

SAFETY OFFICER SERVICES

This service is provided on a part time basis, according to the needs of the client and will typically range from a half day per month to a full day once a week. Below is schematic representation of the process to be followed to achieve the best results.

GAP ANALYSIS AUDIT and / or RISK ASSESSMENT

Identify System and Procedures Needed

DEVELOP AND IMPLEMENT SYSTEM AND PROCEDURES

- Safe work procedures and planned task observations
- Training and communication
- Inspections and registers: fire equipment, tools, PPE, etc.
- Lock out, work permit and PPE management
- Emergency planning
- Health and safety statistics
- Medical surveillance
- Hazardous chemical substances management

ASSESS AND ATTEND TO PHYSICAL CONDITIONS IN WORKPLACE

- Machine safeguarding
- Safety signs
- Emergency escape routes
- Noise, dust, fumes, Lighting
- Tools and equipment
- Fire, pressure and lifting equipment
- Electrical installations
- Stacking and storage / housekeeping

OTHER SERVICES

- Incident Investigation
- Health and Safety committee meetings
- Auditing

SAFETY OFFICER SERVICE IMPLEMENTATION PLAN

The timeframe for the implementation of this plan can range from approximately 40 hours for a small organization to a couple of months for a large company. Duration will also vary depending on the availability of support services and key staff in the organization.

STEP IN PROCESS	PURPOSE AND METHOD
1. Gap Analysis	To determine what is already in place with emphasis on legal requirements. Interview personnel and scrutinize documentation. Identify physical conditions that require action.
2. Address high risk physical conditions	Facilitate the improvement of high risk physical conditions such as unguarded machines, poor housekeeping, unsafe tools and equipment
3. Risk Assessment/ review	Using internationally accepted methodology, identify significant H&S risks. Compile risk profile and develop control measures. Key staff to be involved.
4. Develop action plan for future action	Utilise information from gap analysis and risk assessment to draw up an action plan for effective development of systems and procedures required as well as dealing with remaining physical conditions.
5. Implement action plan	Write a company standard to describe how each risk and legal aspect will be managed and obtain management approval. Implement the standard using the appropriate procedures, inspection sheets, appointment letters etc.
6. Maintaining the system	The recurring actions to be done or monitored by the consultant as required by the client, e.g. Inspections, planned task observations, statistical analysis, and monitor progress of actions to be taken.
7. Auditing	At appropriate intervals facilitate or conduct a management self-audit, which will trigger the above process to start for specific issues which are identified
8. Reporting	A short executive summary indicating the progress of the above process is given after each consultation

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