



**WE PROVIDE A NUMBER OF DIFFERENT SERVICES TO ASSIST OUR CLIENTS THAT INCLUDE:**

- EHS Risk Assessments
- Occupational Hygiene Surveys
- Ergonomics Surveys
- EHS Management System development and implementation
- Environmental Monitoring
- Identification of EHS Legal Requirements and Compliance Audits
- Internal Auditor Training
- General EHS Training



HW592A1000508



OH0049



DoL Approved Inspection Authority (OH0049-CI-09)

Newsletter compiled by  
Lee Rands

## Internal Audits

**What are Internal Audits and why do we need them?**

An Internal Audit examines the operation of your Management System. This provides top level Management with the information needed to ascertain whether the system is operating effectively or if any changes need to be made.

**What is the difference between an internal and external audit?**

An **Internal Audit** is performed within the organisation, by Auditors who are employed by the organisation, but who have no vested interest in the Audit results of the area being audited. An **External Audit** is carried out by an interested third party (customers of a supplier) or an independent third party organisation that is free of any conflict of interest. External Audits like this typically result in certification, registration, verification, etc

### Audit Process



### When should Internal Audits be carried out?

Organisations with a certified Management System should conduct Internal Audits at planned intervals throughout the year. This will enable the company to regularly determine whether the System in question **1)** conforms to the requirements of the Standard, **2)** conforms to the processes and procedures detailed within their Management System Manual, **3)** has been effectively implemented and is being maintained.

“Training is an investment in the future of your business”

**Request a Quote**

**We will be conducting an ISO 14001:2015 Standard Course in August 2017 (Presented by Dr Brett Williams Cost R 2400)**

## Public Courses Port Elizabeth



\* **HWSETA Accredited**  
\*\* **Unit Standard Aligned**

**JULY**  
24<sup>th</sup> – 26<sup>th</sup>  
31<sup>st</sup> July – 2<sup>nd</sup> Aug

### AUGUST

3<sup>rd</sup> – 4<sup>th</sup>  
7<sup>th</sup> – 8<sup>th</sup>  
14<sup>th</sup> – 16<sup>th</sup>  
16<sup>th</sup> – 18<sup>th</sup>

### SEPTEMBER

1<sup>st</sup>  
4<sup>th</sup>  
8<sup>th</sup>  
27<sup>th</sup> – 29<sup>th</sup>

SHE for Supervisors \*\*  
Basic Principles in Occ Hygiene

HIRA \*  
ISO 14001:2015 Standard  
SHE Reps \*  
ISO 14001:2015 Internal Auditing

SHE Reps Refresher  
Fire Prevention  
Hazardous Chemical Substances  
SHE Reps \*

Safetrain cc t/a Safetech is a SANAS Accredited Inspection Body, Nr. OH 0049. Refer to [www.sanas.co.za](http://www.sanas.co.za) for Directory Accredited Facilities, Inspection Bodies for schedule of accreditation.



# In Touch

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Refer to [www.sanas.co.za](http://www.sanas.co.za)  
for Schedule of Accreditation

## DON'T GET CAUGHT

Here are some tips for those working around equipment capable of entrapping parts of their bodies:

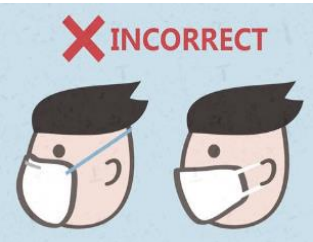
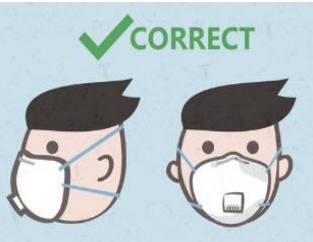
- Jewellery, especially dangling pieces such as neck chains or bracelets, should never be worn around moving equipment. There is not only the danger of being drawn into moving parts, but also of electrocution.
- Stuffing long hair under a collar or cap is not safe as it can work free and become entangled in equipment. Wear a hair net, or keep your hair short.
- Report all moving parts that are exposed and pose a danger.
- Focus on the job and always be aware of the possibility of becoming entangled in moving machinery. Follow lockout/tagout procedures before performing any maintenance, adjustments or attempting to free jammed materials. Machine guards must always be replaced.
- Good housekeeping is very important. Avoid the danger of someone tripping over something that has been left on the floor and rushing headlong into disaster.
- Ensure that there is enough light so that people are aware of dangerous circumstances.
- Never reach or step across moving equipment.

Any machine part which can cause injury must be guarded. Machine guards help to eliminate personnel hazards created by points of operation, ingoing nip points, rotating parts and flying chips. Anyone working around machinery needs to be properly trained about the potential hazards and what to do if a safeguard is missing or damaged.

Also read **Schedule D of the General Machinery Regulations of the OHS Act**



### Fitting Your Dust Mask Correctly?



## JUST BREATHE

### Different Dust Masks FFP Protection Levels

Dust Mask	Filter Penetration Limit (at 95 L/min)	Hazard Type	Example of Activity
FFP1	Filters at least 80% of airborne particles	Non toxic dusts and water/oil based mists/aerosols	Suitable for hand sanding, drilling and cutting
FFP2	Filters at least 94% of airborne particles	Toxic dusts, metal fumes and water/oil based mists/aerosols	Suitable for plastering and sanding
FFP3	Filters at least 99% of airborne particles	Toxic and carcinogenic dusts, metal fumes and water/oil based mists/aerosols	Suitable for handling hazardous powders (e.g. those found in the pharmaceutical industry)

### Dust Masks Storage & Care

- Don't leave dust masks lying around when not in use. Store them in a clean area and keep them away from working areas contaminated by hazardous dust, fumes, vapours or gas – otherwise you could end up breathing in those contaminants the next time you put it on.
- Carry out a fit check with your mask before each use.
- Do not remove dust masks in a hazardous area e.g. to talk or inspect your mask.
- Dust masks cannot be cleaned or repaired if soiled or damaged.

<http://www.hse.gov.uk/respiratory-protective-equipment/docs/stay-healthy-notes.pdf>