



OHS AUDITS





- **Occupational Health & Safety Audits**

Each branch needs to complete an OHS audit report every 3 months with Safety Solutions Africa. The branches need to ensure that the audit happens timeously, if Safety Solutions Africa hasn't scheduled an audit with the branch within 2 weeks of the next audit date, the branch needs to contact them and schedule a date.

- **Feedback on OHS Audit**

Once the report has been generated and given to the branch, a copy needs to be submitted to Solwandle and Erin at Head office. The branch and Head Office will go through the report and identify problems that were noted and need to be actioned.

All actioned items must be done before the next audit to ensure higher compliance at the next audit.

- **OHS Audit Items on file.**

All the below items will be checked during an OHS audit, the branch needs to ensure that these are available and up to date.

- Company Docs
- Legal Appointments
- Certificates
- Check Lists & Registers
- Toolbox Talks
- PPE
- Emergency
- Medical
- MIWA Requirements



- **OHS Registers**

All the below OHS registers need to be completed and submitted to Solwandle every month by the 11th.

- **First Aider Register**
- **Firefighting equipment inspection register**
- **Portable electrical equipment inspection register**
- **General equipment register.**
- **General electrical instillation register**
- **Ladder inspection register**
- **Facilities inspection register**
- **Canteen inspection**
- **Chemicals inspection**
- **PPE inspection register**
- **Personal equipment register**
- **Vessels under pressure register**
- **Lifting equipment**
- **Stacking and Storage register**
- **Hand tool register**
- **Vehicle/Forklift register**
- **Toolbox talks are completed weekly and signed for by the employees.**



CAR SERVICE CITY

OHS REGISTERS CHECKLIST			
Branch:			
Manager:			
Date:			

Step No	Description of check done	COMPLETED (Y/N)	COMMENT
1	Complete all Branch information (Branch, Manager & Date) on OHS registers checklist		
2	Check that the following registers have been filled in properly		
2.1	First Aider register		
2.2	Firefighting equipment inspection register		
2.3	Portable electrical equipment inspection register		
2.4	General equipment registers		
2.5	General electrical instillation register		
2.6	Ladder inspection register		
2.7	Facilities inspection register		
2.8	Canteen inspection		
2.9	Chemicals inspection register		
2.10	PPE inspection register		
2.11	Personal equipment registers		
2.12	Vessels under pressure register		
2.13	Lifting equipment		
2.14	Stacking and storage register		
2.15	Hand tools register		
2.16	Vehicle/Forklift register		
3	Check that toolbox talks are completed weekly (signed)		
4	Once all the OHS registers have been completed, submit it to the head office. (snkambule@ccholdings.co.za)		
5	Ensure all checklists are submitted before the 11th of every month together with OHS registers.		