



12 MARCH 2025

OCCUPATIONAL HEALTH AND SAFETY LEGAL COMPLIANCE AUDIT REPORT

FOR

EDUCATIONAL INSTITUTION:

Issued in terms of Regulation 11(1) and (2) of the Regulations for the Registration of Private Higher Education Institutions, 2016

CLIENT:

(SAPSI) South African Public Sector Institute

5 Bauhinia Street

Highveld Techno Park Pretoria

LEGAL REQUIREMENTS	C	N	NOTES
General Administrative Regulations	5	0	<u>Audit Outcomes:</u> C – Comply N – Non-Compliance <u>Compliance level indicator:</u> 0 – 49% = Poor effort-needs urgent attention 50 – 79% = Average needing specific attention 80 – 100% = Good effort
General Safety Regulations	4	1	
Electrical Installation Regulations	5	0	
Environmental Regulations for Workplaces	5	0	
Facility Regulations	4	1	
Hazardous Chemical Substances Regulations	4	1	
National Disaster Management Act,2002	5	0	
TOTAL	32	3	
Level of Compliance Achieved: 91.42% (Good effort)			

Auditor 's registration number: Gradsaiosh-21934672 Signature: 	Auditor's Details: Name: Pani LLM Contact No.: 061 059 5410 Email: matsapa@safelifestyle.net.za
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EXECUTIVE SUMMARY

Department of Higher Education and Training (DHET) requirements for audit reports to be submitted by Private Higher Education Institutions.

Regulation 11(1) and (2) of the Regulation for the registration of private higher education institutions, 2016 requires an institution to submit a certified copy of a compliance certificate issued by a legally competent health and safety professional registered with SAIOSH (Graduate or chartered member) in terms of the Occupational Health and Safety Act, 85 of 1993.

The compliance certificate must confirm that the premises identified in the application for registration comply with all the relevant health and safety regulations and is safe for the use of all people, should the applicant be granted registration.

As proof thereof, the institution is required to submit the occupational health and safety audit report. The report must indicate the level to which the institution's sites comply with the following legislation:

1. General Administrative Regulation
2. General Safety Regulations
3. Electrical Installation Regulations
4. Environmental Regulations for Workplaces
5. Facilities Regulations
6. General Machinery Regulations (if applicable)
7. Lifts, Escalators and Passenger Conveyor Regulations (if applicable)
8. Hazardous Chemical Substances Regulations
9. Driven Machinery Regulations, 2015
10. Pressure Equipment Regulations
11. Construction Regulation
12. Electrical Machinery Regulations
13. Disaster Management Act, 2002 Section 27(2)

DHET is requesting the following information from the Safety Professional:

- a. A copy of a detailed report indicating the level of compliance with each Regulations and other related comments
- b. A copy of the certificate of compliance indicating the final level of compliance
- c. A copy of proof of membership with the professional body
- d. Both the report and the certificate must also indicate the following-
 - Name of the Institution and its registration number with the department
 - Full physical address for the site of delivery
 - Level of compliance
 - Date of the inspection/audit
 - Signature of the inspector / auditor signing off and registration number
- e. The documents must be sequenced as follows:
 - ✓ Proof of membership
 - ✓ Full Inspection/Audit report
 - ✓ Certificate of compliance

LEGAL AUDIT CRITERIA				TO BE PROVIDED BY THE AUDITEE	FOR SAFE LIFESTYLE USE ONLY			
No	Legislations	Sections	Legal Requirement	Deliverable	Received Yes/No	Observations Findings	Recommendations	Audit Outcome
1.	General Administrative Regulations	<u>Section 4</u> Copy of the OHS Act	Every employer with five (5) or more people in his/her employment shall have a copy of the Act and the relevant regulation readily available at the workplace, provided that where the total number of employees is less than 5, the employer shall, on request of an employee make a copy of the Act available to that employee.	Legal charts/posters displayed on site: • OHS Act & Regulations • Basic conditions of employment • Skills development Act	Yes	Legal Charts are posted on the hall for easy access.	Update your legal charts when there are amendments published.	Comply
		<u>Section 5</u> Health and Safety Committee	-Make available a suitable meeting place to such committee -Ensure that the records as contemplated in section 20(2) of the Act, are kept for a period of at least three years.	Meetings are held quarterly, and minutes thereof are filed in the safety file	Yes	There is a Health and Safety committee established.	Health & Safety committee must be established and Include Employees working as cleaners and grounds man in the committee so that they can also assist with identification of risks.	Comply

		<u>Section 7</u> Designation of health and safety representatives	Nominations or election of health and safety representatives. Facilities, training and assistance that must be provided to a health and safety representative in terms of section 18(3) of the Act Terms of office of the health and safety representatives.	H&S Reps have been legally appointed. Reps have to be trained in: -SHE Representative -Basic First Aid -Basic Fire Fighting Terms of office will be determined by the validity of required certificates.	Yes	Appointment process of H&S Reps is available in the Safety File Training records are available in the safety file The institution is sticking to the duration of the relevant certificates, to determine their term of office	It is recommended that at list one cleaner should be appointed and the institution must conduct in-house training to support and enable them to be able to identify Risks on the premises.	Comply
		<u>Section 8</u> Reporting incidents and occupational diseases.	Within seven days of any incident referred to in section 24(1)(a) of the Act, give notice thereof to the provincial director in the form of WCL1 or WCL2.	Incident/accident report forms are available onsite. • Annexure 1 • WCL 1&2	Yes	Required forms for reporting incident/accident are available	The employer is encouraged to report and record all incidents/accidents no matter how small or big they are. Make available all incident/accidents report forms on site. Consider registering wit COIDA	Comply
		<u>Section 9</u> Recording and investigation of incidents	Keep a record in the form of Annexure 1. Employer must investigate incidents	Annexure 1 must always be completed.	Yes	Annexure 1 is included in the safety file	Keep record of incidents and accidents in annexure 1 form.	Comply

			within 7 days and finalized as soon as is reasonably practicable. The findings must be entered in the Annexure 1 immediately after completion of such investigation. All records contemplated in Annexure 1, must be examined by the health and safety committee in its next meeting and shall ensure that the necessary actions, as may be reasonably practicable are implemented and followed up to prevent the recurrence of such incident.	All incidents and accidents must be investigated for future preventions. Findings of investigations must be recorded. Findings must be discussed by the committee and actions must be taken.		Record and update all incidents and accidents on site monthly.		
2	General Safety Regulations	<u>Section 2</u> Personal Safety Equipment and Facilities (PPE).	Every employer and every user of machinery shall make an evaluation of the risk attached to any condition or situation which may arise from the activities of such employer or user and shall take such steps as may under the circumstances be	Risk assessment conducted to determine which work need PPE	NO	Risk Assessment has not been conducted	The employer is encouraged to conduct and review the Risk assessment annually or if necessary.	Non- Comply

			necessary to make such condition or situation safe. Take steps to reduce the risk as much as is practicable and provide free of charge and maintain in a good and clean condition such safety equipment and facilities as may be necessary to ensure that any person exposed to any such conditions or a situation at a workplace or in the course of her/his employment or on premises where machinery is used is rendered safe.					
		<u>Section 2A</u> Intoxication	An Employer shall not permit any person who is or who appears to be under the influence of intoxicating liquor or drugs, to enter or remain at a workplace.	Notice should be put up regarding intoxication	No	No notice has been posted at the entrance.	The employer must post a notice of Intoxication prohibition at the entrance and instill this notice by making their employees and students aware of the notice during inductions.	Non-Compliant
		<u>Section 3</u> First Aid, Emergency equipment & Procedures	An employer shall take all reasonable steps that are necessary under the circumstances, to ensure that persons at work receive prompt first aid	First Aid boxes and a trained first aider must be available on site	Yes	There is a first aid box on site and has signage	Trained First Aider must be appointed to deal with emergencies on site. Put up First Aider contact numbers where is easily available for the everyone.	Comply

			treatment in case of injury or emergency.					
		<u>Section 13B</u> Ramps	An employer shall ensure that every ramp is constructed in accordance with accepted technical standards and suitable guard rails which are at least 900mm and not exceeding 1 000mm in height.	A ramp must be constructed in at list one entrance to cater for people with disabilities and wheelchairs and trolleys.	Yes	The building has ground floor and first floor. People with disability are accommodated on the ground floor and are catered for with all necessary facilities and therefore access for wheelchairs is not an issue.	Always keep the ramp clean and easy to use for people with disabilities.	Comply
3	Electrical Installation Regulations	<u>Section 7</u> Certificate of Compliance	Every user or lessor of an electrical installation, as the case may have a valid certificate of compliance for that installation in the form of Annexure 1, which shall be accompanied by a test report in the format approved by the chief	A COC must be issued after the inspection of the electrical connection and must be renewed after every two years.	Yes	Electrical COC is current and available	The Electrical COC must be renewed every two years.	Comply

			inspector in respect of every such electrical installation.					
		<u>Section 9</u> Issuing of certificate of compliance	No person other than a registered person may issue a certificate of compliance, accompanied by the required test report only after having satisfied herself/himself by means of an inspection	Valid certificate of compliance issued by a registered electrical installation contractor	Yes	Electrical COC has been issued by competent registered personnel.	Detailed Inspection report &COC is available on site.	Comply
4	Environmental Regulations for Workplaces	<u>Section 3</u> Lighting	Every employer shall cause every workplace in his undertaking to be lighted in accordance with the illuminance values specified in the schedule	Conducive lighting for specific tasks	Yes	Adequate lighting has been provided for.	Replace light bulbs when needed.	Comply
		<u>Section 5</u> Ventilation	Every employer shall ensure that every workplace in his undertaking is ventilated either by natural or mechanical means in such a way that the air breathed by employees and clients does not endanger their safety.	Windows and air conditioners must be in place	Yes	The rooms have adequate windows and doors.	Windows and Air conditioners must be kept in good working conditions.	Comply
		<u>Section 6</u> Housekeeping	User of machinery/equipment shall provide and maintain sufficient clear and unobstructed space at every machine/equipment	Equipment must be assembled in a way that it will be user friendly and not obstructed	Yes	Workstations have been assembled according to Covid-19 directives.	Make sure that tables and chairs are suitable to address ergonomics.	Comply

			to enable work to be carried out without danger to persons				Social distancing is always observed.	
		<u>Section 8</u> Precautions against flooding	Where a substantial risk exists that a workplace may be flooded, the employer shall take measures to be informed forthwith any immediate flooding.	Surrounding ground surfaces must be suitable to channel storm water, or the grounds must be covered with grass so that it can absorb the water.	Yes	Most of the outside ground surfaces are covered with paving & grass, the drainage system is functional.	Continuing observation will assist in preventing flooding and use other methods to minimize flooding.	Comply
		<u>Section 9</u> Fire precautions and means of egress	In order to expedite the evacuation of a workplace in case of fire, emergency exits must open outwards with no obstruction, staircase & steps leading from one floor to another should be provided with substantial hand rails. No user shall use, require, or permit the use of a fire extinguisher unless designed, constructed, filled, recharged, reconditioned, inspected or tested in accordance with the relevant safety standard incorporated into the pressure equipment	Site Emergency Evacuation Plan must be in place, and drills must be conducted twice per year. Fire Extinguishers must be chosen accordingly and safely mounted	Yes	Emergency Evacuation plans are available and posted on the walls. Emergency exits are not obstructed. Correct fire extinguishers have been used and correctly mounted on the walls.	Continuous housekeeping on the emergency exits must be maintained. Monthly inspections of the fire extinguisher by the employer and the annual service and maintenance of the fire extinguishers must be maintained.	Comply

			regulation under section 44 of the OHS Act.	with proper signage.				
5	Facility Regulations	<u>Section 2</u> Sanitation	Every employer shall provide sanitary facilities at the workplace in accordance with parts F, P and Q of the application. of the National Building Regulations	Adequate Toilets and hand washing basins should be provided for by the employer.	Yes	Toilets for Females (8) Males (8) has been provided for with required signage. People with disability facilities have been provided for with signage.	The employer must make sure that the facilities provided are always kept clean and in good working conditions. Equip the disability ablution facility in full according to the National building regulation(Rails)	Comply
		<u>Section 7</u> Drinking water	Every employer shall make available an adequate supply of drinking water for his/her employees and clients at the workplace. Clearly and conspicuously mark such taps and pipes that is not fit for human consumption.	Drinking water taps or fountains must be easily available for both the employees and students on site	Yes	Water Dispensers are available in the Kitchen area.	Drinking water facilities must also be provided for employees, Students & visitors.	Comply
		<u>Section 8</u> Seats	Every employer shall where reasonably practicable, provide an ergonomically sound seat for employees and clients(students) whose work can be effectively performed while sitting.	Typing chairs to be used in the computer laboratory(lab)	Yes	Seating arrangements and the types of seats used is of satisfactory	Proper chairs must be used, to minimize the risk of back injuries, and to address the ergonomic issues.	Comply
		<u>Section 9</u> Condition of rooms and facilities	Every employer shall maintain all rooms and facilities provided for in clean, hygienic, safe whole and leak-free	Rooms and all facilities must be kept in a clean and hygienic conditions everyday	Yes	Facility register is kept on site	Hygiene inspection must be conducted everyday	Comply

			condition, and in a good state of repair.					
		<u>Section 6</u> Prohibition	Every employer shall display conspicuous sign or notices at such workplace prohibiting smoking, eating, or drinking	Signage for all prohibited items on site must be posted and communicated. to the students and employees	NO	Signage is not available and visible to public	Signage must be maintained	Non-Comply
6	Hazardous Chemical Substances Regulations	<u>Section 3</u> Information and Training	The employer shall before the employee is exposed or may be exposed and after consultation with the health and safety committee, ensure that the employee is adequately and comprehensively informed and trained.	All employees who will be exposed to hazardous substances must be trained on the use of the substances	NO	SDS (safety data sheet) are not available in the safety file, and employees are not trained on their use.	The employer must make sure that in-house training is conducted	Non-Comply
		<u>Section 7</u> Medical surveillance	An employer shall ensure that an employee is under medical surveillance if the employee may be exposed to a substance listed in Table 3 of Annexure 1 in this regulation	Only exposed employees must receive medical surveillance	Yes	All employees have gone through medical fitness tests	A medical surveillance must be organized for the employees before they start work, and record be kept in the safety file.	Comply

		Section 11 Personal Protective Equipment & Facilities	If it is not reasonably practicable to ensure that the exposure of an employee is adequately controlled, then the employer shall provide the employee with suitable PPE	Suitable PPE must be issued to exposed employees	Yes	PPE Issue records are available in the safety file	The employer must train the employees in the use of the PPE	Comply
7	National Disaster Management Act, 2002	COVID-19 Social Distancing	Every employer must arrange the workplace to ensure minimal contact between workers/students and as far as practicable ensure that there is a minimum of one and a half meters between workers/students while they are working. Physical barriers to be placed between workstations or erected on workstations to form a solid physical barrier between workers/student while they are working.	The workplace must be arranged with a minimum of one and half meters' distance in-between workstations or a physical barrier installed between workstations.	Yes	Workstations are fitted with physical barriers	Continuing with social distancing awareness	Comply
		COVID19 Symptom screening	Every employer must take measures to screen any worker, at the time that they report for work, to ascertain whether they have any of the observable symptoms associated with COVID-	Employees must be screened everyday	Yes	The employer has put in place the screening station at the entrance for students and employees as well as visitors.	Screening should be implemented according to the guidelines of the department of Health.	Comply

			19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing)					
		COVID19 Sanitizers, Disinfectants	Every employer must, free of charge, ensure that there are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at entrance of, and in the workplace.	Surfaces must be disinfected regularly, and hand sanitizers must be readily available on site.	Yes	Surfaces are disinfected daily, and hand sanitizers are placed at the entrance as well as at employees' workstations.	Use the disinfectants and sanitizers recommended by the Department of Health.	Comply
		COVID19 Cloth Masks and other PPE	For the reasons underlying the department of Health's requirement, every employer must provide his/her employees with a minimum of two cloth masks for the employee to wear while at work and while commuting to and from work. Where a risk assessment indicates that PPE is required, those categories of workers must be provided with the accredited PPE in accordance with	Cloth masks must be worn in all public spaces	Yes	Employees have been provided with two masks per employee and have been trained on its use and maintenance. Evidence kept in the safety file.	Monitor employees on the use of the masks and other PPE recommended in the risk assessment.	Comply

			Department of Health guidelines.					
		COVID19 Ventilation	Every employer must keep the workplace well-ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load	All workplace must be ventilated	Yes	Sufficient windows are available for natural ventilation, and air conditioners	Ventilation must be kept in good order.	Comply