



HEALTH AND SAFETY AUDIT

November 2019

An audit report detailing areas requiring compliance with the Occupational Health and Safety Act and applicable regulations or areas of improvement.

Audited By:

Delene Sheasby (ROSPProf)
Delene Sheasby Safety Practitioner (Pty) Ltd
T/a Work Safety SA
Reg No: 2015/206197/07
Cel: 078 160 1994
Email: delene@worksafetysa.co.za

Organisation Audited:

Douglasdale Retirement Village
28 Galloway Avenue
Douglasdale
Bryanston 2191
Tel: 010 593 3337
Email:
jackiedkcsimanagement.co.za

Douglasdale Retirement Village

Annual Occupational Health and Safety Audit
4th and 5th November 2019

Content:

1. Certificate of Compliance
2. Proof of Membership
D Sheasby (Registered Occupational
Safety Professional- Institute of Safety
Management)
3. Audit Report

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INSTITUTE OF SAFETY MANAGEMENT
INSTITUUT VAN VEILIGHEIDSBESTUUR

For the advancement of Professional Safety Practice, Safety
Technology and Safety Management.

Vir die bevordering van Professionele Veiligheidspraktyk,
Veiligheidstechnologie en Veiligheidsbestuur.

This is to certify that

D SHEASBY

ID No. 551019 0667 082

has satisfied the requirements of the Board
and is registered as an

Occupational Safety Professional

Registration No. 504

Registrar



valid until 31-03-2020



Recognised as a Professional Body for the purposes of the National Qualifications Framework
Act, Act 67 of 2008 as approved by the SAQA Board.



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AUDIT REPORT 2019**PURPOSE OF AUDIT**

The purpose of this audit was:

- a) To perform an Evaluation of the Legal Compliance to the OHS Act
- b) To identify areas of opportunity and improvement to Health and Safety

AUDIT SCOPE

Documentation was audited as well as a sample of the occupied areas. Evidence of 2018 findings were evaluated and closed were applicable. Reporting on:

REG. NO.	REGULATION NAME	ACTUAL SCORED 2019	ACTUAL SCORED 2018
1	Occupational Health and Safety Act	92	67
2	General Administrative Regulations	83	67
3	General Safety Regulations	97	80
4	Electrical Installation Regulation	100	94
5	Environmental Regulations	100	98
6	Lifts, Escalators and Passenger Conveyor Regulations	100	100
7	Electrical Machinery Regulations	100	100
8	Facilities Regulations	100	100
9	Hazardous Biological Agents Regulations	99	92
10	Hazardous Chemical Substances Regulations	95	85
11	Pressure Equipment Regulations	100	100
12	National Building Regulations	94	88
AUDIT TOTAL ACHIEVED:		97	88

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AUDIT CRITERIA

- 1 Occupational Health and Safety Act and relevant regulations
- 2 SANS CODES example: SANS 10400,

ATTENDANCE

Delene Sheasby (ROSPProf) Tarryn Hallaby (Health and Safety Co Ordinator/Admin) Jackie de Kock(GM 16.2) Nikki Ennis (Kitchen Operator 16.1), Johan Combrink (Maintenance,) Adrian Sheasby (Senior Architectural Technologist) Jackie Farnel (Matron) Jabu Khose (Turfnet) Rudi Brankhorst (Turfnet) Andy McDonald (16.1) Sanele Masuku (24.7 Security) Siobhan Erasmus (Owner Nursing Services)

AUDIT ON SAMPLE BASIS

The Closing of 2018 Findings Inspection was conducted on a sample basis of the following areas:

Building 1

Accommodation

Building 2 Life Style, Offices and Reception, Public Toilets, Entrance Foyer, Dining Area, Kitchen, Hall, Frail and Mid Care and Accommodation, Swimming Pool, Stand by Generator

Building 3 (Accommodation)

Gate House, Garden Centres, Workshops.

We would like to take this opportunity in thanking the management and staff and contractors of Douglasdale Retirement Village and CSI Property Management for their participation during the audit and look forward to future partnerships in Health and Safety.

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On commencing of the following report, I would like to point out that the audit results are based on evidence available at the time of the audit. Evidence must be valid, authentic, reliable, current and specific to this workplace.

Signed:

Delene Sheasby (ROSPROF)
Registered Occupational Safety Practitioner
Delene Sheasby Safety Practitioner (Pty Ltd
41 Thomas Street, Clayville Ext 9,
Olifantsfontein 1666
Cel 078 160 1994

Date: 6TH November 2019

Signed:

Andy McDonald (16.1)
Jackie De Kock (16.2)
Douglasdale Retirement Village
28 Galloway Avenue
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Date: 6TH November 2019

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The sections below describe the compliances/non-compliances noted in the Village. The suggested areas or areas are identified by a bullet point. Please note, many findings fall into the category of areas of improvement.

1	Occupational Health and Safety Act	92 %
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A marked improvement of the 2018 result. Health and Safety in this environment is driven from the top and obvious signs of a strong safety culture emerging.

The Health and Safety Policy has been implemented and is displayed in the Lifestyle Centre. A number of contractors’ form part of the safety structure. All have health and safety policies in place or being implemented.

The Policy addresses the employer’s commitment to the employees for their health and safety and has been signed by the 16.1.

Generally, the working and common areas of the environment is safe and without risk and PPE has been provided where necessary and most risks are controlled, however:

Section 8:

- Contractor health and safety files need attention. “ Post its” have been inserted where contractors must re visit their files and rectify as soon as possible where applicable .
- Prior to any contractor starting on site, CSI to ensure that their relevant health and safety documents are in place and valid. Documents must be site specific and not “cut and paste” from other sources.
- CSI have made a huge effort to complete Baseline Risk Assessments. Other resident contractors must pay attention to the completion of their Baseline, Issue based and Continuous risk assessments where applicable.
- The completion of risk assessments is sometimes a difficult process to grasp and therefore suggest training for those contractors who need the knowledge.
- Issue based risk assessments must be done. It is suggested that all tasks in all areas are identified by the individual contractors and issue-based risk assessments are completed.
- Continuous risk assessments are completed by some of the contractors in the form of regular checklists and inspections.

The Frail and Mid Care sections are pedantic about mitigating possible hazardous biologicals to prevent infections and spread of diseases amongst the elderly. Generally, the other contractors have mitigated risks prior to providing PPE.

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At the time of the audit it appeared that significant improvement to health and safety management was noted.

- Staff are following regular washing of hands routines; however, it is suggested that a timer be installed to alert staff every 15 mins to wash hands. In that way, the staff will find it easier to remember.
- In the 2018 audit it was suggested that the kitchen staff undergo food hygiene and preparation training. Feedback from the 16.1 contractor was that she was competent to perform the training. Perhaps evidence of competence can be placed on file for next year audit.

Procedures for the implementation and compliance of the OHS Act are always enforced with significant input from the residents as well. The CSI staff have job descriptions and meet the requirements of 37(1)(b). All contractors must implement job description to meet these requirements.

- All tasks (particularly in higher risk areas) must have Safe Working procedures which have been communicated to the relevant parties and/ or on the job training provided.

The preambles of the Act require that the employer (applicable to each contractor) must ensure that the safety of their staff, equipment being used and most importantly others who are not employees, is being implemented. This is therefore very important when considering all the visitors and residents in the village and could carry personal criminal and or civil liability.

Informal information relating to Fire training for kitchen deep fat fryer fires and fire blankets was given to kitchen staff.

A well-equipped Care Centre is situated centrally and if medical assistance is required, fully qualified nursing staff are on call to assist those in the Frail and Mid Care Centre as well as residents and staff on site. Nevertheless, First Aid Training has been provided by an accredited training provider who is accredited with the Department of Labour.

Most senior members attended 16.2 Executive Legal Liability Induction training in September 2018 to ensure that they all understand their full accountability and responsibility as well as the criminal and civil consequences which can be incurred if they have been found to be negligent. (Sec 38)

Douglasdale Retirement Village is staffed mainly by contractors/operators and, if, individually, consulting the OHS Act, the number of persons on site, will not require the appointment of health and safety representatives.

- However, some contractors have appointed she representative who have had no formal training. It would be up to those contractors, independently to arrange the relevant legislative training.
- Section 17 (5) requires that every employer who has more than 20 employees staff designate in writing for a specific period, health and safety representatives for such workplace or for different sections thereof. The ratios are 1:100 for shops and offices and for other workplace 1:50.

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CSI 8.2.i appointed person is Johann Combrink a senior supervisor or Head of department and very familiar with the hazards and risks in all areas. The 8.2.i appointment is an employer appointment.

Section 13:

Most of the staff as well as residents are aware of the implications of the OHS Act however, it is suggested that the health and safety "message" continues as it has done. Induction is taking place throughout where site specific hazards, rules, and codes and risks are discussed.

Section 14:

All staff are informed of their health and safety requirements and that they are responsible for their own safety and others. Separate active coaching and on the job training takes place in the kitchen, garden, security etc. to ensure health and safety compliance.

Section 15

No apparent evidence that anything provided in the interest of health and safety is being misused, interfered with or damaged. i.e. Hose reel used for watering gardens.

Section 17, 18, 19, 20

Group committee meetings are taking place monthly as well as quarterly. All contractor employers are attending. All health and safety information is shared for anyone to access.

Section 23

All health and safety equipment are provided free of charge to those who require it.

Section 24 and 25

No occupational incidents nor occupational diseases have occurred requiring reporting to DoL. Extensive records of all incidents involving the residents, in particular are kept. Where there have been incidents requiring COID claiming, these have been processed.

- Incident investigators must be appointed and where applicable Incident Investigation training be provided

Section 26

No evidence of victimization has taken place

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Section 37 (1)

The evidence shows that the employer has taken all reasonable steps to comply with the Act

Section 37(2)

The contractor health and safety files are in being established but must be completed. The 37(2) contracts, Letters of Good standing and other relevant documents must be in their files and valid. All contractors are appointed by Douglasdale Retirement Village.

- Refer to "post it" notes inserted into the contractor files and follow up.
- All contractors must have a valid, current and relevant site file – a suggested content as follows:

SECTION NUMBER	DESCRIPTION
1	Copy of the OH&S Act
2	Policies and Procedures
3	Letter of Good Standing, Tax Clearance, BEE
4	Legal Appointments
5	H&S Specification Health and Safety Plan & Scope of Work
6	Monthly audit and auditor appointment
7	Contractors (section 37(2) and contractor agreement Please note that the current 37(2) contracts issued are applicable to construction contractors and must be redone- the construction contractor may continue with this document.
8	Base line, Issue Base Risk Assessments
9	Induction
10	Fall Protection Plan and Proof of Training Psychological Fitness Must be accredited working at heights training provider.
11	Registers
12	Minutes of Committee Meeting
13	Certificates, Certificates of competency and training certificates
14	Tool Box Talks
15	Safe Working Procedures
16	Incident Investigation
17	Site Manual

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2	General Administration Regulations			83%
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From 67% in 2018 to 83% in 2019. Copy of the OHS Act, Employment Equity Act and Basic Conditions of Employment Act are displayed in all necessary workplaces in the village.

- Suggest that copies of the OHS Act (Books) are obtained for each contractor employer
- Health and safety representatives to be nominated /elected by employees of contractors where applicable.
- Correct nomination process must be followed in accordance with GAR
- All care appears to need health and safety representative according to legislation.
- Where applicable health and safety representative must be appointed.
- All contractors to keep an Annexure 1 – partly completed with COID number in case of an emergency.
- Newly appointed safety representatives and health and safety committee to examine all incident investigations, discuss and implement control measures.
- Near misses to be investigated and controlled.

3	General Safety Regulations			97 %
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- All contractors to investigate all the tasks their employees are performing and a documented evaluation of risks which are site and task specific to be done.

No evidence of alcohol or drug abuse is apparent. The public areas of the village are “No Smoking” areas.

- No smoking signs to be displayed throughout the village with designated smoking areas identified. Signs have been purchased but must still be installed.

SANS 1186.5 compliant notices and signs are visible throughout the buildings. Entrance to the village is controlled from the two entrance gates and reception. First aid box in kitchen, workshop and garden stores have a content list as per General Safety Regulation, as well as a record of incidents and stock issued.

Monthly checklists being completed for all boxes by a competent person from the care centre. First aid box signage is affixed indicating where the boxes are kept.

- Signage to be affixed indicating the name of person responsible for the first aid box.

Minor quantities of flammable liquids are stored in a bunded area. These flammables are stored in a controlled manner.

Waste is removed from the buildings on a regular daily basis and taken to the waste area.

- Recycling programme to continue for glass, paper, etc.

All work in elevated positions takes place on safe ladders which have been made safe and are inspected on a regular basis. No welding takes place on site. At the time of the audit training certificates had not been sent from the provider.

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The 1000ltr generator area has been bunded to contain spillage should spillage occur.

- A plan to be considered in the case of spillage with regards to treating the spill in the bunded area for example containing a HAZRISK provider to deal with the spill.
- A suggested improvement to the bunding described above would be the addition of a sump 30x30x30 cm would assist in dealing with any spillage.

4	Electrical Installation Regulations	100 %
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Should a need for a qualified, DoL registered, electrical contractor exists to attend to electrical installations, always obtain competency certificates.

- Electrical Contractors to be registered annually with DoL and with the Electrical Contracting Board. COC's were available for inspection.

5	Environmental Regulations	100 %
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In the event of a power outage, the generator will provide lighting in all areas- including in the evacuation areas in the residential sections. Natural ventilation levels are acceptable, globes, fluorescent lighting are regularly checked. No ventilation studies required.

- Redundant fluorescent tubes always to be disposed of in an environmentally acceptable manner Safety Glass is fitted in accordance with SANS 10400 where required. Apart from the maintenance store area, all work areas are clear and unobstructed. The generator has been fitted with very efficient noise buffers. Escape doors open in the direction of travel.

"Corridor gardeners" are discouraged to obstruct the evacuation routes with their gardens.

All doors are easily opened, providing means of escape where necessary to the Evacuation /Assembly areas. The last drill took place in January with the next drill being planned for the near future, the evacuation procedures are practiced in order to reduce the evacuation time and give the elderly residents more confidence when evacuating. The assembly areas have been reorganized and moved to more convenient areas. All resident know exactly which assembly areas must be used.

- The frail care centre has not done an evacuation drill and should. A table drill can take place Adequate fire equipment has been installed and strategically located and maintained in accordance with the SANS 10400 building regulations. SANS 1475 accredited service providers service the equipment annually and issue a certificate of compliance. All equipment under goes a monthly inspection and checklists are evidence thereof.

A new fire register is being used for checking purposes. The equipment and back board or wall location are permanently marked to correspond with the fire register. Trained fire fighters and wardens have been trained and legally appointed. Public areas are well ventilated, and no air monitoring requirements are

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necessary. Gabions have been built to prevent flooding along the riverbank. Escape doors in escape routes open in direction of travel and are kept closed at all times.

Sequencing on fire doors in passages have been checked – all are closing according to specification.

Stair cases intended for evacuation are kept clear of obstruction. Information signs have been placed where the elderly are required to hold onto the hand rails.

- Ensure that fire cupboards are not used for personal storage and that fire equipment is not obstructed.

6	Lifts, Escalators and Passenger Conveyor Regulations	100%
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Schindler Lifts are designed and constructed in accordance with legal requirements. Particulars of the lift and lifting capacity are displayed in each lift together with a notice that lift is not to be used in case of a fire. Lifts are inspected and tested monthly in accordance with the regulations. Records of maintenance are available for inspection. An approved inspection authority takes care of inspections.

7	Electrical Machinery Regulations	100%
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Electrical machinery to be constantly checked by maintenance and / or contractor to ensure that correctly earthed. Contractor to always show evidence of competence if contractor being used.

Generator has suitable signage visible to warn persons of possible hazard. Mini transformers and distribution boxes are kept locked with suitable ventilation to maintain safe working temperature. Suitable fire extinguishers available nearby.

- Signage to be checked on all doors regularly.
- All portable electrical tools to be checked on a monthly basis on a checklist - all tools are in good condition and meet safety standards.
- Improvements to electric fence to take place soon. Ensure that contractor compliance is met. Installer has shown evidence of competence /compliance as an installer. Certificate of registration available. Obtain COC upon completion.
- Service duct at ground level in Building 1 incorrectly signed as Electrical must have signage changed to Telkom sign.

8	Facilities Regulations	100%
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All facilities are modern and in excellent condition. Sanitation and ventilation complies with Parts F O P and Q of the building regulations. Toilets all have toilet seats, toilet paper and soap and are provided with hot and cold running water. Where showers are provided, glazing is evident. The number of toilets, urinals, wash hand basins and ventilation are in accordance with National Building Regulation SANS 10400. Where applicable facilities for the safe keeping of personal items have been provided. Change rooms are in

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accordance with SANS 10400. Dining facilities are in accordance with SANS 10400. Drinking water is good. Water which is not for human consumption is marked with a sign.

9	Hazardous Biological Agents Regulations	99%
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Kitchen rules relating to hygiene and the prevention of food contamination being adhered to. It would be acceptable if gloves are not worn however, the strict regular washing of hand rules must be adhered to as is the wearing of hair nets.

The Care Centre take particular care in the prevention of the spreading of Hazardous Biological Agents. Risk assessments are done and must be continued on an ongoing basis. Potential sources of exposures are constantly checked, and the necessary PPE is provided, and high levels of housekeeping and hygiene are evident. Medical staff undergo regular training and information updates accordingly. Records of all residents and their state of health are evident. Watatrix Services remove, transport and dispose of the nappy and sanitary products according to the regulator requirements.

- The number of employees may require that one of the staff are also appointed as a safety representative to perform the functions of a safety representative as required by the OHS Act.

The hazardous biological signs are displayed on red bins and in all relevant areas.

10	Hazardous Chemical Substances Regulations	95%
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Hazardous Chemicals are minimal in the village and those few on site all have Material safety Data Sheets and staff being exposed to these have had training.

- Risk assessments must be performed where chemicals are being used to establish control measures or safe working procedures. This may be applicable in the gardening environment, for example.
- Assessments to be reviewed every two years
- Assessments to establish the route of intake if applicable.
- The above to depend on the nature of the work.
- Records to be kept on all risk assessments relating to hazardous chemicals
- Where hazardous chemicals are stored signage to be displayed
- If applicable can the recycling of hazardous chemicals be done, and evidence shown?

11	Pressure Equipment Regulations	100 %
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Fire Extinguishers are the most common Pressure Vessels in this workplace. The equipment is well-maintained and serviced by an accredited service provider holding a SANS 1475 accreditation with SAQCC

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technicians performing the services. All fire equipment is manufactured in accordance with their relevant SANS standards (i.e. 1910/1567/543/ etc.)

- Certificate of Compliance issued at last service in August – always obtain after every annual service.

Fire equipment is checked on a monthly basis, registers are available for viewing. Ensure that all registers are always signed and dated.

12	National Building Regulations	94%
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Not a full SANS 10400 audit was done, however, the following observations were noted:

It can be observed that some stairs do not comply with SANS 10400 in so far as treads and risers can only have a 6mm deviation. Unfortunately, the following have been identified as those that do not comply.

Main staircase landing between ground and first floor. Steps do not comply with SANS 10400 section S. Signs installed requesting users to hold onto the handrail

Landing between first and second floor- see risers of the first step. Does not comply- more than 6mm variance.

Block 3 outside frail care wheelchair ramp has been closed for use and a new ramp installed