



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Compiling a Health and Safety File and Implementing Self-Regulation

Overview

The Department of Employment and Labour mandates that all companies, regardless of size or industry, must maintain a Health and Safety File. A Safety File is a comprehensive, legally required document that demonstrates compliance with the Occupational Health and Safety Act (OHS Act), related Regulations, and applicable Standards.

This one-day course provides learners with the practical knowledge and skills required to compile, implement, and maintain a compliant Health and Safety File. The course focuses on legal compliance, self-regulation, and the practical application of safety documentation within the workplace.

Course Objectives

On completion of this course, delegates will be able to:

- Understand the legal requirements for compiling and maintaining a Health and Safety File
- Explain the concept of self-regulation and why it is mandatory in terms of South African health and safety legislation
- Identify relevant sections of the OHS Act, applicable Regulations, and Standards required when compiling a Safety File
- Compile a legally compliant Health and Safety File aligned to Department of Employment and Labour requirements
- Understand the responsibilities of employers, managers, supervisors, and employees in relation to the Safety File
- Maintain and update a Safety File to ensure ongoing compliance

Course Prerequisite

- Communication: ABET / NQF Level 3 or equivalent
- English literacy sufficient to engage with training materials
- Copy of ID document (required for registration and certification purposes)
- English proficiency sufficient to engage with training materials

Language of Delivery

English

Delivery Methods

The course is facilitated by a competent subject matter expert using a combination of:

- Interactive discussions
- Facilitated group activities
- Slide presentation
- Practical examples and case studies

Training & Evaluation

- Training conducted on a 70% theoretical and 30% practical basis
- Continuous evaluation throughout the course

Who should attend?

- Health and Safety Representatives / Officers
- Supervisors and Line Managers
- Junior, Middle, and Senior Management
- Employers and Business Owners
- Contractors responsible for Health and Safety compliance

Course Outline

This course consists of the following 7 modules

Module 1	Introduction To Health & Safety Legislation • Overview of the Occupational Health and Safety Act (Act 85 of 1993) • Purpose and scope of the OHS Act • Roles and responsibilities of employers and employees • Consequences of non-compliance
Module 2	Self-Regulation in Health & Safety • Definition and principles of self-regulation • Legal requirements for self-regulation • Benefits of effective self-regulation • Employer accountability and due diligence
Module 3	Understanding the Health & Safety File • What is a Health and Safety File? • Purpose and importance of a Safety File • Types of Safety Files (Company, Site-Specific, Contractor) • Common compliance gaps and inspection findings

Module 4	Legal and Mandatory Content of a Safety File • Mandatory documentation required by the Department of Employment and Labour • Extracting applicable sections from: • OHS Act • Relevant Regulations (e.g., General Safety Regulations, Construction Regulations, Hazardous Chemical Regulations, etc.) • Industry-specific requirements
Module 5	Structure and Compilation of a Health & Safety File • Recommended Safety File index and layout • Company policies and procedures • Risk assessments and method statements • Safe work procedures • Legal appointments and registers • Training records and certificates • Incident reporting and investigation documentation
Module 6	Practical Compilation Exercise • Step-by-step guidance on compiling a Safety File • Reviewing sample Safety File documents
Module 7	Implementation, Maintenance & Audits • Implementing the Safety File in the workplace • Updating and controlling Safety File documents • Preparing for Department of Employment and Labour inspections • Internal audits and continuous improvement

Additional Information

Duration	1 Day	
Includes	• Course Notes • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion) • Electronic Delegate Feedback Questionnaire