

# Kinetic

Safety Solutions

## WILL YOUR BUSINESS PASS A DEPARTMENT OF LABOUR AUDIT? Or Will You Receive a Notice?

PLEASE SEE BELOW

### DOL AUDIT READINESS CHECKLIST



Compliance Preparedness



Workplace Safety



Legal Compliance

**An inspection from the Department of Employment and Labour can happen without warning.**

When inspectors arrive, they don't ask if you meant to comply.

**They ask for proof.**

If documentation is missing or systems are weak, **notices are issued.**

And notices are **not harmless paperwork.**

They carry deadlines.

They trigger follow-ups.

**They can escalate to prosecution or business shutdown.**

#### **WHY THESE NOTICES MATTER**

When the Department of Labour conducts an inspection, they can issue:

**Contravention Notice – These are the most common.**

Issued when you are non-compliant to the legislation of the OHS Act and must correct it within a specified time.

Failure to comply can lead to **prosecution.**

**Improvement Notice**

Requires you to fix unsafe conditions within a deadline.

**Prohibition Notice**

Stops operations immediately if there is serious danger.

#### **A Real Experience**

Early in my career, I was audited by the Department of Labour while working for a company.

Everything seemed compliant — until the inspector asked for one document:

The Electrical Certificate of Compliance (COC).

We didn't have it.

A Contravention Notice was issued, and we were given time to provide the certificate.

Operations continued. Work was busy.

The deadline passed.

When inspectors returned, the certificate was still missing.

They informed me that failure to comply could result in prosecution.

For a single missing document.

Fortunately, I contacted the landlord immediately and obtained the certificate the same day.

But if I had not?

The company could have faced legal action over something entirely preventable.

#### **When Notices Become Expensive**

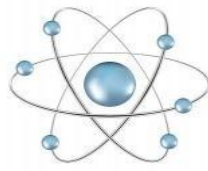
In another warehouse operation I worked with earlier in my career, a fatal incident occurred involving a truck and a pedestrian.

Although the investigation found the employee was at fault, the Department of Labour issued a Prohibition Notice because there were no clearly designated pedestrian walkways.

The business was shut down for four days.

The cost included:

- Hundreds of thousands of rand in lost revenue
- Clients turned away



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- Production delays
- Long-term reputational impact

The lesson is simple:

Even when incidents are not intentional, the responsibility for systems and controls remains with the employer.

### **The National Reality**

Recent Department of Employment and Labour reports show:

- Only about 66% of workplaces inspected are fully compliant.
- Approximately 1 in 3 businesses inspected receive enforcement notices.
- Thousands of contravention, improvement and prohibition notices are issued during inspection campaigns each year.

Enforcement is active.

Deadlines are monitored.

Follow-up inspections happen.

**The safest position is to be prepared before they arrive!**

## **Department of Labour Audit Readiness Checklist**

### **Practical Employer Compliance Assessment Tool**

Use this checklist to assess whether your business is prepared for a Department of Employment and Labour inspection.

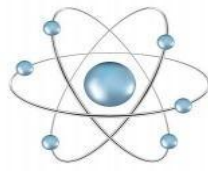
#### **SECTION 1: LEGALLY REQUIRED COMPANY DOCUMENTS**

- Valid Letter of Good Standing (Compensation Fund)
- Latest Proof of Payment to Compensation Fund
- UIF Registration Certificate
- Latest UIF Proof of Payment
- Valid Tax Clearance Certificate
- CIPC Registration Documents
- Business Registration Number matches all official documents
- Valid Electrical Certificate of Compliance (COC)

⚠ Note: Letter of Good Standing expires annually. Start renewal at least 1 month before expiry.

#### **SECTION 2: HEALTH & SAFETY POLICY & LEGAL APPOINTMENTS**

- Health & Safety Policy signed and dated within the last 12 months (by 16.1)
- Legal Appointments (Signed & Current):
- 16.1 Appointment (Owner / Director)
  - 16.2 Appointment (Responsible person below 16.1)
  - SHE Representative(s) (Required if over 20 employees – 1 per 50 employees)
  - First Aider(s) (Required if over 10 employees – additional per 50 employees)
  - Fire Marshal(s)
  - Fall Protection Planner (If working at heights conducted)
  - Health & Safety Committee (If two or more SHE Reps appointed – typically over 100 employees)
  - Valid training certificates attached where required



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## **SECTION 3: FIRST AID & FIRE SAFETY**

- First Aid Box available (Required if more than 5 employees)
- First Aid contents appropriate to risks (e.g. burn gel for hot work)
- Fire extinguishers installed and accessible
- Fire hoses/hydrants unobstructed
- Annual fire equipment service certificate available
- Fire equipment inspection register updated
- Monthly internal inspection conducted by Fire Marshal

## **SECTION 4: MANDATORY LEGISLATION POSTERS DISPLAYED**

- Occupational Health & Safety Act
- Basic Conditions of Employment Act
- Labour Relations Act
- Employment Equity Act

## **SECTION 5: RISK ASSESSMENT & TRAINING**

- Risk Assessment conducted for all work activities
- Risk Assessment task-specific and site-specific
- Risk Assessment signed by employees
- Employees trained on hazards, risks and control measures
- Safe storage procedures for hazardous chemicals
- Dangerous machinery procedures in place
- Designated pedestrian walkways marked
- Safety signage displayed where required

## **SECTION 6: INDUCTION & PPE COMPLIANCE**

- Formal induction conducted for all new employees
- Induction register signed and dated
- Correct PPE issued to employees
- PPE issue register signed by employees
- PPE appropriate to workplace risks
- PPE replaced annually or when damaged (Employer expense)

## **SECTION 7: EMERGENCY PREPAREDNESS**

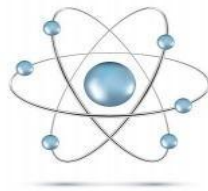
- Emergency evacuation plan in place
- Assembly point clearly marked
- Assembly point signage visible
- Emergency Controller appointed
- Evacuation drill conducted annually or bi-annually
- Drill attendance register completed

## **SECTION 8: INCIDENT MANAGEMENT & COMPENSATION**

- Incident reporting procedure in place
- Incident investigation forms completed and filed
- Near misses recorded
- Corrective actions tracked
- Serious incidents reported to Department of Labour
- Letter of Good Standing accessible

## **SECTION 9: MACHINERY, EQUIPMENT & TOOLS**

- Machinery fitted with safety guards
- Forklifts inspected and serviced as required
- Lifting equipment inspected by Approved Inspection Authority



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- Safety harnesses inspected and tagged
- Tools inspected regularly
- Equipment inspection registers maintained

#### **SECTION 10: ELECTRICAL & CHEMICAL SAFETY**

- Electrical wiring insulated and safe
- Proper industrial plugs used
- No exposed wiring
- Diesel/petrol stored safely
- Hazardous chemicals stored in ventilated and bunded areas

#### **SECTION 11: WORKPLACE FACILITIES & HOUSEKEEPING**

- Clean and hygienic toilets (male & female)
- Adequate washing facilities
- Change rooms with lockers and seating
- Good housekeeping maintained
- Storage areas organised and safe
- Attendance register maintained

#### **SECTION 12: ONGOING SAFETY MANAGEMENT**

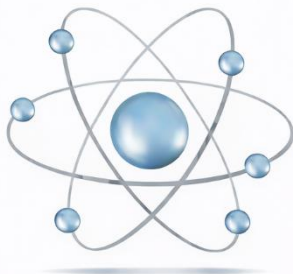
- Weekly toolbox talks conducted
- Toolbox talk attendance registers signed
- Expiry dates tracked (LOGS, training, certificates)
- Responsibilities clearly assigned and understood

#### **FINAL SELF-ASSESSMENT**

If an inspector arrived today:

- All documentation can be produced immediately
- Employees understand safety procedures
- Systems are active and up to date
- No expired certificates or appointments

We also specialise in contractor safety files, risk assessments, Audit Preparation, Document creation and management, On Site Safety Officer Services and many more compliance needs for growing businesses working with larger organisations. If you ever require any assistance, feel free to contact us and check out our website for more information.




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**Kerry Smook**

Safety Consultant

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 Phone: 0766367180

 Email: [info@kineticsafety.co.za](mailto:info@kineticsafety.co.za)

 <https://kineticsafety.co.za>