



**employment & labour**

Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

## **TO ALL EMPLOYERS IN THE ROBERTSTON & SURROUNDING AREAS**

Enquiries: Mark Samuels  
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Cell no.: 0827882143  
Reference: **Inspection Project  
Robertson**  
Date: 4 April 2022

### **NOTICE OF INSPECTION BY INSPECTION & ENFORCEMENT SERVICES**

***THIS IS TO NOTIFY YOU THAT OFFICIALS OF THIS DEPARTMENT INTENDS TO CONDUCT INSPECTIONS AT YOUR ESTABLISHMENT BETWEEN THE PERIOD 11-14 APRIL 2022, BETWEEN 09H00 TO 16H00***

**BASIC CONDITIONS OF EMPLOYMENT ACT, SECTORAL DETERMINATION 13 (FARM WORKER SECTOR), UNEMPLOYMENT INSURANCE FUND, UNEMPLOYMENT INSURANCE CONTRIBUTIONS ACT, OCCUPATIONAL HEALTH AND SAFETY ACT, COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT & TERS MATTERS.**

You are required to produce the following records, which you are required to keep in terms of labour legislations.

**Please inform the trade unions about this visit, if applicable, and or employee health and safety representatives.**

#### **1. BASIC CONDITIONS OF EMPLOYMENT ACT OR SECTORAL DETERMINATION 13 – FARM WORKER SECTOR AND INCLUDING TERS**

- Employer to keep a copy of the Act or determination where applicable.
- Attendance Register. (Last 2 months)
- Signed employment contracts / letter of appointments of an employee. (40hrs and or 45hrs)
- Information about remuneration (pay slips/envelopes), overtime, leave pay (Last 2 months)
- Unemployment Insurance, registration number, as well as proof of last payments.
- Compensation of Occupational Injuries and Diseases Act (COIDA) registration number as well as proof of last payments.
- A copy of the CIPRO Certificate

- A company letter head
- A list containing the names and ID numbers of all employees

**2. UNEMPLOYMENT INSURANCE ACT & UNEMPLOYMENT CONTRIBUTIONS ACT, OF 2001**

- List of employees with ID/passport numbers, commencement date of employment and remuneration (RSA and Non RSA employees)
- Payroll or wage records
- Proof of payment of UIF
- Proof of registration with CF (Compensation Fund)
- Proof of registration with CIPC
- Payslips (2 payslips)
- Power of attorney if you are using an external bookkeeper
- Declaration of employees (for periods where gaps are identified, auditor to indicate)

**3. COMPENSATION FOR OCCUPATIONAL INJURIES & DISEASES ACT, 1993**

- A current and valid Letter of Good Standing
- A detailed Payroll
- SARS EMP 501/201
- An Audited/Independently/Compiled Annual Financial Statement
- Manual ROEs
- List of employees
- CIPC CK 2
- Proof of payment of assessment
- UIF Reference number

**4. OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993 AND REGULATIONS**

*Please refer to attached Annexure for list of Documents /Records to be kept at your workplace.*

**Please note that it is a requirement that at least two employees also be interviewed after the inspection has been conducted.**

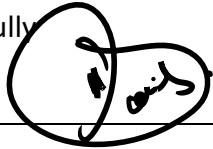
**If you make use of the services of an accountant or employers' organization, it remains your responsibility to obtain the necessary information from such accountant / employers' organization, and have it available for the inspector.**

**NB: However due to Covid-19 the Department encourages all employers to send the requested documents electronically which will be analyzed prior the date of inspection.**

To expedite the inspection, you are kindly requested to complete the attached form reflecting the employer's basic particulars.

**NB. Please note that all information received will be utilized for the intended purpose and protected in terms of the POPI Act.**

Yours faithfully



Signature

**Mark C Samuels | Employment Standards: Specialist Inspector | Provincial Office: Western Cape |**  
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**Wearing a mask properly is of life-saving importance. You must wear your masks at all times when outside of your home. There can be no exceptions.**

- You must avoid crowded and confined spaces at all costs. This is where super-spreader events take place.
- You must ensure there is good ventilation at all times whenever you're in public. The virus droplets spread by air in confined spaces, and so fresher is better.
- You must wash your hands regularly with soap and water or use sanitiser.
- If you feel sick, you should not leave your home unless it is to get healthcare treatment. You must first call our hotline on 080 928 4102 for guidance on the next steps.
- You should also not visit someone who is sick, and find other ways to provide support, like delivering a meal to a neighbour's doorstep.

## ANNEXURE TO NOTICE OF OHS INSPECTION

### Minimum documents, records, reports and forms that are required to be kept on the premises (*where applicable*)

1. COIDA Registration number;
2. Copies of the Return of earnings submitted to Compensation Commissioner for the past financial year.
3. Latest proof of payment for COIDA.
4. Number of incident or occupational disease claims submitted to the Compensation Commissioner last year.
5. A copy of the Occupational Health and Safety Act and Regulations
6. (Designations/Appointments) Letters of all workplace relevant Occupational Health and Safety appointments and/or designations and supporting proof(s) of competency as including:
  - 1.1 Designation in terms of 16(2);
  - 1.2 The designation of a competent person GMR 2 (1) and (7);
  - 1.3 Approved Inspection Authority for inspections of pressure equipment;
  - 1.4 Certificate of competency for first-aiders. Please have certificates with the following information available to be checked:
    - Name of the First-Aider;
    - Certificate number;
    - Expiry date;
    - Training Institution;
    - SETA Accreditation number and CI number.
2. Inspection reports by the Health and Safety Representative/s;
3. Minutes of Health and Safety Committee – minimum last 4 consecutive minutes;
4. Incident Register for the recording and investigation of incidents or occupational diseases (*Annexure 1 to the General Administrative Regulations*);
5. Lifts, escalator, passenger conveyors and goods hoist registration certificates and record book;
6. Lifting machines and lifting tackle record books;
7. Certificates and inspection reports for pressure equipment;
8. Steam generator registration certificate;
9. Certificate of Compliance for electrical installation;
10. Certificate of conformity for gas installations;
11. Medical surveillance programme;
12. Medical surveillance and biological monitoring records;
13. Risk Assessment records, including health risk assessment;
14. Occupational hygiene monitoring reports;
15. Copies of Safety Data Sheets (*hazard sheets*) for Hazardous Chemical Agents;
16. Copies of valid certificates of training of forklift and/or crane operators (*Please have name list available for inspectors*)
17. Please furnish copies of all exemptions issued by the Department of Employment and Labour.
18. Kindly complete, AND RETURN BY FAX OR EMAIL, the particulars as outlined on the template overleaf.