



CORPORATE MEMBERSHIP NO. 48794428

OSHskills Management was found in 2014 by Jurgens Steyn.

Our Value proposition

OSHskills Management gives you legal protection, minimises loss of production, and loss of future & existing revenue by improving safety awareness in your Company. We create a safe work environment that will increase productivity and give you piece of mind that your business is compliant with SA Legislation governed through the Dept of Labour, OHS Act and Construction Regulations. We look forward to partnering with your business

How to Prepare Health & Safety Company File for a DOL visit

What is a safety System:

A Safety system is a record of information which focuses on issues pertaining to the managing of health and safety for your business. The safety system serves as proof of compliance to safety specifications in accordance with the Occupational Health and Safety Act and Regulations and protects the employer against any potential liability.

It is of utmost importance that the content of the safety file, are communicated, understood and maintained. Proof of acknowledgement on the communication and training for each component of the safety file must be kept.

The communication of the content of the safety system and the implementation and execution of the prescribed safety guidelines ensures the health and safety of persons at work and the protection of persons other than persons at work against hazards arising out of or in connection with business activities.

What must be included in you safety system:

1. OHS Management and Legal Compliance

- Company Registration
- Letter of Good standing
- Company OHS policy statement
- Health & Safety Management Plan
- Any compliance certificate e.g. Fire equipment, electrical, gas instalation, ISO Certification
- Internal/ external safety audits
- Legislative Act's related to business activities

2. Risk Management

- Hazard Identification & Risk Assessment procedure
- Safe Working procedures
- Fall Protection & Rescue Plan
- Waste management plan
- Non Conformance Reports

3. Legal Appointments

- 16.1. CEO
- 16.2 Delegation of duties
- SHE Representative
- First Aider
- Fire Fighter
- Other

4. Emergency Preparedness

- Emergency Preparedness Plan
- Evacuation Plan

5. Incident & Accident Management

- Incident Procedure
- Incident Register
- Recording & investigation of incidents
- Employers Report of an Accident (W.CL 2 or RMA)
- Accident & Incident Statement form

6. Induction, Training & Communication

- Safety Induction (Annually)
- Medicals if applicable
- Safety Talks or Toolbox Talks
- Training Matrix & Training Certificates

7. Registers & Checklists

- Fire Equipment Register
- First Aid Box Register
- SHE Representative Checklist
- Safety Committee Agenda & Minutes
- Monthly Portable Tools
- Monthly Hand Tools
- Ladder Inspection List
- Safety Harness Checklist
- Monthly Forklift or Lifting Equipment
- Monthly Generator Register
- Monthly Hazardous Chemical Substances
- Change Room, Canteen, Ablution checklist & many more

Roles & Responsibility of the Employer and Employee

Employer

- The Employer must provide and maintain all the equipment that is necessary to do the work, and all the systems according to which work must be done, in a condition that will not affect the Health and Safety of workers.
- Before personal protective equipment may be used, the employer must first try to reduce any danger that may affect the Health and Safety of his workers. Only when this is not practical, should he resort to personal protective equipment.
- The employer must take measures to protect his or her workers' Health and Safety against hazards that may result from the production, processing, use, handling, storage or transporting of articles or substances, in other words, anything that workers may come into contact with at work.
- **To ensure that these duties are complied with, the employer must do the following**
- Identify potential hazards, which may be present while work is carried out, something is being produced, processed, used, stored or transported, and any equipment is being used.
- Establish the precautionary measures that are necessary to protect his or her workers against the identified hazards and provide the means to improve the means to implement these precautionary measures.
- Provide the necessary information, instructions, training and supervision while keeping the extent of workers' competence in mind. In other words, what they may do and may not do.
- Not permit anyone to carry on with any task unless the necessary precautionary measures have been taken.
- Take steps to ensure that every person under his or her control complies with the requirement of the Act.
- Enforce the necessary control measures in the interest of health and safety.
- See to it that the work being done and the equipment used, is under general supervision of a worker who has been trained to understand the hazards associated with the work. Such a worker must ensure that the precautionary measures are implemented and maintained.

Roles & Responsibility of the Employer and Employee

It is the duty of every worker in the workplace to ensure that he or she complies with the following:

- Take care of his or her own health and safety, as well as that of fellow workers in the workplace, who may be affected by his/her actions or negligence to act. This includes playing at work. Many people have been injured and even killed due to horseplay in the workplace, and that is considered a serious contravention.
- Where the Act imposes a duty or requirements on the worker, to cooperate with the employer.
- Give information to an inspector from the Department of Labour if he or she should require it.
- Carry out any lawful instruction which the employer or authorized person prescribes with regard to Health and Safety.
- Comply with the rules and procedures that the employer gives him or her.
- Wear the prescribed safety clothing or the prescribed safety equipment where required.
- Report unsafe or unhealthy conditions to the employer or Health and Safety Representative as soon as possible
- If he or she is involved in an accident or incident that may influence his or her health, report it to the employer or authorized person or the Health and Safety Representative as soon as possible, but not later than the end of his or her shift.

COVID 19 SHE Plan & Risk Assessment

According regulations all businesses should be in possession of a COVID-19 SHE Plan and a risk assessment. All sectors requirements differ.

General criteria is to wear face mask, keep social distance & wash hand regularly



OSHskills Offerings



- Safety Management Systems
- Safety Compliance Training
- Site Specific Files
- Safety Audits
- Supplier Audits
- Supply Safety Equipment
- ISO Implementation

