

Minimum Legal Compliance Checklist.



Here's a checklist we created based on the minimum legal requirements every business must meet. Use it to assess your compliance with South Africa's Health and Safety Act and Regulations. If you'd like access to our online version, which provides a compliance score upon completion use our QR Code on your cellphone or send us an email on **admin@safetysolve.co.za** - its free of charge!



No	MINIMUM LEGAL COMPLIANCE DOCUMENTS	
1	Risk Assessment (With all tasks listed with Hazards, Risks and Controls)	
2	Safe Operating Procedures linked to Risk Assessment with communication Records	
3	Company Policies - Health & Safety, Smoking, Alcohol and Drugs etc.	
4	Evacuation Floor Plans / Emergency Procedures / Evacuation Drill Reports	
5	Health and Safety Committee Meeting Minutes (If Applicable)	
6	Monthly Health & Safety Inspection Records	
7	Training Records (First Aid, Fire Fighter, Evacuation Officer, Incident Investigator, OHS Rep etc.)	
8	Other Training (Working at heights, Forklift, Reach truck, Overhead Cranes etc.)	
9	Incident Management (Investigation records, Annexure 1 reports, Incident Records)	
10	Appointment Letters (First Aiders, Fire Fighters, OHS Reps, Evac Officers, Machine Operators etc.)	
11	Contractors Management (Agreements, COID Letter of Goodstanding, etc.)	
12	Chemical Management (List of all chemicals on site with MSDS sheets & training records)	
13	Employee Medical Records (If Applicable - Working at heights, Annual, Machinery)	
14	SANS Approved Signage (Fire, Hazard, Information, Emergency, Mandatory etc.)	
15	Fire Equipment (Fire Hose Reels, Fire Extinguishers, Fire Blankets, Fire Hydrants etc.)	
16	Compliance Certificates (Electrical, Fire, Gas, Load testing and Pressure testing)	
17	Hygiene Surveys - Noise, Light, Ventilation, Ergonomics, Asbestos etc.	
18	Stacking and Storage Practices (If Applicable)	

Realised that you are not 100% Compliant ?

The consequences of non-compliance to the OHS Act by Department of Labour are:

Prohibition notice: Forbids certain machinery operation, area of work, or task performance.

Improvement notice: Written notice to employer on steps to remedy a problem.

Non-compliance notice: Directs the employer to appear in court for alleged non-compliance.

We can help you become compliant, contact us for assistance



www.safetysolve.co.za



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