



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

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Assessing the workplace risks

In any workplace a systematic risk assessment needs to be done to help identify any possible hazards that may put your staff at risk. To determine if you have done enough to protect your staff, it helps to use a rating system as part of your risk assessment.

When to do a risk assessment

Risk assessments are a proactive process designed to ensure that all staff are protected. In terms of the *Occupational Health and Safety Act. No. 85 of 1993 section 8* the employer is obligated to ensure that hazards are identified and managed.

8. General duties of employers to their employees

(1) Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees.

(2) Without derogating from the generality of an employer's duties under subsection (1), the matters to which those duties refer include in particular-

(a) the provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe and without risks to health;

(b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment;

(c) making arrangements for ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transport of articles or substances;

(d) establishing, as far as is reasonably practicable, what hazards to the health or safety of persons are attached to any work which is performed

When doing a risk assessment, it is important to involve your Health and Safety Representatives, your Occupational Health and Safety (OHS) committee members and all other interested parties. It is the employer's responsibility to make sure that the assessment is done properly.

If, you have multiple work locations, ensure you do a risk assessment for each workplace. The hazards, and the risks they pose, may be different from place to place.

Once the risk assessment has been completed, ensure to review them regularly to confirm they are still accurate for your specific needs. Risk assessments should be reviewed whenever you introduce new equipment, materials, or work processes. At a minimum, make sure you update your risk assessments annually.

A risk assessment is about understanding how your staff and clients may be harmed by your activities and identifying reasonable measures to control those risks in your workplace. Your risk assessment will help determine whether you have covered all potential risks.

When doing a basic risk assessment follow these few easy steps:

1. Identify task:

- Cleaning floors in the Administration building

2. Identify hazard:

- Wet floors

3. Identify possible risks:

- Slip and fall: resulting in possible muscle injury, fracture, bleeding, concussion, back injury, sprain and strain injury, damage to property by dropping equipment or knocking things over.

4. Decide who may be harmed:

- Staff in the administration area and possibly clients and delivery personnel.

Decide who might be harmed and how

For each hazard, you need to be clear about the groups of people who might be harmed and how. This will help you identify the best way of controlling the risk. Be sure to ask your staff if there are any groups you may have missed.

Here are some things to keep in mind:

- Certain groups of staff may have specific requirements these may include new and young staff, temporary staff, contractors, pregnant staff and those working alone.
- Make sure you have included notifications and training for people who might not be in the workplace all the time, such as visitors, contractors, or maintenance staff.
- Take members of the public into consideration if they could be hurt by your activities.
- If you share your workplace with another business, consider how your work affects the staff from that business (and vice versa).

5. Determine the level of risk.

- Risk rating – 9

Determine the level of risk

Part of the risk assessment is determining the level of risk that hazards pose to staff. Rate the risks as high, medium, or low. This helps you decide which risks are most serious and should be dealt with first.

To help evaluate the risk level, try to answer the following questions:

- Who might be harmed? For example, are all staff exposed to the hazard, or is it a smaller number?
- What kind of injury or illness could be suffered, and how severe would it most likely be?
- How long are staff typically exposed to the hazard? The longer the exposure, the higher the risk.
- How frequent is the exposure? If the task is repeated many times each shift, it usually carries more risk than a task done only occasionally.

Use this risk matrix table to help determine level of risk:

	0-5 Low risk 6-10 Moderate risk 11-15 High risk 16-25 Unacceptable	Minor injury, insignificant property or equipment damage	Non-reportable injury, minor loss of process or slight property damage	Reportable injury, moderate loss of process, limited property damage	Major injury, single fatality, critical process loss, critical property damage	Multiple fatalities, catastrophic business loss
5 Near certain	5	10	15	20	25	
4 Probable	4	8	12	16	20	
3 Possible	3	6	9	12	15	
2 Unlikely	2	4	6	8	10	
1 Remote	1	2	3	4	5	

6. Evaluate what you are currently doing to reduce the risks.

- Cleaning floors between tea and lunch time when there is less traffic in the area.

7. Implement corrective actions.

- Cleaning floors between tea and lunch time when there is less traffic in the area.
- Cleaning staff to use the wet floorboards signs at all entrances.
- Clean one side of the walkway first. Once dry clean the other side. To ensure that people needing to use the passage do not walk over the wet floor.
- Cleaning staff to wear non-slip shoes when performing the task.
 - Elimination – No
 - Substitution – No
 - Isolation – Consider cleaning task before or after office hours.

- Engineering – No
- Administration – Signage, staff in house training & meetings.
- Personal Protective Equipment (PPE) – Cleaning staff – non-slip shoes and high visibility jacket if in low light area.

Controlling risks

Once you have completed a risk assessment in your workplace, those risks that you have identified as high or moderate may require additional controls. You must correct unsafe conditions.

The highest risk should be addressed first. If you cannot eliminate a risk, you will need to implement control measures to minimize the risk. The hierarchy of controls can help you systematically take action to minimize risk.

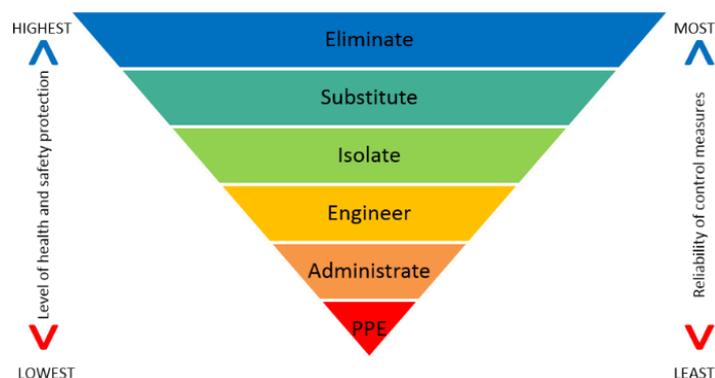
The hierarchy of controls

When considering how to reduce the risk, there is a certain order you should follow. This is called the hierarchy of controls. It is important to follow the hierarchy, as shown below, rather than start with the easiest control measures.

Note that while the controls are listed in order of effectiveness, all types of controls should be considered.

They often work best in combination. For example, first responders cannot eliminate risks by choosing not to enter a burning building, but they can use engineering controls, administrative controls, and personal protective equipment and clothing to minimize the risks when they enter that building.

1. Elimination – removes the cause of danger completely.
2. Substitution – controls the hazard by replacing it with a safer way to achieve the same outcome.
3. Isolation – separates the hazard from the people at risk by isolating it.
4. Engineering – using engineering controls, i.e. making physical changes, to lessen any remaining risk, e.g. redesign a machine by adding safeguards.
5. Administration – use administrative controls to lessen the risk, e.g. install signs, rotate jobs.
6. Personal Protective Equipment (PPE) – require your employees to wear PPE, e.g. provide gloves, earplugs, goggles, iridescent vests.



8. Record your finding.

- Complete risk assessment.
- Involve the cleaning staff to identify any further risks: e.g. staff walking over wet floors and not keeping to dry areas.
- Be sure to record the findings of your risk assessment, as these will be the primary tool you will rely on to control the risks in your workplace. This includes noting the hazards, how people might be harmed by them, and what's already in place to control the risk. This documentation doesn't need to be complicated, and it can help you communicate and manage risks in your workplace.

9. Communicate to all staff and interested parties.

- Discuss at the OHS committee meeting.
- Discuss in staff meeting where applicable.

10. Review and continuously improve.

- Every six to twelve months
- After an incident occurred

Monitoring control measures

- Improving health and safety does not have to be costly, but the potential return on investment is huge. For example, placing a mirror on a dangerous, blind corner of your worksite can help prevent vehicle incidents. Considering how serious a resulting injury might be, this is a low-cost precaution.
- Protecting employees from harm requires ongoing effort. You need to monitor the effectiveness of the hazard controls in place and improve those that don't measure up. It's a good idea to:
- Conduct regular safety inspections to track exposure to hazards.
- Organize a joint occupational health and safety committee and hold monthly meetings to discuss health and safety issues.
- Deal with safety issues as soon as possible.

FREE TEMPLATE: <https://topcompliance.co.za/index.php/articles/114-template-hazard-identification-risk-assessment-2019-09-02>

October newsletter: Writing of Safe Working Procedures (SWP)

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

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



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
Occupational Health and Safety Courses		
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
Fire Fighting and Prevention Courses		
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 CPTD	Class days
First Aid Level 1,2 & 3 - HW/SP/1601190			
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		
First Aider - HW/SP/1202005			
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.		
First Aid (Basic) - HW/SP/150795			
US 119567	Perform basic life support and first aid procedures	15	4 days
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	10	5 days
US 119567	Perform basic life support and first aid procedures	15	
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	15	3 days
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	15	4 days
US 119567	Perform basic life support and first aid procedures		
Safety Incident Investigation and inspections - HW/SP/1511233			
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		
First Aid and Firefighting - HW/SP/1511239			
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		
Fire and Rescue Skills Programme - HW/SP/1604338			
US 252250	Apply firefighting techniques	15	4 days
US 119567	Perform basic life support and first aid procedures	15	
Emergency First Aider - HW/SP/1605377			
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		