



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

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Safe Working Procedures (SWP)

All companies use SWP to ensure employees and clients do not get injured. Certain types of industries may be subject to more SWP than others.

There are many benefits to the company for implementing proper SWP.

1. Decrease the number of workplace incidents. Decreasing the number of employee incidents can also help companies save money on their insurance policies.
2. Help companies reduce their legal liability. Legal liabilities often occur when employees or clients are injured while on the company's property. Clients that are injured on a company's property can sue the company. Small companies usually have fewer resources for protecting themselves against major legal liabilities. SWP may help prevent this type of exposure in the business environment.
3. Improve business operations. Improving operations may be an unintended benefit of SWP. Business owners and managers that educate employees on how to best complete business functions may find new ways to improve the efficiency and effectiveness of the production process.
4. Improve employee's productivity. This can also help drive down business costs by using fewer employees to maintain specific levels of production output.

What does the law say: Occupational Health and Safety Act, No. 85 of 1993

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; - Risk assessment*
 - 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; - Risk assessment*
 - 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, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in his business, and he shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons, and he shall provide the necessary means to apply such precautionary measures; - SWP*

- e. *providing such information, instructions, training and supervision as may be necessary to ensure, as far as is reasonably practicable, the health and safety at work of his employees; - SWP*
- f. *as far as is reasonably practicable, not permitting any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery, unless the precautionary measures contemplated in paragraphs (b) and (d), or any other precautionary measures which may be prescribed, have been taken;*
- g. *taking all necessary measures to ensure that tire requirements of this Act are complied with by every person in his employment or on premises under his control where plant or machinery is used;*
- h. *enforcing such measures as may be necessary in the interest of health and safety;*
- i. *ensuring that work is performed, and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the employer are implemented; and*
- j. *causing all employees to be informed regarding the scope of their authority as contemplated in section 37 (1) (b).*

A safe work procedure is a step-by-step guide to the actions required to complete a specific task safely. Any company, and manufacturer, needs safe work procedures for the tasks to ensure that employees are completing their jobs in a safe, standardised way.

Asking employees to perform the same task the same safe way has many benefits. From standardising work to reducing errors and lowering costs; ensuring cross-training and spreading task specific knowledge across an organisation and developing safe processes that can be repeated as required; the return on investment of safe work procedures is immeasurable.

But when a company expects employees to perform work a certain way, the employees must be trained on the safe work procedures. Here are some concepts to set up safe work procedures for your workplace.

Have the right people in the team - Make sure you have an all-inclusive team that includes the workers doing the job, an area supervisor, committee member, possible safety personnel and specialised personnel where required.

Train the employees - Train the team in job hazard analysis, risk assessments and safe work procedures require training for them to be used effectively.

Planned job observations – To develop an actual SWP you need to understand how the work gets done.

Prepare a detailed job hazard analysis - Make sure you cover every step of the task or job. Remember to consider all hazards including physical, chemical, biological, ergonomic and psycho-social.

Assess the risk involved - For each hazard the risk must be evaluated. Use a risk matrix to rate each hazard to figure out which hazards are low risk and which hazards are high risk.

Ensure the hazard controls bring you to a risk that is A.L.A.R.P. (as low as reasonably possible) - The company must decide what risk is acceptable at the workplace. The hazards must be controlled in a way that the residual or leftover risk is at an acceptable level.

Write the SWP - Using the information that you gathered by completing a job hazard analysis and risk assessment, complete the safe work procedure (SWP).

Train the safe work procedure - Once the safe work procedure is complete, any employees that are affected by it must be trained on the new or updated version. Remember to document all training whether general or site specific!

Feedback and continuous improvement - Always go back and check to make sure that the safe work procedure is still effective once it is implemented into the workplace. Despite best efforts, there may be unforeseen factors to account for. Should there be any incident in the workplace always revisit the SWP with the team. Evaluate what can be done to prevent a reoccurrence of this incident. Then communicate and train the staff of the updated document and do planned job observations to evaluate the SWP and possibly identify any improvements.

SWP provide information to assist workers to perform tasks safely.

They include:

1. Describing how the work is carried out.
2. Identifying the work activities assessed as having safety or environmental risks.
3. Stating what the safety and environmental risks are.
4. Describing the control measures that will be applied to the work activities.
5. Describing how measures will be implemented to undertake the work in a safe and environmentally sound manner.
6. Outlines the legislation, standards and codes to be complied with.
7. Describing the equipment used in the work, the qualifications of the personnel undertaking the work and the training required to undertake the work in a safe manner.

Should you require any further information please feel free to contact us on info@topcompliance.co.za

Free SWP template: <https://www.topcompliance.co.za/index.php/119-template-safe-work-procedure-2019-09-23/file>

Free example of a SWP for the Safe use of an office ladder: <https://www.topcompliance.co.za/index.php/118-example-of-completed-swp-safe-use-of-office-ladder-2019-03-13/file>

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



			
Medical equipment	SANS Signage	Legal posters	Personal Protective Equipment

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 groomers	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		