



TOP COMPLIANCE (Pty) Ltd

Your Business' Safety Is Our Concern

QSE B-BBEE - Level Four

www.topcompliance.co.za

December 2019 NEWSLETTER

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With the holiday upon us, we need to consider some safety tips while traveling, eating, enjoying the lovely South African weather and decorating our homes and workplaces.

Food safety tips for the holidays

Feasting with family and friends is part of many holiday celebrations. Follow these simple tips to help prevent food poisoning, or foodborne illness, during the holidays.

- Meat, chicken, turkey, seafood, and eggs can carry germs that may cause food poisoning.
- Bacteria can grow rapidly in the danger zone between 5°C and 60°C. After food is cooked, keep hot food hot and cold food cold. Refrigerate or freeze any perishable food within 2 hours. The temperature in your refrigerator should be set at or below 5°C and the freezer at or below -18°C.
- Salmonella and other harmful germs can live on both the outside and inside of normal-looking eggs. Many holiday favourites contain raw eggs, including hollandaise sauce and Caesar dressing. Always use pasteurized eggs when making these and other foods made with raw eggs.
- Dough and batter made with flour or eggs can contain harmful germs, such as E. Coli and Salmonella.
- Keep meat, chicken, turkey, seafood, and eggs separate from all other foods at the grocery store and in the refrigerator. Prevent juices from meat, chicken, turkey, and seafood from dripping or leaking onto other foods by keeping them in containers or sealed plastic bags.
- Thaw the turkey in the fridge or in a sink of cold water (change the water every 30 minutes) or in the microwave, this is to prevent harmful germs from growing rapidly.
- Wash your hands, wash your hands, wash your hands. Wash your hands with soap and water during these key times when you are likely to get and spread germs:
 - Before, during, and after preparing food
 - Before eating food
 - After handling pet food or pet treats or touching pets
 - After using the toilet
 - After changing nappies or cleaning up a child who has used the toilet
 - After touching rubbish bins
 - Before and after caring for someone who is sick
 - Before and after treating a cut or wound
 - After blowing your nose, coughing, or sneezing

If you are planning to spend time these holidays swimming or relaxing at beaches, resorts or at your own home carefully read these tips and don't let any member of your family become a statistic this summer.

Water safety tips

- No child should swim without a strong swimmer present.
- When there are children around, pools must be fenced in with a safety gate, and a good quality SABS approved pool net or cover is mandatory and well worth the expense.

- No running around the pool should be permitted. Serious accidents can happen on slippery pool decks.
- If your young children have not yet learned to swim, they should only be permitted near water with a suitable and high-quality swim aid such as arm bands.
- People who have been drinking should not be permitted near water.
- Be aware that floatation toys such as boats and inflatables can quickly float away from the shore at beaches and dams.
- Anyone on a boat that cannot swim needs to wear a life jacket.
- Be sure to have enough shade and sunscreen when spending time in the sun. Avoid full sun during the hours between 10am and 4pm each day.
- Always have a first aid kit to treat bluebottle or jellyfish stings at the beach and scrapes and falls on the rocks.
- [Save the number of the NSRI](#) and other [emergency numbers](#) to your cell phone and have them displayed next to your landline phone before the holidays for any emergency.
- Some of South Africa's beaches have [shark warning flags and systems](#) in place. Always familiarise yourself with any shark warning procedures.
- Don't swim at any beach where there are no lifesavers.
- Don't dive into any water where you cannot clearly see the bottom or where you are not personally sure of the water depth.

Road safety tips

- When approaching the apron of your driveway, leave your car in the road, turn off the engine and take the key with you. Go open the gate, then return to the car and drive inside. Do the same if your gate is powered. According to vehicle recovery company Tracker: "This is unquestionably the leading modus operandi for hijackers in South Africa. Always stop in the road until the gate is open before you turn into your driveway."
- Always travel with your doors locked; keep valuables in the boot. If your windows must be open, ensure the opening isn't wide enough to fit a hand through it.
- Always leave enough space between your car and the one in front at a traffic light or stop-street to avoid being "boxed in" should you need to escape.
- Be aware of any person approaching at traffic lights, stop streets or your driveway. Don't be distracted. If outside your home gate, drive away again.
- Be aware of people loitering at road junctions. Tracker reports that it has arrested several women for hijacking in recent years, either working alone or in a gang with men.
- Do not drive directly home after drawing money from a bank teller or ATM. Spotters working inside the bank can relay the information by cell phone to accomplices outside who might follow you home.
- Always park your vehicle at a secure location, if possible, near closed-circuit TV cameras.
- Make sure your vehicle is properly locked by testing the door release before you walk away; the threat here is called "jamming". Under no circumstances leave valuables in your car.
- Avoid stopping on a highway; rather take the next off-ramp and find a public area where you can stretch, refresh yourself and/or take a break from driving.
- If you're involved in an accident take a series of pictures with a camera/cell phone from several positions all around the wreckage. File an accident report with the police within 24-hours; you will need a case number for your insurance company to file a claim. First do what you can for the injured and call emergency services. Then remember to obtain names, addresses, telephone numbers and ID numbers of everyone involved in the accident, including passengers. Ask to see the other driver's driving licence and photograph it if possible and allow them to do the same with yours.

Christmas tree safety tips

For many people, decorating the Christmas tree is a favourite part of the holiday.

Tree Lights

- Only use indoor lights indoors (and outdoor lights only outdoors). Check lights for broken or cracked sockets, frayed or bare wires, or loose connections. Replace or repair any damaged light sets.
- No more than three light sets should be used on any one extension cord.
- Extension cords should be placed against the wall to avoid tripping hazards, but do not run cords under rugs.
- Turn off all lights on trees and decorations when you go to bed or leave the house.

Tree ornaments

- Always use the proper step stool or ladder to reach high places.
- Read labels before you use materials that come in jars, cans and spray cans.
- Never place lighted candles on a tree or near any flammable materials.
- Avoid placing breakable tree ornaments or ones with small, detachable parts on lower branches where small children or pets can reach them.
- Do not hang popcorn chains and candy canes on the tree when small children are present. They may think that other tree ornaments are also edible.

Top Compliance would like to wish all our clients and their families a very well-deserved holiday and may 2020 by a year filled with success, love, happiness and good health.

Yours in Health and Safety.

<https://southfiredistrict.com/safety/holiday/>

https://www.cdc.gov/foodsafety/communication/holidays.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Ffeatures%2Fholidayfoodsafety%2Findex.html

<https://www.portfoliocollection.com/travel-blog/water-safety-tips-for-the-holidays>

<https://www.wheels24.co.za/Arrive-Safe/10-top-holiday-road-safety-tips-20141202>

<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 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		