tell. When designing induction training, look for opportunities to demonstrate what you're talking about and get employees up and doing rather than simply stating facts.
6. Consider rounding off the induction with a short quiz or some quick-fire questions to confirm that inductees have taken in and understood the information presented.
7. Give inductees something to take away – whether this be your Health & Safety Handbook or an information sheet briefly outlining the important health and safety rules for staff, your reporting procedures, your emergency arrangements, and the details of key personnel such as supervisors, safety officers, first aiders and fire marshals.
8. Ask inductees to sign to confirm that they have received and understood the health and safety training, as this will help you to demonstrate the steps you took to keep employees safe should an incident occur.
9. Use an evaluation form to get inductees' feedback so that you can continue to improve and expand upon the content of the induction and how it is delivered.
10. Don't treat training as a one-off exercise during the induction period. Revisit training whenever employees are exposed to new or increased risks, or where existing skills may have become rusty and need updating.

Being thrown in at the deep end when starting a new role is not only daunting but will increase the risk of mistakes being made. Without adequate induction and training on good health and safety practices, misinformation and inadequate knowledge of how to properly deal with workplace hazards may give rise to injuries or even fatalities. With a little time and attention, you can

instil the right attitudes and approach from day one, help employees to adjust to their new role more quickly, drive productivity and efficiency, and ultimately create a safe and compliant working environment.

Should you require further assistance or advice feel free to email us on [info@topcompliance.co.za](mailto:info@topcompliance.co.za)

### FREE induction document

- [OHS induction training - New employee](#)
- [OHS induction training – Annual all staff](#)

<https://elliswhittam.com/blog/health-and-safety-induction-training-what-to-include-and-10-top-tips-for-employers/>

**All training and audits booked and confirmed before 31<sup>st</sup> January 2020 will be priced on the 2019 pricing.**

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



[Medical equipment](#)



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### Courses offered by Top Compliance (Pty) Ltd

| First Aid Courses:                                  |         | SACE CPTD points |
|---|---------|------------------|
| First aid: Level 1                                  | 2 days  | 15               |
| First aid: Level 2                                  | 3 days  | 15               |
| First aid: Level 3                                  | 3 days  | 15               |
| First aid: Level 1 & 2                              | 3 days  | 30               |
| First aid: Level 2 & 3                              | 3 days  | 30               |
| First aid: Level 1, 2 & 3                           | 5 days  | 45               |
| Child and infant CPR & choking                      | 6 hours | 0                |
| Adult CPR & choking                                 | 6 hours | 0                |
| Adult CPR & choking and AED                         | 1 day   | 0                |
| Basic first aid equestrian grooms                   | 1 day   | 0                |
| Basic first aid domestic workers                    | 1 day   | 0                |
| Perform basic life support and first aid procedures | 2 days  | 15               |

|   |         |    |
|---|---------|----|
| Provide risk-based primary emergency care/first aid in the workplace    | 2 days  | 15 |
| <b>Occupational Health and Safety Courses</b>                           |         |    |
| OHS Act & SHERQ representative  | 1 day   | 10 |
| The Occupational Health and Safety Act & responsibilities of management | 1 day   | 10 |
| Apply health and safety at work area                                    | 1 days  | 10 |
| Conduct workplace Occupational Health and Safety (OHS) inspections      | 1 day   | 10 |
| Explain basic health and safety principles in and around the workplace  | 1 day   | 10 |
| Food facility health & safety course                                    | 6 hours | 0  |
| Basic ladder safety   | 6 hours | 0  |
| <b>Fire Fighting and Prevention Courses</b>                             |         |    |
| Basic firefighting  | 6 hours | 10 |
| Basic firefighting with emergency action planning                       | 1 day   | 10 |
| Basic firefighting with fire extinguisher practical                     | 1 day   | 10 |
| Basic firefighting and prevention in the equine industry                | 1 day   | 0  |
| Demonstrate knowledge and use of hand operated firefighting equipment   | 1 day   | 10 |
| Apply firefighting techniques   | 1 day   | 10 |

| SKILLS PROGRAMS  |  | SACE<br>CPTD | Class days |
|--|--|--------------|------------|
| <b>First Aid Level 1,2 &amp; 3 - HW/SP/1601190</b>                   |  |              |            |
| US 119567  | Perform basic life support and first aid procedures  | 15           | 5 days     |
| US 120496  | Provide risk-based primary emergency care/first aid in the workplace   |              |            |
| US 376480  | Provide first aid as an advanced first responder   | -            |            |
| <b>First Aider - HW/SP/1202005</b>                                   |  |              |            |
| US 119567  | Perform basic life support and first aid procedures  | 15           | 5 days     |
| 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. | -            |            |
| <b>First Aid (Basic) - HW/SP/150795</b>                              |  |              |            |
| US 119567  | Perform basic life support and first aid procedures  | 15           | 4 days     |
| US 9964  | Apply health and safety to a work area   |              |            |
| <b>Health, Safety and Fire Combination - HW/SP/1510179</b>           |  |              |            |
| US 9964  | Apply health and safety to a work area   | 10           | 5 days     |
| US 119567  | Perform basic life support and first aid procedures  | 15           |            |
| US 120331  | Demonstrate knowledge pertaining to fires in working places  | -            |            |
| <b>Workplace SHE Rep - HW/SP/1510182</b>                             |  |              |            |
| US 9964  | Apply health and safety to a work area   | 15           | 3 days     |
| US 259639  | Explain basic health and safety principles in and around the workplace   |              |            |
| <b>First Aid and Safety Representative - HW/SP/1510183</b>           |  |              |            |
| US 9964  | Apply health and safety to a work area   | 15           | 4 days     |
| US 119567  | Perform basic life support and first aid procedures  |              |            |
| <b>Safety Incident Investigation and inspections - HW/SP/1511233</b> |  |              |            |
| US 259617  | Conduct an investigation into workplace safety, health and environmental incidents   | 10           | 2 days     |
| US 259619  | Conduct workplace Occupational Health and Safety (OHS) inspections   |              |            |
| <b>First Aid and Firefighting - HW/SP/1511239</b>                    |  |              |            |
| US 120496  | Provide risk-based primary emergency care/first aid in the workplace   | 15           | 4 days     |
| US 13961   | Demonstrate knowledge and use of hand operated firefighting equipment  |              |            |
| <b>Fire and Rescue Skills Programme - HW/SP/1604338</b>              |  |              |            |
| US 252250  | Apply firefighting techniques  | 15           | 4 days     |
| US 119567  | Perform basic life support and first aid procedures  | 15           |            |
| <b>Emergency First Aider - HW/SP/1605377</b>                         |  |              |            |
| US 119567  | Perform basic life support and first aid procedures  | 15           | 5 days     |
| 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                                 | 15 | 3 days |
| US 259639                         | Explain basic health and safety principles in and around the workplace |    |        |