

What should your business premises have in place when visited by Inspectors of the Department of Labour?

The Department of Labour Inspectors visit workplaces from time to time to check the level of compliance with labour legislation.

Inspectors from the Department of Labour are appointed in terms of section 63 (1) of the Basic Conditions of Employment Act, 75 of 1997, as amended to monitor and enforce the following legislations:-

- . Basic Conditions of Employment Act, 75 of 1997
- . Compensation for Occupational Injury and Disease Act, 130 of 1993
- . Employment Equity Act, 55 of 1998
- . Occupational Health and Safety Act, 85 of 1993
- . Unemployment Insurance Act, 30 of 1996

Failure to comply with any of these legislations constitutes a criminal offense.

For those employers who are not certain as to what the Inspectors check, below is a list of the common areas normally focused on. Remember that the Department of Labour requests all employers to cooperate and assist Inspectors when they visit the workplace.

Your checklist:-

1. Is your business registered with the Compensation Fund?
2. Is your business registered with the Unemployment Insurance Fund?
3. Does the business have a copy of the Occupational Health & Safety Act and the relevant Regulations displayed on the premises in an area where all employees have access to it should they want to read it?
4. Is the Summary of the Basic Conditions of Employment Act displayed and is it an accessible place for all your employees?
5. Is the Summary of the Employment Equity Act displayed in an accessible area for all your employees?
6. Have you appointed Health and Safety Representatives?
7. Have you established Health and Safety Committees in your workplace?
8. Do you have a fully equipped first aid box on the premises?
9. Are all electrical wires insulated and are you using proper plugs in the workplace?
10. Do you report injuries at work to the Department of Labour? You should ideally have some record keeping.
11. Do you have clean and hygienic toilets and washing facilities provided for males and females?
12. Do you maintain an attendance register at your workplace?
13. Are you or your employees trained to recognize health and safety problems in the workplace?
 - o Do you have moving parts such as belts and chains guarded?
 - o Do you have chemicals used stored in a safe place?
 - o Are all emergency exits clearly marked, easily accessible and un-obstructed? It is illegal to block an emergency exit with anything.
 - o Are all fire extinguishers regularly serviced and are they accessible?
 - o Are all flammable materials stored and used correctly (not near fires)?