

OHSCompliance Practical Checklist

OHS Training South Africa: Courses Employers Should Prioritise

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How to use this checklist:

- Use it before requesting a quote, uploading a safety file or preparing for a client review.
- Do not upload private learner records, ID numbers or certificate copies through public channels.

Client audit readiness:

- Confirm the site, task, people and deadline before preparing records.
- Check that appointments, training evidence and risk controls match the actual work.
- Move expired, missing or unclear evidence onto a corrective action tracker.
- Review records after client comments, incidents, scope changes or new site rules.

Documents to prepare:

- Safety file index: Shows the structure of the evidence pack. Owner: OHS coordinator. Update: When client req
- HIRA or task risk assessment: Links hazards to controls and supervision. Owner: Supervisor or risk owner. Up
- Training matrix: Connects people, roles and course evidence. Owner: Training coordinator. Update: After new
- Inspection or corrective action register: Shows active monitoring and follow-up. Owner: Supervisor or SHE re

Related service: Legal Compliance Training South Africa

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Privacy warning: keep learner IDs, signatures and certificate copies out of public submissions unless a secure