



# P.G.C.A PROFESSIONAL GOLF CLUB AUDITING



# SAFETY, HEALTH & ENVIRONMENTAL AUDIT



INSERT LOGO OF ENTRANCE TO SITE

## SAFETY AUDIT REPORT OF: SAMPLE GOLF & COUNTRY CLUB



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**CONTACT DETAILS**

**CONGRATULATIONS ON  
ACHIEVING OUR  
PRESTIGIOUS RATING:**

**5**

**STAR RATING**

# EXECUTIVE SUMMARY

**CLIENT:** SAMPLE GOLF & COUNTRY CLUB

**DATE:** XXth MONTH '19



"YOUR COMPLIANCE IS OUR BUSINESS"

## This Safety, Health & Environment audit executive summary is for the attention of the following person's:

- a) 16.1 - Business Owner / CEO of audited entity.
- b) 16.2 - Designated person responsible for health & safety in the entity as appointed by the 16.1
- c) Management of audited entity.
- d) OHS Representative/s of the audited entity.
- e) DoL inspector's (As verification that audited entity has health & safety system in place.)
- f) Any other applicable parties ie. clients, suppliers and employees of the audited entity.

**CONFIDENTIALITY:** Please note this summary report including but not limited to all accompanying documents, training material, certificates and any other IP are exclusively for the use and purpose of rendering services to our clients. Material may not be copied without consent. Appreciate your understanding, THANK YOU

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## AUDIT SECTIONS:

<b>SECTION 1</b>	DOCUMENT AUDIT
<b>SECTION 2</b>	PHYSICAL SITE INSPECTION
<b>SECTION 3</b>	PHOTOGRAPHIC EVIDENCE
<b>SECTION 4</b>	PRODUCTS IDENTIFIED (For corrective measures)
<b>SECTION 5</b>	SIGNAGE IDENTIFIED (For corrective measures)
<b>SECTION 6</b>	ORDER FORM (Our solutions for the deviations identified)

### EXECUTIVE SUMMARY PREPARED BY:

Etienne Breytenbach  
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 Business Compliance Holdings Pty Ltd.  
 Professional Golf Club Auditing Pty Ltd.  
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# EXECUTIVE SUMMARY

## SECTION 1 - DOCUMENT AUDIT

				AUDIT REPORT LINE ITEMS			
				✓	✗	PRIORITY	N/A
				46	15	16.0	3
<b>YOUR SCORE</b>	<b>TOTAL ITEMS</b>	<b>PERCENT</b>					
<b>BY THE NUMBERS</b>	50.0	66	<b>75.8</b>				
<b>RISK ASSESSMENT PROFILE</b>	0-25% =	NON COMPLIANCE					
	26-40% =	1 STAR - VERY HIGH RISK					
	41-55% =	2 STAR - HIGH RISK					
	56-70% =	3 STAR - MEDIUM RISK					
	71-85% =	4 STAR - LOW RISK		✓			
	86% + =	5 STAR - COMPLIANCE					

## SECTION 2 - PHYSICAL SITE INSPECTION

				AUDIT REPORT LINE ITEMS			
				✓	✗	PRIORITY	N/A
				66	11	20.0	6
<b>YOUR SCORE</b>	<b>TOTAL ITEMS</b>	<b>PERCENT</b>					
<b>BY THE NUMBERS</b>	68.0	88	<b>77.3</b>				
<b>RISK ASSESSMENT PROFILE</b>	0-25% =	NON COMPLIANCE					
	26-40% =	1 STAR - VERY HIGH RISK		✓			
	41-55% =	2 STAR - HIGH RISK					
	56-70% =	3 STAR - MEDIUM RISK					
	71-85% =	4 STAR - LOW RISK					
	86% + =	5 STAR - COMPLIANCE					

## SECTION 3 - PHOTOGRAPHIC EVIDENCE

				AUDIT REPORT LINE ITEMS			
				✓	✗	PRIORITY	N/A
				190	23	30.0	13
<b>YOUR SCORE</b>	<b>TOTAL ITEMS</b>	<b>PERCENT</b>					
<b>BY THE NUMBERS</b>	#REF!	#REF!	<b>#REF!</b>				
<b>RISK ASSESSMENT PROFILE</b>	0-25% =	NON COMPLIANCE					
	26-40% =	1 STAR - VERY HIGH RISK					
	41-55% =	2 STAR - HIGH RISK					
	56-70% =	3 STAR - MEDIUM RISK					
	71-85% =	4 STAR - LOW RISK					
	86% + =	5 STAR - COMPLIANCE		✓			
	N/A =	NO PHOTO'S AVAILABLE					

# EXECUTIVE SUMMARY

## SECTION 4 - PRODUCTS IDENTIFIED

**COMMENTS:**

FOR DETAILED IDENTIFICATION OF SAFETY PRODUCTS REQUIRED, PLEASE REFER TO YOUR AUDIT REPORT - SECTION 4 AS WELL AS THE ORDER FORM - SECTION 6.

*PROPOSAL WILL BE PROVIDED*

## SECTION 5 - SIGNAGE IDENTIFIED

**COMMENTS:**

FOR DETAILED IDENTIFICATION OF SAFETY SIGNAGE REQUIRED, PLEASE REFER TO YOUR AUDIT REPORT - SECTION 5 AS WELL AS THE ORDER FORM - SECTION 6.

*PROPOSAL WILL BE PROVIDED*

## SECTION 6 - ORDER FORM

**COMMENTS:**

FOR DETAILED ITEMISATION OF ALL SAFETY SOLUTIONS OFFERED, PLEASE REFER TO YOUR AUDIT REPORT - SECTION 6.

*PROPOSAL WILL BE PROVIDED*

## GLOBAL AUDIT SCORECARD

SCORE SUMMARY	POINTS	ITEMS	%
TOTAL NON CONFORMATIES	2	#REF!	#REF!
TOTAL NON APPLICABLE ITEMS	66	#REF!	#REF!
TOTAL DEVIATION POINTS DEDUCTED	65	#REF!	#REF!

TOTALS			
COMPLETE AUDIT REPORT			
362.0	29.0	35	66
✓	✗	PRIORITY	N/A

SCORE ACHIEVED	POINTS	ITEMS	%
DOCUMENT AUDIT - SECTION 1	50.0	66	75.8
PHYSICAL AUDIT - SECTION 2	68.0	88	77.3
PHOTO AUDIT - SECTION 3	#REF!	#REF!	#REF!

<b>CONGRATULATIONS ON ACHIEVING:</b>	
<b>5</b>	<b>STAR RATING</b>

**TOTAL SCORE**

**#REF!**

**#REF!**

**#REF!**

# EXECUTIVE SUMMARY

## AUDITOR COMMENTS / RECOMMENDATIONS:

### SAMPLE GOLF & COUNTRY CLUB

Is conscientious & committed with regards to the implementation of their Safety, Health & Environment practices and procedures on-site.

I, found a positive and proactive approach to safety from management and staff alike.

### Attention should always be given to the following standard requirements:

# 1 OHS FILE - to be kept up to date on a monthly basis as a minimum.

# 2 OHS TRAINING - certificates must be kept up to date and in OHS file.

# 3 DEVIATIONS - as per this report requires corrective measures to be implemented ASAP.

*QUOTATION to address deviations found (where solutions are available) will be provided following this report.*

**NOTE:** For urgent OHS compliance certificates, a fast track solution is available.

**Re-audits** are available once corrective measures have been carried out to improve **rating**.

*Thank you for entrusting us to assist with your compliance, we look forward to reviewing your progression in either 6 or 12 months time.*

*(Audits are renewed annually, except manufacturing, production & engineering sites where a 6 monthly review is recommended.)*

## CLIENT COMMENTS / RECOMMENDATIONS:

YOUR COMMENTS ARE HIGHLY VALUED, PLEASE ADVISE US BELOW HOW YOU FOUND THE PROCESS OR ANY RECOMMENDATIONS YOU MAY HAVE IN ORDER TO IMPROVE UPON THE AUDIT SYSTEM.

YOUR COMMENTS MAY BE USED IN OUR NEWSLETTERS AND WEBSITE, PLEASE MARK "X" IN BLOCK IF YOU DO NOT AGREE

*Note: This report is based on the latest version of the OHS Act and forms part of your basic identification of compliance.*

# EXECUTIVE SUMMARY

## OCCUPATIONAL HEALTH & SAFETY ACT No. 85 of 1993

Latest version: Vol 24 No. 6 November 2017

### 50 SECTIONS

1 Definitions	26 Victimization forbidden
2 Establishment of advisory council for Occupational Health & Safety	27 Designation and functions of chief inspector
3 Functions of the council	28 Designation of inspectors by Minister
4 Constitution of the council	29 Functions of inspectors
5 Period of office & remuneration of the council	30 Special powers of inspectors
6 Establishment of technical committees	31 Investigations
7 Health & Safety policy	32 Formal inquiries
8 General duties of employers to their employees	33 Joint inquiries
9 General duties of employers and self-employed persons to persons other than their employees	34 Obstruction of investigation or inquiry or presiding inspector or failure to render assistance
10 General duties of manufacturers & others regarding articles and substances for use at work	35 Appeal against decision of inspector
11 Listed work	36 Disclosure of information
12 General duties of employers regarding listed work	37 Acts or omissions by employees or mandatories
13 Duty to inform	38 Offences, penalties and special orders of court
14 General duties of employees at work	39 Proof of certain facts
15 Duty not to interfere with, damage or misuse things	40 Exemptions
16 Chief executive officer charged with certain duties	41 This Act not affected by agreements
17 Health and safety representatives	42 Delegation and assignment of functions
18 Functions of health and safety representatives	43 Regulations
19 Health and safety committees	44 Incorporation of health and safety standards in regulations
20 Functions of health and safety committees	45 Service of notices
21 General prohibitions	46 Jurisdiction of magistrates' courts
22 Sale of certain articles prohibited	47 State bound
23 Certain deductions prohibited	48 Continuity of provisions
24 Report to inspector regarding certain incidents	49 Repeal of laws
	50 Short title and commencement

REGULATIONS - (As applied to audit report)	YES	NO	N/A
	✓	✗	N/A
1. ASBESTOS REGULATIONS - 2002		✗	
2. CONSTRUCTION REGULATIONS - 2003			N/A
3. DRIVEN MACHINERY REGULATIONS - 1988	✓		
4. DRIVING REGULATIONS - 2009	✓		
5. ELECTRICAL INSTALLATION REGULATIONS - 2009	✓		
6. ELECTRICAL MACHINERY REGULATIONS - 2011	✓		
7. ENVIRONMENTAL REGULATIONS FOR WORKPLACES - 1987	✓		
8. EXPLOSIVES REGULATIONS - 2002		✗	
9. FACILITIES REGULATIONS - 2004	✓		
10. GENERAL ADMINISTRATIVE REGULATIONS - 2003	✓		
11. GENERAL MACHINERY REGULATIONS - 1988	✓		
12. GENERAL SAFETY REGULATIONS - 1988	✓		
13. HEALTH & SAFETY OF CHILDREN AT WORK REGULATIONS			N/A
14. LEAD REGULATIONS - 2001		✗	
15. LIFTS, ESCALATOR AND PASSANGER CONVEYOR REGULATIONS 2010			N/A
16. MAJOR HAZARD INSTALLATION REGULATION		✗	
17. NOISE-INDUCED HEARING LOSS REGULATIONS		✗	
18. PRESSURE EQUIPMENT REGULATIONS -2009	✓		
19. REGULATIONS FOR HAZARDOUS BIOLOGICAL AGENTS		✗	
20. REGULATIONS CONCERNING THE CERTIFICATE OF COMPETENCY 1990	✓		
21. REGULATIONS FOR HAZARDOUS CHEMICAL SUBSTANCES - 1995	✓		
22. REGULATIONS FOR THE INTEGRATION OF THE OCCUPATIONAL HEALTH & SAFETY ACT 1995			N/A

## AUDIT DETAILS:

<b>DATE:</b>	XXth MONTH '19	<b>REFERRED BY:</b>	EXISTING/WEBSITE/THRIVE/OTHER PLS SPECIFY
<b>TIME START &amp; FINNISH:</b>	00:00 am - 00:00 am	<b>TOTAL TIME:</b>	00,0 Hrs
<b>CLIENT:</b>	SAMPLE GOLF & COUNTRY CLUB		
<b>EXTERNAL AUDITOR:</b>	ETIENNE BREYTENBACH Cell: 061-517-0224 Email: etienne@bchafrica.co.za		
<b>COMPANY OHS REP:</b>	FULL NAME		
<b>DESIGNATION:</b>	POSITION	<b>No. OF UNITS:</b>	N/A
<b>NUMBER OF EMPLOYEES:</b>	QTY	For Administrative purposes: No. of OHS Legal Requirements.	
<b>LEGALLY REQUIRED:</b>	First Aiders 0	Fire Fighters 0	OHS Reps 0 Evac Leaders 0
<b>CLIENT ADDRESS LINE 1:</b>	XX NAME STREET, SUBURB		
<b>ADDRESS LINE 2:</b>	GAUTENG, SOUTH AFRICA		

## AUDIT INFORMATION:

### RATING SYSTEM:

A STAR RATING IS APPLIED TO THIS AUDIT REPORT WHICH IS DETERMINED BY THE FOLLOWING CALCULATION. AUDIT BEGINS ON 100% THEREAFTER FOR EACH DEVIATION FOUND A DEDUCTION ACCORDING TO PRIORITY IS APPLIED:-

**A HIGH PRIORITY IS -2 POINTS (RED)**  
**A MEDIUM PRIORITY IS -1 POINT (ORANGE)**  
**A LOW PRIORITY IS -0.5 POINTS (YELLOW)**

### SCORING IS AS FOLLOWS:

- 0-25% = NON COMPLIANT
- 26-40% = 1 STAR
- 41-55% = 2 STARS
- 56-70% = 3 STARS
- 71-85% = 4 STARS
- 86-100% = 5 STARS

### IMPORTANT NOTES:

1. A PROPOSAL FOR CORRECTIVE MEASURES WILL FOLLOW THIS AUDIT.
2. ONCE CORRECTIVE MEASURES HAVE BEEN IMPLEMENTED A PROGRESS AUDIT MAY BE REQUESTED AT A SUPPLEMENTARY CHARGE OF 33% OF THE ORIGINAL COST.
3. RETAINER CLIENTS WILL BE CHARGED 33% OF STANDARD AD HOC FEES.
4. THE TOTAL NUMBER OF EMPLOYEES WILL DETERMINE THE REQUIRED NUMBER OF FIRST AIDERS, FIRE FIGHTERS, EVACUATION LEADERS & OHS REPS TO BE TRAINED & APPROPRIATE BY THE EMPLOYER.

### SWORN DECLARATION

By signing this audit you hereby declare that all information answered within this audit as well as supporting documentation and photographs provided are true, complete and accurate.

In terms of the company name and address on the cover of this Occupational Health and Safety audit.

A sworn declaration (also called a sworn statement or a statement under penalty of perjury) is a document that recites facts pertinent to a legal proceeding. It is very similar to an affidavit, but unlike an affidavit, it is not witnessed and sealed (dubious - discuss) by an official such as a notary public. Instead, the person making the declaration signs a separate endorsement paragraph at the end of the document, stating that the declaration is made under penalty of perjury.

## LEGEND & INSTRUCTIONS:

**NOTE:**  
A company Health & Safety representative should accompany the auditor during inspections where possible.

- CORRECT LINE ITEMS MARK WITH "✓"
- INCORRECT LINE ITEMS MARK WITH "✗"
- NON APPLICABLE LINE ITEMS MARK WITH "N/A"
- PRIORITIES ARE FOR OFFICIAL USE ONLY

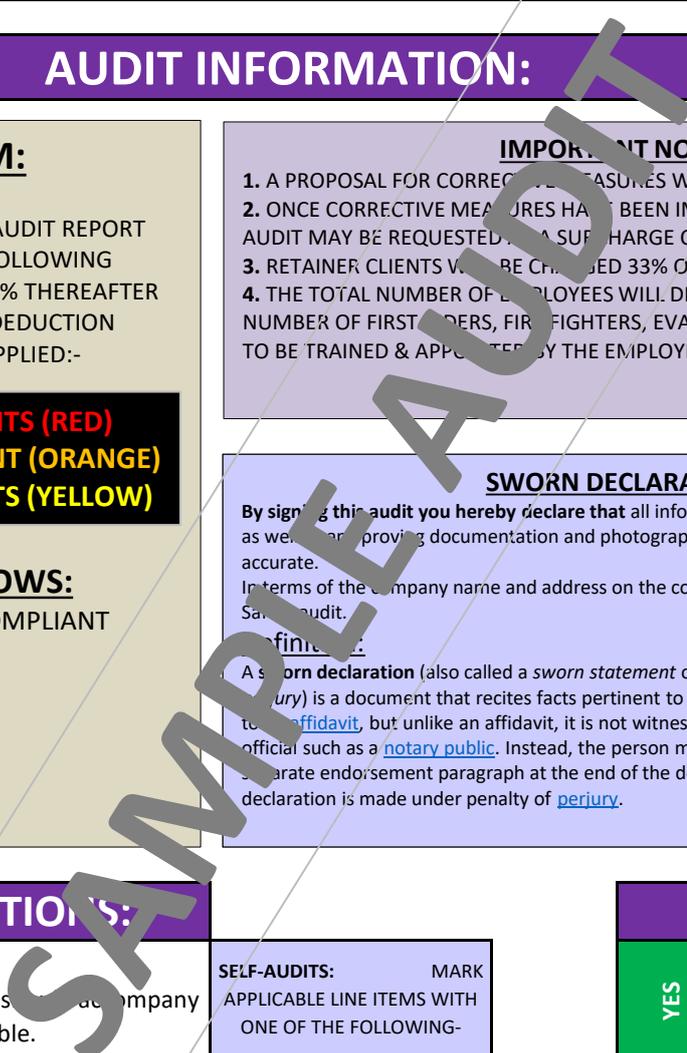
**SELF-AUDITS:** MARK APPLICABLE LINE ITEMS WITH ONE OF THE FOLLOWING-

- ✓
- ✗
- N/A

## EXAMPLE

YES	NO	PRIORITY	N/A
↑	↑	↑	↑
✓	✗	"INDICATES PRIORITY"	N/A

HIGH	}	<b>PRIORITY IS ONLY COMPLETED BY OFFICIAL AUDITOR.</b>
MEDIUM		
LOW		



## AUDIT SECTIONS:

<b>SECTION 1</b>	DOCUMENT AUDIT
<b>SECTION 2</b>	PHYSICAL SITE INSPECTION (WALK THROUGH)
<b>SECTION 3</b>	PHOTOGRAPHIC EVIDENCE
<b>SECTION 4</b>	PRODUCTS IDENTIFIED FOR CORRECTIVE MEASURES
<b>SECTION 5</b>	SIGNAGE IDENTIFIED FOR CORRECTIVE MEASURES
<b>SECTION 6</b>	ORDER FORM

## AUDIT SECTIONS TO BE COMPLETED:

### IMPORTANT:

### STEPS FOR SELF-AUDITS ONLY

1] SELECT THE **TYPE** OF AUDIT REQUIRED: ( B1, B2, C1, C2, E1, E2, E3 or E4)

2] IF AUDIT IS REQUIRED FOR **SETA** OR **DHET** REGISTRATION SELECT (E5.1 or E5.2)

3] SELECT ONE OF THE FOLLOWING SOLUTIONS: (**SAPPHIRE**, **SILVER**, **GOLD** or **PLATINUM**)

*The number of employees will determine which of the above solutions to select. (See E1 - E4)*

4] USE THE **SELF-AUDIT MATRIX** FOR GUIDANCE ON WHICH SECTIONS MUST BE COMPLETED.

*Self-Audits are recommended for small, basic sites however an Auditor can be requested for any on-site walk through.*

	AUDIT TYPES	TICK	SECTIONS TO BE COMPLETED
<b>A]</b>	<b>INDUSTRIAL AUDITS</b>		
1	MANUFACTURING / PRODUCTION	✓	(ON-SITE ONLY) AUDITOR'S DISCRETION
2	WAREHOUSING / STORAGE FACILITIES	✓	
<b>B]</b>	<b>CORPORATE AUDITS</b>		
1	OFFICES	✓	(SELF-AUDIT & ON-SITE) OPTIONS ARE AVAILABLE
2	OFFICE PARKS (COMMON GROUNDS)	✓	
<b>C]</b>	<b>RESIDENTIAL AUDITS</b>		
1	COMPLEXES (COMMON GROUNDS)	✓	(SELF-AUDIT & ON-SITE) OPTIONS ARE AVAILABLE
2	ESTATES (COMMON GROUNDS)	✓	
<b>D]</b>	<b>SPORT &amp; RECREATIONAL CLUB AUDITS</b>		
1	GOLF CLUBS	✓	(ON-SITE ONLY) AUDITOR'S DISCRETION
2	RESORTS / GAME RESERVES / HOTELS	✓	
<b>E]</b>	<b>SELF-AUDITS (HOME OR SMALL OFFICES)</b>		
1	SAPPHIRE 1-4 Employees	✓	(SELF-AUDIT & ON-SITE) OPTIONS ARE AVAILABLE
2	SILVER 5-9 Employees	✓	
3	GOLD 10-19 Employees	✓	
4	PLATINUM 20+ Employees	✓	
5.1	SELECT REQUIREMENT:	✓	SETA - Accreditation
5.2		✓	DHET - Registration
5.3		✓	NEW / RENEWAL - Certificate

## SECTION 1 – DOCUMENT AUDIT

**MARK APPLICABLE**

<b>1.1 GENERAL ADMINISTRATIVE REGULATIONS:</b>	✓	✗	PRIORITY	N/A
1 Is there an OHS File on-site? (When employ 5+ employees)	✓			
<b>OHS ACT FULL HARD COPY AS PER # 4 GENERAL ADMINISTRATIONS REGULATIONS</b>				
2 Is there copy of latest OHS Act in hardcopy format? (5+ employees)   Latest version Nov 2017	✓			
<b>BOARD BELOW REFERS TO - First Aiders, Fire Fighters, OHS Reps &amp; Evac leaders on-site.</b>				
3 OHS Appointee Notice Board/s in place? (When employ 10+ employees)	✓			
INDICATE QTY of OHS Appointee boards required (Review site locations)		N/A		
<b>LEGAL WALL CHARTS DISPLAYED</b>				
4 Basic Conditions of Employment Act - <b>Compulsory</b>   Latest version Jan 2019		✗	LOW	
5 Employment Equity Act - <b>Compulsory</b>   Latest version Feb 2015	✓			
6 Compensation for Occupational Injuries & Disease Act (COIDA)   Latest version Aug 2011	✓			
7 Construction Regulations Act   Latest version Feb 2015		✗		
8 Labour Relations Act   Latest version Dec 2014	✓			
9 Machinery Act Schedule D   Latest version (no date)	✓			
10 Occupational Health and Safety Act   Latest version Feb 2015	✓			
11 Skills Development Act   Latest version (no date)		✗		
12 Tobacco Regulations   Latest version (no date)	✓			
13 REQUIRE A SET OF ABOVE UPDATED WALL CHARTS? (Advise QTY required)		QTY		N/A
14 REQUIRE A SET OF FRAMES FOR THE WALL CHARTS? (Advise QTY required)		QTY		N/A
15 INDIVIDUAL FRAMES REQUIRED? (Advise QTY required)		QTY		

**• COMMENTS:**

PROPOSAL WILL BE PROVIDED FOR ITEMS REQUIRED THAT CAN BE SUPPLIED.

<b>1.2 CERTIFICATES &amp; APPOINTMENT LETTERS - OHS REPS:</b>	✓	✗	PRIORITY	N/A
<b>OHS REPRESENTATIVES</b> required when 20+ Employees - As per Section 17(1)				
Purple block = Min Qty required	0	Red block = Client Qty in place?	QTY	
1 OHS Representative/s certificates of competency completed	✓			
2 Certificate/s correct? (name, expiry dates etc.)	✓			
3 Is ratio correct? (20 or > = 1 thereafter 1:50)	✓			
4 Appointment letters of OHS representatives	✓			
<b>OHS REPRESENTATIVES AS PER SECTION 19(3)</b>				
5 If two or more Health and Safety Reps required then an OHS committee?	✓			
6 Are OHS representatives nominated and elected by workers?		✗	MEDIUM	
7 Have committee members been trained? (*committee formulation)		✗	MEDIUM	
8 Did client OHS responsible employee accompany auditor on the inspection?	✓			
(If no, please give reason below - If self-audit conducted, please mark N/A for above)				

**• REASON:**

**• COMMENTS: \*committee formulation** - Only applicable if 50+ emps (No of Reps = No of Company Reps + Chairperson)

<b>1.3 CERTIFICATES &amp; APPOINTMENT LETTERS - FIRST AIDERS:</b>	✓	✗	PRIORITY	N/A
<b>FIRST AIDERS</b> required when 10+ Employees - As per GSR 3(4)				
Purple block = Min Qty required	0	Red block = Client Qty in place?	QTY	
1 First Aider/s certificates of competency completed?		✗	HIGH	
2 Certificate/s correct? (name, expiry dates etc.)		✗	MEDIUM	
3 Is ratio correct? (10 or > = 1 thereafter 1:50)		✗	MEDIUM	
4 Appointment letters of First Aiders	✓			

**• COMMENTS:**

REDACTED SECTION

				✓	✗	PRIORITY	N/A
	0		QTY				
				✓			
				✓			
				✓			
				✓			

				✓	✗	PRIORITY	N/A
	0		QTY				
					✗	MEDIUM	
					✗	MEDIUM	
							N/A
				✓			
				✓			
					✗	HIGH	
					✗	HIGH	

				✓	✗	PRIORITY	N/A
			QTY	✓			
			QTY	✓			
			Polish and display this report for all staff	✓			

				✓	✗	PRIORITY	N/A
				✓			
					✗	MEDIUM	

				✓	✗	PRIORITY	N/A
			QTY	✓			
				✓			
				✓			

				✓	✗	PRIORITY	N/A
			Add this report to your OHS File	✓			



## SECTION 2 – PHYSICAL SITE INSPECTION

MARK APPLICABLE

2.1 ENVIRONMENTAL STRESS FACTORS:		✓	✗	PRIORITY	N/A
1 <b>STRESS FACTORS:</b> In your opinion are there are <b>NO</b> stress factors to employees senses?		✓			
2 <b>NOISE:</b> In your opinion is the noise level below 85 dba? (See comments below for examples.)		✓			
3 <b>HEAT:</b> Are employees protected from heat?		✓			
4 <b>VENTILATION:</b> Is there adequate ventilation in <b>ALL</b> work areas?		✓			
- Indicate number of new <b>AIRCON</b> units required (review site locations)	YES				
5 <b>AIRCON:</b> Are there isolator switches for <b>EACH</b> air conditioner? QTY Required	YES	✓			
6 <b>LIGHTING:</b> Is glare in the workplace is reduced to a level that does not impair vision?		✓			
7 Are all lamps and Luminaries kept clean and when defective replaced regularly?		✓			
8 <b>DUST:</b> Are employees protected from dust particles.		✓			
9 <b>PPE:</b> Is there any other PPE that may be require? (If <b>YES</b> , record on Products Sheet)		✓			

• **COMMENTS:**

**85 dB SOUNDS LIKE:** 4 times as loud as 70 dB. Likely damage in 8 hour exposure. Car wash at 20 ft (89 dB); propeller plane flyover at 1000 ft (88 dB); diesel truck 40 mph at 50 ft (84 dB); diesel train at 45 mph at 100 ft (83 dB). Food blender (88 dB); milling machine (85 dB); garbage disposal (80 dB).

2.2 GENERAL SAFETY		✓	✗	PRIORITY	N/A
1 Are all passageways clear?		✓			
2 Are appropriate handrails and barriers in place?			✗	HIGH	
<b>ALL EMERGENCY EXITS</b>					
3 Exits clearly marked? (If <b>NO</b> Refer to Signage - Section 5)		✓			
4 Free of obstacles?		✓			
5 Is there an emergency assembly point and signaged?	QTY	✓			
6 <b>FIRE EQUIPMENT</b> provided?		✓			
7 Is all fire equipment signaged? (If <b>NO</b> Refer to Signage - Section 5)		✓			
8 Is all fire equipment accessible? (Clear path to equipment)		✓			
9 Is all fire equipment demarcated? (Painted area 1m x 1m on ground for <b>FACTORIES</b> )		✓			
10 Serviced regularly?		✓			
11 Is there an emergency alarm? <b>ENSURE MINIMUM 1 PER SECTION</b>		✓			
<b>INDICATE QTY OF ALARMS REQUIRED</b> (Review site locations)	QTY				
12 Is there a security alarm?		✓			
13 Is <b>PPE</b> required for departments /employees? (Refer to Products - Section 4)		✓			
14 Is internal training on the use of PPE provided?		✓			
15 Is PPE provided free of charge?		✓			
16 Is PPE being maintained and replaced?			✗	HIGH	
17 <b>FLOORS</b> are skid free, free of obstacles and other hazards?			✗	HIGH	
<b>FIRST AID KITS</b>					
18 Kit <b>bag</b> available in offices? (If <b>NO</b> advise QTY required? 1:50 emps)	QTY	✓			
19 Metal <b>box</b> available for large areas? (ie. warehouse / factory / workshop)	QTY	✓			
<b>First Aid Vehicle</b> kit bag is required for work purposes. (Excludes travel to & from work)					
20 First Aid Kits present in all vehicles? (Advise QTY of vehicles)	QTY	✓			
21 Are all First Aid Kits signage visible? (If <b>NO</b> advise QTY Signage required)	QTY	✓			
22 Are all kits accessible? (Clear access)		✓			
23 Do all first aid kits have locks or tamper proof seals in place? <b>OHS Act requires this.</b>		✓			
24 Does contents comply to prescribed list in all kits? (Refer to Products - Section 4)		✓			
25 Contents monthly check list in all kits?		✓			

• **COMMENTS:**

**FIRST AID KIT CONTENTS** (See products section 4)

REDACTED SECTION

	✓	✗	PRIORITY	N/A
	✓			
	✓			
	✓			
	✓			

	✓	✗	PRIORITY	N/A
	✓			
	✓			
	✓			
	✓			
	QTY			

	✓	✗	PRIORITY	N/A
	✓			
	✓			
		✗	HIGH	
		✗	MEDIUM	
	QTY			

	✓	✗	PRIORITY	N/A
				N/A
				N/A
				N/A

	✓	✗	PRIORITY	N/A
	✓			
	✓			
	✓			
		✗	HIGH	
	✓			
	✓			
		✗	HIGH	
		✗	HIGH	
	✓			
	✓			

	✓	✗	PRIORITY	N/A
	✓			
	✓			
		✗	MEDIUM	
	✓			

		✓	✗	PRIORITY	N/A
		✓			
		✓			
		✓			
		✓			
		✓			
		✓			
		✓			
		✓			
	QTY	✓			
	QTY	✓			

		✓	✗	PRIORITY	N/A
					N/A
					N/A
					N/A

		✓	✗	PRIORITY	N/A
		✓			
		✓			

		✓	✗	PRIORITY	N/A
		✓			
	QTY	✓			
			✗	HIGH	
			✗	HIGH	
		✓			

<b>SECTION 2 - SUMMARY</b>							✓	✗	PRIORITY	N/A
						66.0	11.0	20	6	

REDACTED SECTION

## GLOBAL SCORECARD

SCORE SUMMARY	POINTS	ITEMS	%
TOTAL NON CONFORMATIES	29	#REF!	#REF!
TOTAL NON APPLICABLE ITEMS	66	#REF!	#REF!
TOTAL DEVIATION POINTS DEDUCTED	35.0	#REF!	#REF!

TOTALS			
AUDIT REPORT LINE ITEMS			
362	29	35.0	66
✓	✗	PRIORITY	N/A

SCORE ACHIEVED	POINTS	ITEMS	%
DOCUMENT AUDIT - SECTION 1	50.0	66	75.8
PHYSICAL AUDIT - SECTION 2	68.0	88	77.3
PHOTO AUDIT - SECTION 3	#REF!	#REF!	#REF!

CONGRATULATIONS ON ACHIEVING:

5 STAR RATING

TOTAL SCORE	#REF!	#REF!	#REF!
-------------	-------	-------	-------

## SIGN OFF BY AUDITOR & OHS CLIENT REPRESENTATIVE:

	<div style="background-color: #ffe6e6; padding: 5px; font-size: 0.8em; color: #ccc;">SIGN OFF ON HARD COPY ORIGINAL AUDIT REPORT</div>	<div style="background-color: #ffe6e6; padding: 5px; font-size: 0.8em; color: #ccc;">ONLY REQUIRED FOR 1st TIME DHET REGISTRATIONS</div>
<b>AUDITOR SIGNATURE</b>	<b>CLIENT SIGNATURE</b> (SWORN DECLARATION)	<b>VERIFICATION SIGNATURE</b>
ETIENNE BREYTENBACH	_____ FULL NAME	_____ AUDITOR NAME
<b>AUDITOR NAME</b>	<b>CLIENT OHS REPRESENTATIVE</b>	<b>SAIOSH GRADUATE</b>
EXTERNAL AUDITOR	_____ POSITION	_____ SAFETY AUDITOR
<b>DESIGNATION</b>	<b>DESIGNATION</b>	<b>DESIGNATION</b>

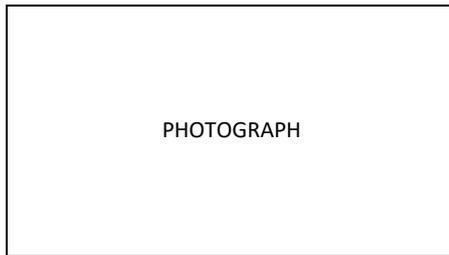
SAMPLE AUDIT

# SECTION 3 – PHOTOGRAPHIC EVIDENCE & RECOMMENDATIONS

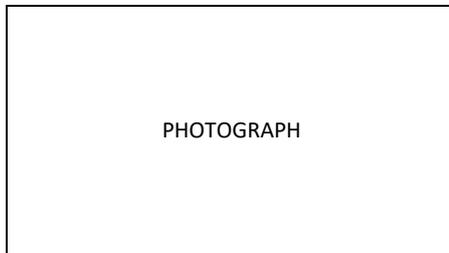
## SCORE MATRIX

<b>CORRECT PHOTOS</b>	#REF!	#REF!
<b>NON APPLICABLE PHOTOS</b>	#REF!	#REF!
<b>DEVIATIONS - HIGH PRIORITY PHOTOS</b>	#REF!	#REF!
<b>DEVIATIONS - MEDIUM PRIORITY PHOTOS</b>	#REF!	#REF!
<b>DEVIATIONS - LOW PRIORITY PHOTOS</b>	#REF!	#REF!
<b>TOTAL DEVIATIONS</b>	#REF!	#REF!
<b>TOTAL NUMBER OF PHOTOS</b>	#REF!	#REF!

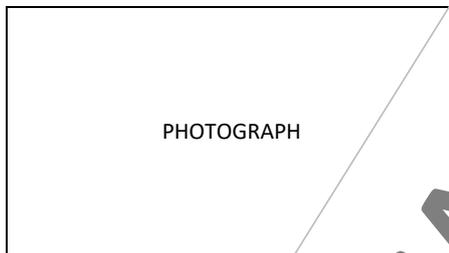
## SAMPLES OF PHOTOGRAPHIC AUDITING



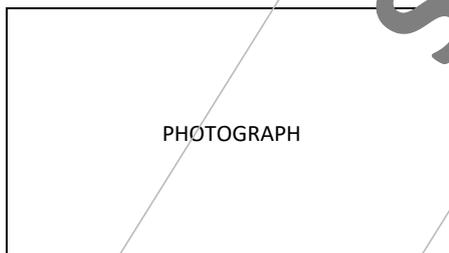
<b>PIC #:</b>	P001		
<b>PRIORITY:</b>	CORRECT		
<b>TITLE:</b>	VIEW OF BUILDING		
<b>RECOMMENDATION / COMMENT:</b>	SAMPLE OF A <b>CORRECT PRIORITY</b> PHOTOGRAPH WITH A NOTE		
<b>FIXED BY:</b>	N/A	<b>DATE:</b>	N/A



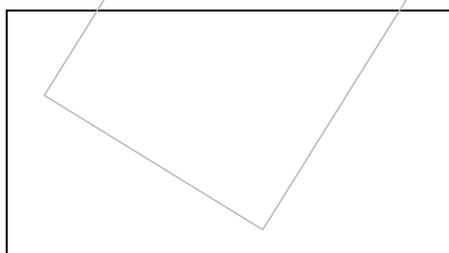
<b>PIC #:</b>	P002		
<b>PRIORITY:</b>	LOW		
<b>TITLE:</b>	MAINTENANCE REQUIRED		
<b>RECOMMENDATION / COMMENT:</b>	SAMPLE OF A <b>LOW PRIORITY</b> PHOTOGRAPH WITH A RECOMMENDATION		
<b>FIXED BY:</b>		<b>DATE:</b>	



<b>PIC #:</b>	P003		
<b>PRIORITY:</b>	MEDIUM		
<b>TITLE:</b>	SIGNAGE REQUIRED		
<b>RECOMMENDATION / COMMENT:</b>	SAMPLE OF A <b>MEDIUM PRIORITY</b> PHOTOGRAPH WITH A RECOMMENDATION.		
<b>FIXED BY:</b>		<b>DATE:</b>	



<b>PIC #:</b>	P004		
<b>PRIORITY:</b>	HIGH		
<b>TITLE:</b>	FIRE EQUIPMENT		
<b>RECOMMENDATION / COMMENT:</b>	SAMPLE OF A <b>HIGH PRIORITY</b> PHOTOGRAPH WITH A RECOMMENDATION.		
<b>FIXED BY:</b>		<b>DATE:</b>	



<b>PIC #:</b>	P005		
<b>PRIORITY:</b>	NON APPLICABLE		
<b>TITLE:</b>	DUPLICATE PHOTO		
<b>RECOMMENDATION / COMMENT:</b>	SAMPLE OF A <b>N/A PRIORITY</b> PHOTOGRAPH WITH A NOTE		
<b>FIXED BY:</b>	N/A	<b>DATE:</b>	N/A

PHOTOS WILL BE ADDED BY AUDITOR TO FINAL REPORT



<b>PIC #:</b>	P016
<b>TITLE:</b>	ELECTRICAL - SIGNAGE
<b>PRIORITY:</b>	LOW
<b>RECOMMENDATION / COMMENT:</b>	ELECTRICAL SIGNAGE IS NOT IN PLACE.
	
<b>FIXED BY:</b>	<b>DATE:</b>



<b>PIC #:</b>	P017
<b>TITLE:</b>	ELECTRICAL
<b>PRIORITY:</b>	MEDIUM
<b>RECOMMENDATION / COMMENT:</b>	COVER BOARD COVER LOOSE OR MISSING, ENSURE IN PLACE TO PROTECT PERSONS FROM CONTACT WITH LIVE WIRES AND CABLES.
<b>FIXED BY:</b>	<b>DATE:</b>



<b>PIC #:</b>	P018
<b>TITLE:</b>	FIRE EQUIPMENT - SIGNAGE
<b>PRIORITY:</b>	CORRECT
<b>RECOMMENDATION / COMMENT:</b>	FIRE EQUIPMENT IS SIGNAGED CORRECTLY.
<b>FIXED BY:</b>	N/A
<b>DATE:</b>	N/A

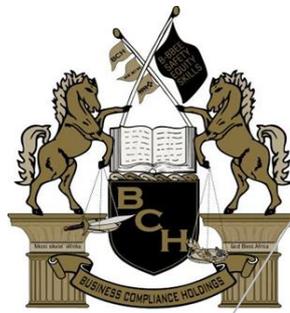


<b>PIC #:</b>	P019
<b>TITLE:</b>	FIRE EQUIPMENT
<b>PRIORITY:</b>	HIGH
<b>RECOMMENDATION / COMMENT:</b>	FIRE HOSE IS MISSING. RECOMMEND REPLACING OR REMOVING EQUIPMENT AS WELL AS SIGNAGE SO AS NOT TO CONFUSE ANY WOULD USES IN AN EMERGENCY.
<b>FIXED BY:</b>	<b>DATE:</b>



<b>PIC #:</b>	P020
<b>TITLE:</b>	PLUMBING
<b>PRIORITY:</b>	MEDIUM
<b>RECOMMENDATION / COMMENT:</b>	BLOCKED DRAIN FROM CADDIE SHACK IS A HEALTH HAZARD AND RECOMMEND APPLYING DRAIN CLEANER OR CALL OUT LOCAL PLUMBING SERVICE.
<b>FIXED BY:</b>	<b>DATE:</b>

ANOTHER 240 POTOGRAPHS HAVE BEEN REDACTED FROM SAMPLE AUDIT TO PROTECT CLIENT



## SECTION 4 - OHS PRODUCTS IDENTIFIED

### FIRST AID KITS

#### 1. CLUTCH BAG - SMALL OFFICE (REGULATION 3)

ONLY insert QTY's required

QTY

- A] COMPLETE KIT
- B] REFILL KIT

2



#### 2. METAL BOX - FACTORY / WAREHOUSE / LARGE OFFICE (REGULATION 3 & 7)

QTY

- A] COMPLETE KIT
- B] REFILL KIT

1



#### 3. VEHICLE KIT - TRANSPORTATION (REGULATION 3 & 7)

QTY

- A] COMPLETE KIT
- B] REFILL KIT

5



**ORDER YOUR REPLACEMENT KITS ANNUALLY**

# FIRST AID KIT CONTENTS

REGULATION 3 KIT:	TICK
1 X CETRIMIDE SOLUTION 100ml	
1 x GAUZE SABS 100's	
1 X COTTON WOOL 100gr	
2 X SWABS STERILE 5's	
1 x FORCEP	
1 X SAFETY PINS	
1 X SCISSORS	
4 X TRIANGULAR BANDAGES non woven	
4 X BANDAGES 75mm	
4 X BANDAGES 100mm	
1 X FABRIC ROLL PLASTER 25mm	
1 x ANTI ALLERGIC TAPE 25mm	
1 x PLASTERS 20's	
4 X FIRST AID DRESSING - MEDIUM	
4 X FIRST AID DRESSING - LARGE	
2 X MANDY STRIPS	
4 X PAIRS GLOVES	
2 X RESPAID	
1 x FORCEP	
1 X SAFETY PINS	
1 X SCISSORS	
4 X TRIANGULAR BANDAGES non woven	
4 X BANDAGES 75mm	
4 X BANDAGES 100mm	
1 X FABRIC ROLL PLASTER 25mm	
1 x ANTI ALLERGIC TAPE 25mm	
1 x PLASTERS 20's	
4 X FIRST AID DRESSING - MEDIUM	
4 X FIRST AID DRESSING - LARGE	
2 X MANDY STRIPS	
4 X PAIRS GLOVES	
2 X RESPAID	

**ONLY COMPLETE REPLACEMENT KITS ARE AVAILABLE.**

CONTENTS IS FOR INFORMATION ONLY.



SAMPLE AUDIT

REGULATION 7 BLOOD SPILL:	TICK
1 X COMPLETE REGULATION 3 KIT + BELOW ITEMS	
1 X GLOVES HOUSEHOLD LARGE	
1 x GLOVES HOUSEHOLD MEDIUM	
2 X MASK FACE PAPER 2PLY	
2 X ABSORBENT GEL Tub 25gr	
1 x BACTEREX - 15 Sachet	
4 X PAPER TOWEL	
1 X BAG WASTE RED SELF SEAL 310x360x50mic	

**ONLY COMPLETE REPLACEMENT KITS ARE AVAILABLE.**

CONTENTS IS FOR INFORMATION ONLY.



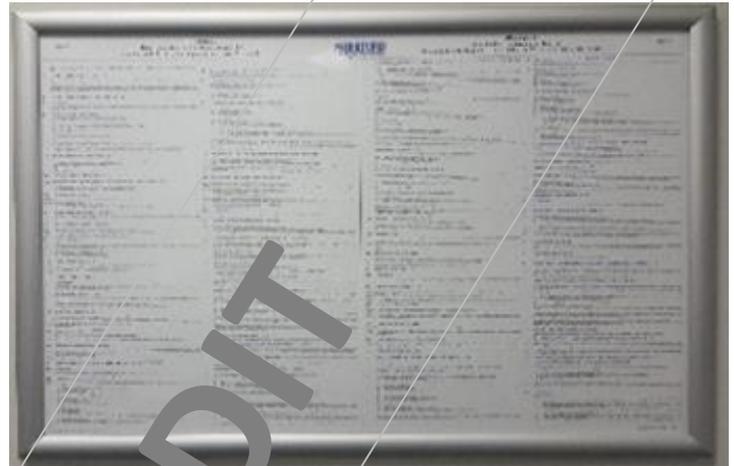


# LEGAL WALL CHARTS

## A1 WALL CHARTS ACTS



## A1 WALL FRAMES



### SET OF UPDATED CHARTS

2

STANDARD SET OF 7 ACTS (8 CHARTS)

*Excludes Construction & Machinery Acts*

### SET OF A1 CLIP FRAMES

2

STANDARD SET (8 FRAMES)

### INDIVIDUAL WALL CHARTS

3

Basic Conditions of Employment Act - **Compulsory**

1

Employment Equity Act - **Compulsory**

Compensation for Occupational Injuries & Disease Act (COIDA)

Construction Regulations Act

1

Labour Relations Act

Machinery Act Schedule D

Occupational Health and Safety Act

Regulations (OHS 2nd Wall Chart)

Skills Development Act

1

Tobacco Regulations

### INDIVIDUAL FRAMES

Basic Conditions of Employment Act - **Compulsory**

1

Employment Equity Act - **Compulsory**

Compensation for Occupational Injuries & Disease Act (COIDA)

Construction Regulations Act

1

Labour Relations Act

Machinery Act Schedule D

Occupational Health and Safety Act

Regulations (OHS 2nd Wall Chart)

Skills Development Act

1

Tobacco Regulations

#### NOTE:

IF A SET OF WALL CHARTS IS  
SELECTED THEN NO  
INDIVIDUAL CHARTS WILL

#### NOTE:

IF A SET OF FRAMES IS  
SELECTED THEN NO  
INDIVIDUAL FRAMES WILL

# STATUTORY PRODUCTS

**OHS FILES**

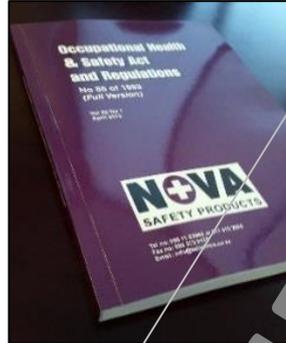
**1**



**OHS ACT**

**2**

**A5 BOOKLET**



**AED**

**2**



**AED**

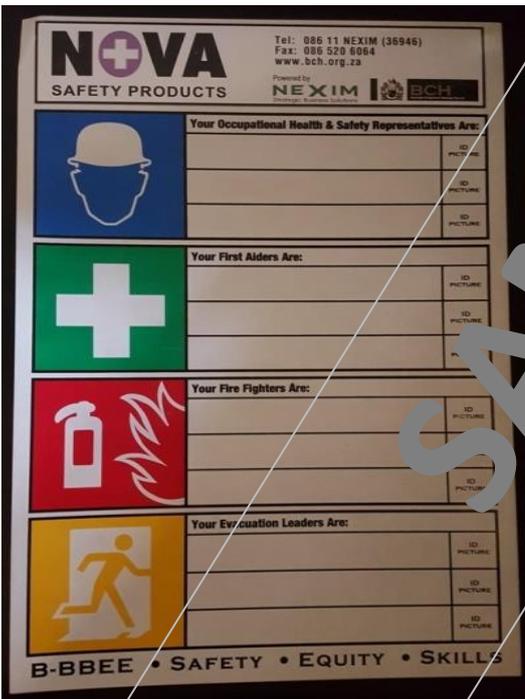
**AUTOMATED ELECTRONIC DEFIBRILLATOR**

**OHS APPOINTEE BOARDS**

**5**

**HAND HELD FIRE ALARM**

**5**



← **LOCATION** →

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 10 \_\_\_\_\_



**PLEASE BE ADVISED**

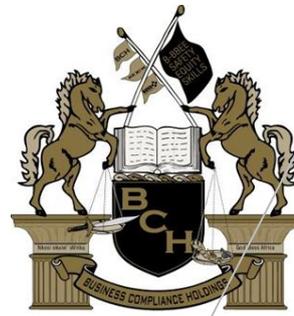
- FOR ANY PRODUCTS NOT LISTED, PLEASE SEND AN EMAIL WITH YOUR REQUEST TO BE REVIEWED.
- LISTED HERE ARE THE PRIMARY SAFETY PRODUCTS THAT COMPANIES MAY NEED TO COMPLY.
- NEW PRODUCTS ARE ADDED ON AN AD HOC BASIS

# FIRE EQUIPMENT

Fire extinguishers can be a crucial part of the office/factory fire safety plan. They can save lives and property by putting out a small fire or suppressing it until the fire department arrives.



SAMPLE AUDIT



## SECTION 5 - SIGNAGE REQUIRED

### TYPES & SIZES AVAILABLE

#### TYPES

ABS = PLASTIC

C = CHROMADEX

P = PHOTOLUMINESCENT

S = STICKER

ABS plastic signs are the most common as they are light and easy to print any design on them.

Chromadex is an epoxy coated, galvanized steel sheet used for exterior & interior signage applications.

These glow in the dark signs are ideal when visibility is low due to fire & in walk-in freezers if the lights out go.

Stickers are ideal for DB & telephone Boards or any other application where a sticker can be used.

#### STANDARD SIZES

(CUSTOM MADE SIGNS AND SIZES ARE AVAILABLE ON REQUEST)

150 X 150mm

Small office sized signage.

190 x 190mm

Normal office sized signage.

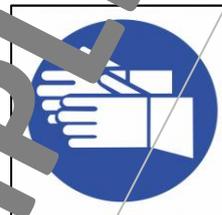
290 x 290mm

Large areas, outside, warehouse, factories, stores etc.

### EXAMPLES BELOW



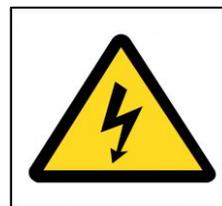
SPECIFICATIONS		PHOTO REFERENCE #
REQUIRE	✓	<b>P053</b>
SIZE	290	
TYPE	ABS	
QTY	1	



SPECIFICATIONS		PHOTO REFERENCE #
REQUIRE	✓	<b>P003 / P064 / P149</b>
SIZE	190	
TYPE	ABS	
QTY	3	



SPECIFICATIONS		PHOTO REFERENCE #
REQUIRE	✓	<b>P095 / P115</b>
SIZE	150	
TYPE	p	
QTY	2	



SPECIFICATIONS		PHOTO REFERENCE #
REQUIRE	✓	<b>P026 / P031 / P164 / P296</b>
SIZE	STD	
TYPE	s	
QTY	4	

ONLY insert QTY's required on all below pages - Thank you

## SECTION 6 - ORDER FORM

### ITEMS IDENTIFIED FOR CORRECTIVE MEASURES

**CLIENT:** SAMPLE GOLF & COUNTRY CLUB

**DATE:** XXth MONTH '19

AN OFFICIAL QUOTATION WILL BE PROVIDED BASED ON BELOW DEVIATIONS IDENTIFIED  
THROUGHOUT YOUR AUDIT REPORT

PRODUCT DESCRIPTION	QTY	TICK
<b>6.1 OHS STATIONARY</b>		
OHS FILE	1	
OHS ACTS BOOKLET	2	
SAFETY FORMS AND REPORTING TEMPLATES AVAILABLE @ No Charge, T&C's Apply. (See 6.15 below)		
<b>6.2 LEGAL WALL CHARTS</b>		
<b>SET OF WALL CHARTS X 7 Acts (8 x Charts)</b> - Excludes Construction & Machinery Schedule D	2	
1 BASIC CONDITIONS OF EMPLOYMENT ACT - <b>COMPULSORY</b>	1	
2 COMPENSATION FOR OCCUPATIONAL INJURIES & DISEASES ACT (COIDA)		
CONSTRUCTION REGULATIONS ACT	1	
3 EMPLOYMENT EQUITY ACT - <b>COMPULSORY</b>		
4 LABOUR RELATIONS ACT		
MACHINERY ACT - SCHEDULE D		
5 OCCUPATIONAL HEALTH AND SAFETY ACT ( <b>2 X Charts</b> )		
6 SKILLS DEVELOPMENT ACT	1	
7 TOBACCO REGULATIONS		
<b>6.3 FRAMES FOR WALL CHARTS</b>		
<b>SET OF FRAMES (8 X FRAMES FOR ONE SET OF 7 ACT CHARTS)</b>	2	
INDIVIDUAL FRAMES		
<b>6.4 FIRST AID KITS &amp; REFILLS</b>		
CLUTCH BAG - OFFICE KIT (REG 3) - COMPLETE	2	
CLUTCH BAG - OFFICE KIT (REG 3) - REFILL		
METAL BOX - FACTORY / WAREHOUSE (REG 7 & 3) - COMPLETE		
METAL BOX - FACTORY / WAREHOUSE (REG 7 & 3) - REFILL	1	
VEHICLE KIT (REG 7 & 3) - COMPLETE	5	
VEHICLE KIT (REG 7 & 3) - REFILL		
<b>FIRST AID KIT - INDIVIDUAL CONTENT ITEMS ARE NOT AVAILABLE</b>		
<b>6.5 FIRE EQUIPMENT</b>		
<b>FIRE EXTINGUISHERS - SPECIFY TYPE &amp; SIZES REQUIRED</b>		
FIRE EXTINGUISHER WALL MOUNTS		
SERVICING / REPAIRS - CLIENT TO SOURCE DIRECTLY OR OUTSOURCED SOLUTIONS AVAILABLE		
<b>6.6 EVACUATION SOLUTIONS</b>		
EVACUATION DRILLS (ON-SITE & SELF EVACUATION DRILLS - AVAILABLE (INCLUDES BELOW 1-3)	1	
<b>YOUR PROPOSAL WILL INCLUDE BOTH ON-SITE &amp; SELF SOLUTIONS FOR ABOVE DRILLS</b>		
1) PRE-ASSESSMENT OF EVACUATION READINESS		
2) CONDUCT EVACUATION DRILLS		
3) EVACUATION FEEDBACK REPORT & CERTIFICATION		
EVACUATION ROUTES - BUILDING BLUE PRINTS MUST BE PROVIDED	1	
EMERGENCY PLAN - PROCESS AND PROCEDURE		
EMERGENCY PREPAREDNESS & EVACUATION POLICY		
EVACUATION ALARM / SIREN (WALL MOUNT)	5	
<b>6.7 HEART SAFE EQUIPMENT</b>		
AED (AUTOMATED ELECTRONIC DEFIBRILATOR) ADVISE IF DEMO REQUIRED?		
DRONES - ADVISE IF DEMO REQUIRED FOR LARGE SITES		

6.8 SAFETY TRAINING			
<i>TRAINING QUOTED INCLUDES MANDATORY REQUIREMENTS AND REFRESHER QTY'S</i>			
OHS INDUCTION - All Staff			
EVACUATION INDUCTION - All Staff			
FIRST AIDER LEVEL-1 (Min Ratio = 1:50)			
FIRE FIGHTER (Min Ratio = 1:50)			
EVACUATION LEADERS (20+ emp's = Min 1 thereafter 1:50)			
OHS REPS (20+ emp's = Min 1 thereafter 1:50)			
ACCIDENT / INCIDENT INVESTIGATOR (OHS Rep)			
LADDER SAFETY TRAINING - <b>Specify Number delegates to be trained.</b>		1	
OHS COMMITTEE (Reps = # of employee reps + 1 manager/chairperson)			
OHS MANAGEMENT (Committee member)			
6.9 SECURITY ALARMS AND ANCILLARY PRODUCTS			
NEW SECURITY EQUIPMENT / REPAIRS - BM SECURITY			
REQUEST INTRODUCTION			
6.10. AIRCONDITIONERS			
NEW UNITS - AIR TECHNOLOGY			
SERVICING / REPAIRS - AIR TECHNOLOGY			
INSTALL ISOLATORS - AIR TECHNOLOGY			
6.11 WATER PROTECTION DEVICES			
REQUIRE LIFE SAVING DEVICE			
LIFE JACKETS - SPECIFY SIZES REQUIRED			
LIFEBUOY RING - 75CM 2.5Kg / 4.5Kg - SPECIFY SIZES REQUIRED			
6.12 EQUIPMENT SERVICES			
CRANES - AJM			
FORK LIFT SERVICES - AAH SKILLS			
FORK LIFT LICENCES (NEW & RENEWALS)			
ON-SITE MEDICALS - MAISTRY			
BOILERS - BOILER MAINTENANCE			
6.13 TEMPLATES AVAILABLE - NO CHARGE WITH ANY ORDERS PLACED			
EVACUATION PLAN - PROCESS AND PROCEDURE			
OHS REPS NOMINATION PROCESS			
OHS COMMITTEE NOMINATION PROCESS		1	
OHS COMMITTEE MINUTES OF MEETING			
16.1 APPOINTMENT LETTER			
16.2 APPOINTMENT LETTER		1	
APPOINTMENT LETTERS (First Aiders)			
APPOINTMENT LETTERS (Fire Fighters)			
APPOINTMENT LETTERS (Evacuation Leaders)			
APPOINTMENT LETTERS (OHS Representatives)			
ACCIDENT/INCIDENT RECORD			
NEAR MISS REPORT - HIRA (HAZARD IDENTIFICATION RISK ASSESSMENT)			
LADDER - MONTHLY INSPECTION RECORD			
FIRST AID KIT CONTENTS MONTHLY CHECK LIST			
COIDA LETTER OF GOOD STANDING - PROCESS TO REGISTER FOR WORKMANS COMPENSATION			
VEHICLE / CART INSPECTION CHECK LIST			

6.14

**SIGNAGE**



**SIZE**      **TYPE**      **QTY**      **TICK**

**SIGNAGE - PERSONNEL IDENTIFICATION**

OHS APPOINTEE BOARD (FIRST AIDERS / FIRE FIGHTERS / EVAC LEADERS & OHS REPS)

A3      ABS      5

**SIGNAGE - OUTSIDE BUILDING**

EMERGENCY ASSEMBLY POINT

440mm

PUBLIC LIABILITY - ENTERING PREMISES

#REF!

PUBLIC LIABILITY - SWIMMING AREAS

#REF!

EMERGENCY CONTACTS STICKER - COMPANY VEHICLES / CHARTS

QTY, SIZE & DESIGN REQUIRED

1

**SIGNAGE - INSIDE BUILDING**

**INFO SIGNAGE**

FIRST AID

GREEN ARROW

EXIT - GREEN SIGNAGE

EMERGENCY ASSEMBLY POINT - INDOORS FOR STRIKES ETC.

STAIRS UP

STAIRS DOWN

REST ROOM - MALE

REST ROOM - FEMALE

**FIRE SIGNAGE**

EXIT (FACING LEFT)

EXIT (FACING RIGHT)

EXIT (FACING DOWN)

RED ARROW

EMERGENCY ALARM

FIRE EXTINGUISHER

FIRE HOSE REEL

FIRE HYDRANT

RED ARROW

**SAFETY SIGNAGE**

GENTS RESTROOM

LADIES RESTROOM

**WARNING SIGNAGE**

ELECTRICAL SIGNAGE

HAND HELD EMERGENCY ALARM

**SIGNAGE - CUSTOM MADE**

1.

2.

**LABELS**

LADDERS

FOOD LABELS - PROVIDED IN ROLLS (ADVISE TEXT & SIZE)

1

6.15

**PERSONAL PROTECTIVE EQUIPMENT**

(Please provide item specifications & monthly quantities for quotation)

NOISE PROTECTION - Specify preferred requirements

HEAT PROTECTION - Specify preferred requirements

DUST PROTECTION - Specify preferred requirements

SAMPLE AUDIT

**6.16 OTHER PRODUCTS**

PACK - TAMPER PROOF CABLES (YELLOW ) FOR FIRST AID KITS		
PACK - TAMPER PROOF CABLES (RED ) FOR FIRE EQUIPMENT		
LOCKOUT SYSTEM DEVICES - OPTIONS ARE AVAILABLE		
LADDERS - RECOMMEND FIBERGLASS (DOES NOT CONDUCT ELECTRICITY)		

**6.17 OHS COMPLIANCE CERTIFICATE**

HARD COPY OF YOUR SAFETY COMPLIANCE CERTIFICATE	1	
DELIVERED / COURIER	1	

**6.18 OHS ADDITIONAL SERVICES**

ON-SITE ASSESSMENT OF CLIENT SITE		
ON-SITE AUDIT OF CLIENT SITE - AS PER THIS REPORT		
CHAIRING OF OHS COMMITTEE MEETINGS		
PUBLIC LIABILITY INSURANCE - BAY UNION INTRODUCTION		

FOR ASSISTANCE WITH ANY SAFETY RELATED ITEMS, YOU ARE WELCOME TO ADD NOTES BELOW OR SEND EMAIL

**NOTES**

Multiple empty lines for notes.

**CONTACT DETAILS**



**ON-SITE AUDITS**

ETIENNE CELL: 061 517 0224 EMAIL: [etienne@bchafrica.co.za](mailto:etienne@bchafrica.co.za)

**SAFETY PRODUCTS**

ANABELA TEL: 011 682 1458 EMAIL: [anabela@bchafrica.co.za](mailto:anabela@bchafrica.co.za)

SAMPLE AUDIT

# PARTNER NETWORK SERVICE PROVIDERS

## ➤ BAY UNION FINANCIAL SERVICES

Providing an initial consultation and risk audit to gain an understanding of your business objectives and to evaluate the potential risks your business might face.



## ➤ NORTON ROSE FULLBRIGHT

We provide the world's preeminent corporations and financial institutions with a full business law service. We have more than 4,000 lawyers and other legal staff based in Europe, the United States, Canada, Latin America, Asia, Australia, the Middle East and Africa.



## ➤ SERE-MED

Suppliers of AED – Automated Electronic Defibrillators.



## ➤ NM CONSULTANTS – MEDICAL SOLUTIONS

On-site testing for medical fitness.  
Eyes - Hearing - Glucose testing - Lung Functionality -  
Physical Examination - Urine Drug Screening.



## ➤ AIR TECHNOLOGY SERVICES

Air conditioner servicing & repairs – (Gauteng/Pt)



## ➤ COMBO - SAFETY & ADVANCED DRIVER COURSES

In collaboration with MERC - AMG, BMW & MINI.

ROAD SAFETY TRAINING - A critical part of saving lives.

In **South Africa**, approximately 1 million **road accidents** are reported per year. The majority of the **accidents** that occur are caused by human factors, with, on average over 40 people a day being fatally injured and at least 20 being left permanently disabled.  
Dec 28, 2018



# SAFETY, HEALTH & ENVIRONMENT CERTIFICATE

THIS CERTIFIES THAT PROFESSIONAL GOLF CLUB AUDITING (PTY) LTD REG # 2018/005250/07  
HAS DULY VERIFIED AN ON-SITE SAFETY, HEALTH & ENVIROMENTAL AUDIT AND RATING

OF:

## SAMPLE GOLF & COUNTRY CLUB



### CONGRATULATIONS



ON ACHIEVING OUR 5 STAR RATING

**AUTHORISED BY:**

Etienne Breytenbach  
Founder & CEO

Professional Golf Club Auditing (PTY) Ltd.

**DATE AUDITED:**  
14<sup>th</sup> MARCH 2020

**DATE EXPIRES:**  
14<sup>th</sup> MARCH 2021



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