

OHS Checklist for TTC/AC and SDP

Entity Legal Name:	South African Public Sector Institute (PTY) LTD	Date:	Trade / Qualification:	
Entity Trading Name:	South African Public Sector Institute (PTY) LTD	Address:	Unit 7, Cambridge Office Park, 5 Bauhinia Street, Highveld Technopark	

Type of Entity [X]	Trade Test Centre	Skills Development Provider	X	Assessment Centre	
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No	Description (Please take pictures as evidence)	Acceptable (YES)	Not Acceptable (NO)	Comment/s
1.	GENERAL			
1.1.	How many previous OQSF trades or qualifications is the entity accredited for?		✓(0)	Not yet registered
1.2.	Is the entrance to the workshop clean?	✓		
1.3.	Is the workplace maintained free of hazards that could cause incidents?	✓		
1.4.	Are surfaces free of water, oil or other fluids or substances?	✓		
1.5.	Are ramps and stairs so designed and maintained to prevent slips and falls?	✓		
1.6.	Is the workshop accessible by people with disabilities?	✓		
1.7.	Are work areas, walkways, doorways, exits clear of obstructions and demarcations visible?	✓		
1.8.	Is all lighting operational, effective and clean?	✓		
1.9.	Are all toilets clean and in a good hygienic condition?	✓		
1.10.	Are there any other housekeeping issues that need to be raised?	✓		
1.11.	Does the entity has a copy of the Occupational Health and Safety Act (No. 85 of 1993) on site.	✓		
1.12.	Is the entity is aware of the OHS sections applicable to them?	✓		
1.13.	Does the entity have First aid boxes visible and accessible?	✓		
1.14.	Does first aid boxes contain basic equipment?	✓		
	Count Total Number of Yes and Total Number of No:	13	1	
2.	ELECTRICAL & LIGHTING			
2.1.	Are portable electrical items in a good condition and Labelled?	✓		
2.2.	Are all electrical distribution boxes kept clear of any obstructions?	✓		
2.3.	Are all distribution boxes so maintained that no persons are exposed to live electrical conductors?	✓		
2.4.	Are all electrical lights and plug switches in a good and safe condition?	✓		

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No	Description (Please take pictures as evidence)	Acceptable (YES)	Not Acceptable (NO)	Comment/s
	Count Total Number of Yes and Total Number of No:	4	0	
3.	DANGEROUS GOODS/HAZARDOUS CHEMICAL SUBSTANCES (If there are dangerous goods or chemical substances located in your area, answer the following)			
3.1.	Are the dangerous goods /hazardous chemical substances clearly labeled?	✓		
3.2.	Are workers aware of the harmful effects?	✓		
3.3.	Are dangerous goods/hazardous chemical substances securely stored?	✓		
	Count Total Number of Yes and Total Number of No:	3	0	
4.	MECHANICAL			
4.1.	Are emergency stops clearly visible and operational?			Not applicable
4.2.	Are moving parts of all machines guarded to prevent injury?			Not applicable
4.3.	Are machinery and equipment areas kept clean?			Not applicable
4.4.	Is there adequate ventilation and dust fume extraction?			Not applicable
4.5.	Are tools and equipment stored in proper places?			Not applicable
4.6.	Are workers trained to operate machinery and equipment?			Not applicable
4.7.	Are workers supervised to ensure correct operating procedure for Machineries?			Not applicable
4.8.	Is the correct use of PPE maintained by Learners?			Not applicable
4.9.	Are all hand tools inspected and in good condition?			Not applicable
4.10.	Are free-standing gas cylinders secured?			Not applicable
	Count Total Number of Yes and Total Number of No:			
5.	FIRE FIGHTING EQUIPMENT			
5.1.	Are there enough fire extinguishers in workshop?	✓		
5.2.	Have all fire extinguishers been inspected, fully charged and serviced?	✓		
5.3.	Are all fire extinguishers in their allocated places and not obstructed?	✓		
5.4.	Where brackets have been provided, have all fire extinguishers been fitted to the brackets?	✓		
5.5.	Are workers aware of the location of fire-fighting equipment?	✓		
5.6.	Is there a trained and qualified fire fighter?	✓		
	Count Total Number of Yes and Total Number of No:	6	0	

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6.	PERSONAL PROTECTIVE EQUIPMENT (PPE):			
6.1.	Has an assessment of the workplace been done to determine if hazards are present that would require the use of PPE?	✓		
6.2.	Have symbolic signs been posted to indicate the required usage of PPE?	✓		
	Count Total Number of Yes and Total Number of No:	2	0	
7.	EMERGENCY PROCEDURES:			
7.1.	Are workers aware of the emergency evacuation procedures?	✓		
7.2.	Are workers aware of the emergency evacuation signals?	✓		
7.3.	Are the emergency evacuation procedures displayed? And the assembly point is visible	✓		
7.4.	Do workers know what to do in the case of a gas leak or chemical spill?	✓		
7.5.	Is there a trained and qualified first aider?	✓		
7.6.	Does everybody know who to call in case of emergency, are phone numbers visible?	✓		
7.7.	Does the entity know where the nearest hospital is and have the hospital contact?	✓		
	Count Total Number of Yes and Total Number of No:	7	0	
8.	In my opinion, the entity OHS is acceptable.	✓		Acceptable
9.	Sum the Total Number of Yes and No from all other sections.	34	1	

OHS conducted by	Date:	Signature
Rose Mabunda	18/08/2025	

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