



INSPECTION AUTHORITY

In accordance with the Provisions of the Occupational Health and Safety Act No.85 of 1993

REGISTERED CONSULTANTS

In respect of the Compensation for Occupational Injuries and Diseases Act No.130 of 1993

COMPLIANCE AGENTS

Implementation, maintenance and interaction

Phone: (011) 675-1280
Website: www.scottsafe.co.za
e-mail: compliance@scottsafe.co.za

Postnet Suite 593
Private Bag X09
WELTEVREDENPARK, 1715
Regional Offices – Cape Town / Durban



MEANINGFUL SAFETY IN A DEMOCRATIC SOUTH AFRICA



BUSINESS PORTFOLIO

Section 1

Occupational Health and Safety Act No 85 of 1993

Compensation for Occupational Injuries and Diseases Act No 130 of 1993

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Amended: July 2022*



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July 2022



OCCUPATIONAL HEALTH AND SAFETY SPECIALISTS Est 1992

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MEANINGFUL SAFETY IN A DEMOCRATIC SOUTH AFRICA

**SECTION 1
PORTFOLIO INDEX**

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MEANINGFUL SAFETY IN A DEMOCRATIC SOUTH AFRICA

PRESS RELEASE

Company Portfolio Summary

Scott-Safe is a **National Occupational Health and Safety Compliance Agency** headed up by Rodney Hugh Scott who has over 40 years' experience in the industry. He is a Graduate with the Institute of Fire Engineers (U.K), holds a National Diploma in Safety Management (Nadsam), A Diploma in Occupational Health, Business Management and Facilities Management. He holds many Occupational Safety short course certificates too numerous to list.

Established on 1 June 1992 Scott-Safe have become the leaders in the OHS compliance industry. Their national infrastructure operates out of their Head Office in Johannesburg and they have regional offices in Cape Town, Port Elizabeth and Durban.

The Company is supported by a team of 25 people:

- | | |
|--------------------------------|---|
| 1 Chief Empowerment Officer | 7 Compliance Agents |
| 2 Support Partners | 1 Construction Work Manager / Agent |
| 1 Chief Operations Officer | 2 Construction Work Safety Officers |
| 1 Chief Financial Officer | 1 Legal Compliance Management Presenter |
| 1 Support Administrator | 2 First Response Instructors |
| 1 Legal Advisor | 1 Comply Online Support Services Specialist |
| 1 Industrial Relations Advisor | 1 IT Specialist |
| 1 ISO Internal Auditor | 1 Compensation Administrator |

Scott-Safe operates as an Inspection Authority by definition and in accordance with the requirements of the **Occupational Health and Safety Act No 85 of 1993**. All agents are registered with the South African Institute of Occupational Safety and Health (SAIOSH).

Services include:

- Occupational Health and Safety Legal Compliance **Audits and Inspections**
- Issue of Legal Compliance Certificates of findings as an **Inspection Authority**
- **Implementation** of the unique Scott-Safe '**Legal Compliance Benchmark System**'
- On-site outsourced Legal Compliance **Maintenance Services**
- Supply of '**Contractor Health and Safety Plan**' with Implementation
- **Compensation** administration
- Reportable Accident **Investigations**
- **Risk Assessments**
- Prescribed Educational Training through their **Occupational Safety Training Academy (OSTA)**
- Online Legal Compliance Systems using the '**Comply-Online**' internet based program
- **Emergency Response Planning, Evacuation Simulations and Drills**

Over the years the company has developed an extensive client base of over 2000 clients.

Scott-Safe is the only Occupational Health and Safety compliance agency that is **ISO 9001:2015** certified and registered as a **Proudly South African firm**. All applicable educational training courses are accredited with the **Department of Labour**.



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July 2022



Curriculum Vitae

RODNEY HUGH SCOTT

Rodney Scott, previously General Manager of the National Occupational Safety Association (NOSA) and Director of Risk Consultant Services (Pty) Ltd (RCS), formed **SCOTT-SAFE**, as an independent company specialising in providing Occupational Health and Safety services to the Mining, Manufacturing and Commercial Industry as well as to the informal business and private sector.

Rodney is well qualified to head a company such as Scott Safe. After matriculating from Milner High School he started his career in 1977 with the Sandton Fire Department where he spent three years learning the basics of fire fighting techniques, emergency medical care and rescue. He then served time with fire brigades in the United Kingdom before returning to join the Bedfordview Emergency Services as an Officer. On retiring from the municipal fire services in 1982, Rodney had risen to a senior position with the Roodepoort Fire Department during which time he was twice elected 'Fireman of the Year'.

In 1983 he joined NOSA's Johannesburg Region as a safety advisor and Education Officer. A year later he was appointed Safety Officer of Sabax Ltd and assisted them in implementing one of the finest accident prevention programs in South Africa. For his efforts he was twice awarded NOSA's 'Safety Man of the Year' trophy. After a successful career as Sabax's Loss Control Manager, his marketing experience began.

He joined Amtronix (Pty) Ltd in 1987, then one of South Africa's largest marketers of hearing health care products, as a sales manager in the Industrial Division and worked to eventually become the company's Managing Director. During this time, Rodney was twice presented NOSA's prestigious 'Safety Personality of the Year' award and introduced a unique recognition system into the industry for the employment of people with disabilities.

His wealth of knowledge in respect of Occupational Health and Safety as well as that of a safety products marketer served as an excellent recommendation for his appointment in 1990 as NOSA's General Manager Marketing.

Rodney's expertise and professionalism led to the development of a highly successful marketing department within NOSA, eventually privatising to become RCS. During this time, he travelled extensively throughout the world, evaluating international safety products and services and was one of the first South Africans to be invited to attend Russia's first open Occupational Health and Safety conference. As a result of NOSA's withdrawal from RCS (due to NOSA being a Section 21 company), he deregistered RCS to become **SCOTT-SAFE** Marketing, an independent product marketing orientated business.

After much perseverance he refocused and changed **SCOTT-SAFE** Marketing to **SCOTT-SAFE**, Occupational Health and Safety Specialists. Now directly involved in meaningful safety, his main goal is to successfully supply professional consultancy services in Occupational Health and Safety and Compensation as well as offer practical solutions to promote the prevention of occupational incidents throughout Southern Africa.

As a highly experienced consultant and qualified Inspection Authority he is unique by way of continually seeking new challenges, generating constructive ideas and always keeping ahead of the conformists with the ability to instil self-motivation against all odds. He adopts a no nonsense practical approach focusing on developing the relationship between management and non-management in a sincere democratic manner. His priority is to ensure that companies set a foundation for meaningful safety by complying with the minimum legal requirements. He is also proclaimed to be a powerful and exciting presenter on the subjects of Occupational Health and Safety.

Rodney developed **SCOTT-SAFE** as an essential service provider to become an acquired member of the Bidvest Group operating as a division of QMS Consulting (Pty) Ltd. After three years, he re-acquired the Company from Bidvest and is now the leading compliance agency with a national infrastructure. One of his greatest achievements to date is the recent development of an online occupational health and safety compliance system, called **COMPLY-ONLINE™**. Patented and trademarked this product is destined to change the compliance status in the commercial industry extensively. He is certainly renowned to be one of South Africa's most experienced and leading businessmen in the Occupational Health and Safety Industry.

Quite frankly, you're safer with him...



OCCUPATIONAL HEALTH AND SAFETY SPECIALISTS Est 1992

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MEANINGFUL SAFETY IN A DEMOCRATIC SOUTH AFRICA

LETTER OF INTRODUCTION

Welcome to the essential services of **Scott-Safe**, compliance agents for both the Occupational Health and Safety Act No 85 of 1993 and the Compensation for Occupational Injuries and Diseases Act No 130 of 1993 (as amended) respectively.

Complying with the requirements of both these Acts has been, and still is, a neglected area of business management in the small manufacturing, commercial and retail industry. The fundamental changes made to this legislation have increased the awareness and need for compliance dramatically.

NATIONAL COMPLIANCE INITIATIVE

Our function as '**Compliance Agents**' is to ensure that the legal requirements are properly implemented and maintained on an outsourced basis to become an integral part of the business operation thereby reducing the risk of both criminal and civil liability exposure as well as preventing the possibility of unnecessary costs and work stoppages due to accidents. The consequences of non-compliance and associated cost of a single accident could be the difference between the company's success or failure.

The financial benefits of compliance are intangible, as we reduce probability, except for returns derived from proper administration of compensation assessments and claims.

We adopt a no-nonsense approach to administering these critical legal obligations on your behalf.

We take you from where you are to where you need to be...and then keep you there.

As one of the only Occupational Health and Safety **ISO 9001:2015 Quality Assured Firms** in South Africa, who understand business priorities, we are the kind of people you want to do business with.

Risk is an integral part of business – As is minimising it!

BE CLEVER – CHOOSE TO COMPLY

Kind regards

RODNEY HUGH SCOTT
CHIEF EXECUTIVE OFFICER / OWNER



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July 2022

PROFILE

SCOTT-SAFE was established on 1 June 1992, as a sole proprietary and marketing orientated company which changed focus in 1994 to specialise and provide safety consultancy services to the Commercial and small to medium size Manufacturing Industries.

On the 1 January 1999, Scott-Safe was acquired and incorporated into the Bidvest Group as a division of QMS Consulting (Pty) Ltd.

The business was then acquired to become financially independent on 1 of August 2001.

PHILOSOPHY

As consultants we act in the interest of both the employer and the employee. This is carried out through a holistic business approach ensuring that health and safety becomes an integral part of the client's organisational structure and business priorities.

- ✓ We treat our clients as though they are our full time employers
- ✓ We use good judgement in all situations
- ✓ We ensure open communication at all times with the intent of developing a sound client relationship
- ✓ We maintain high standards of business ethics (Honesty, Loyalty and Reliability)
- ✓ We are committed to encouraging and creating greater health and safety awareness as a total living standard

FOCUS

Our main focus is directed at compliance with the minimum legal requirements of both the Occupational Health and Safety and Compensation for Occupational Injuries and Diseases Acts.

This is done in the most economical way possible, making safety not only meaningful but also viable and affordable to our client.

- *Cost effective compliance implementation services for both the Occupational Health and Safety and Compensation for Occupational Injuries and Diseases Acts (as amended)*
- *Prescribed information accommodating constitutional and fundamental rights of employees*
- *Competency based educational training for the employer and employees in line with National Qualifications Framework guidelines*
- *Outsourced consultancy services for the control of critical equipment and high-risk employee activities, thereby maintaining compliance on an ongoing basis*
- *"Reportable Accident" interaction and investigation*

Our services are provided nationally out of Johannesburg with Compliance Agents operating from Durban, East London, Port Elizabeth, Bloemfontein and Cape Town



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MEANINGFUL SAFETY IN A DEMOCRATIC SOUTH AFRICA

VISION

To develop a self-sustainable business providing a meaningful and profitable Occupational Health and Safety Legal Compliance Service to employers Nationwide....we serve with passion

MISSION

- To promote and implement our ‘unique benchmark’ Compliance System as a foundation for businesses to achieve a reasonable level of compliance through on site and online services
- To assist in reducing Criminal, Civil, Insurance and Vicarious liability risk
- To inform, educate and train people on their line function responsibility
- To ensure Companies are prepared for emergency situations threatening property and or lives
- To create a general awareness of personal responsibility and incident prevention
- To develop Legal Benchmarks for selected workplaces and industries

VALUES

- **Honest** - we adopt a no-nonsense direct approach to business. If we make a mistake, we admit to it, correct it and then move forward.
- **Loyal** - our people maintain a high standard of ethics and are fully committed to serve their clients.
- **Reliable** - we thrive on being available and responding promptly when called upon. We do what we say we will do.
- **Proud** - we honour our trade and pay particular attention to detail ensuring we make a positive difference daily. Personal Responsibility In Delivering Excellence (PRIDE).
- **Diligent** – We pay attention to detail ensuring High Quality Professional Service.



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SERVICES & PRODUCTS

Occupational Health and Safety Act, No 85 of 1993

1. Legal Compliance Audits
2. Management Presentations (Consequences of Non-Compliance)
3. 'Right-to-Know' Employee Awareness Presentations
(OHS Act/COID Act/Personal Hygiene/Safe Lifting Techniques/Protective Equipment Use)
4. Hazardous Chemical Substances Employee Awareness Program
5. Incident Reporting and Investigation Workshops
6. Hazard/Risk Inspection Workshops
7. Risk Assessment and Occupational Hygiene Surveys
8. Compliance Implementation, Maintenance and Department Labour Interaction

Compensation for Occupational Injuries and Diseases Act, No 130 of 1993

1. Compensation Administration Workshop
2. Compensation, Registration, Assessment and Claim Analysis
3. Compensation Claims Administration

Outsource

1. Medical Surveillance / Biological Monitoring
2. Fire Equipment Servicing (Recommendation And Vetting)
3. ISO 18000 Certification
4. Crisis Communication and Reputation Management

Emergency Control

1. Evaluation of Existing Emergency Response Plans
2. Site Specific Emergency Response Plans

Products

1. Legal Compliance Manual / Pack / Envelope
2. OHS / Compensation for Occupational Injuries and Diseases Act Booklets
3. Posters
4. Prescribed and critical equipment control documentation
5. First Aid Kits

Miscellaneous

1. 'Best Practice' (Improved Housekeeping, Waste Reduction, Problem Solving)
2. Learning Academy for developing safety consultants
3. Understanding, Accepting and Communicating Change with a positive Attitude
4. 'Democratic Change' Facilitation

Prescribed Educational Training

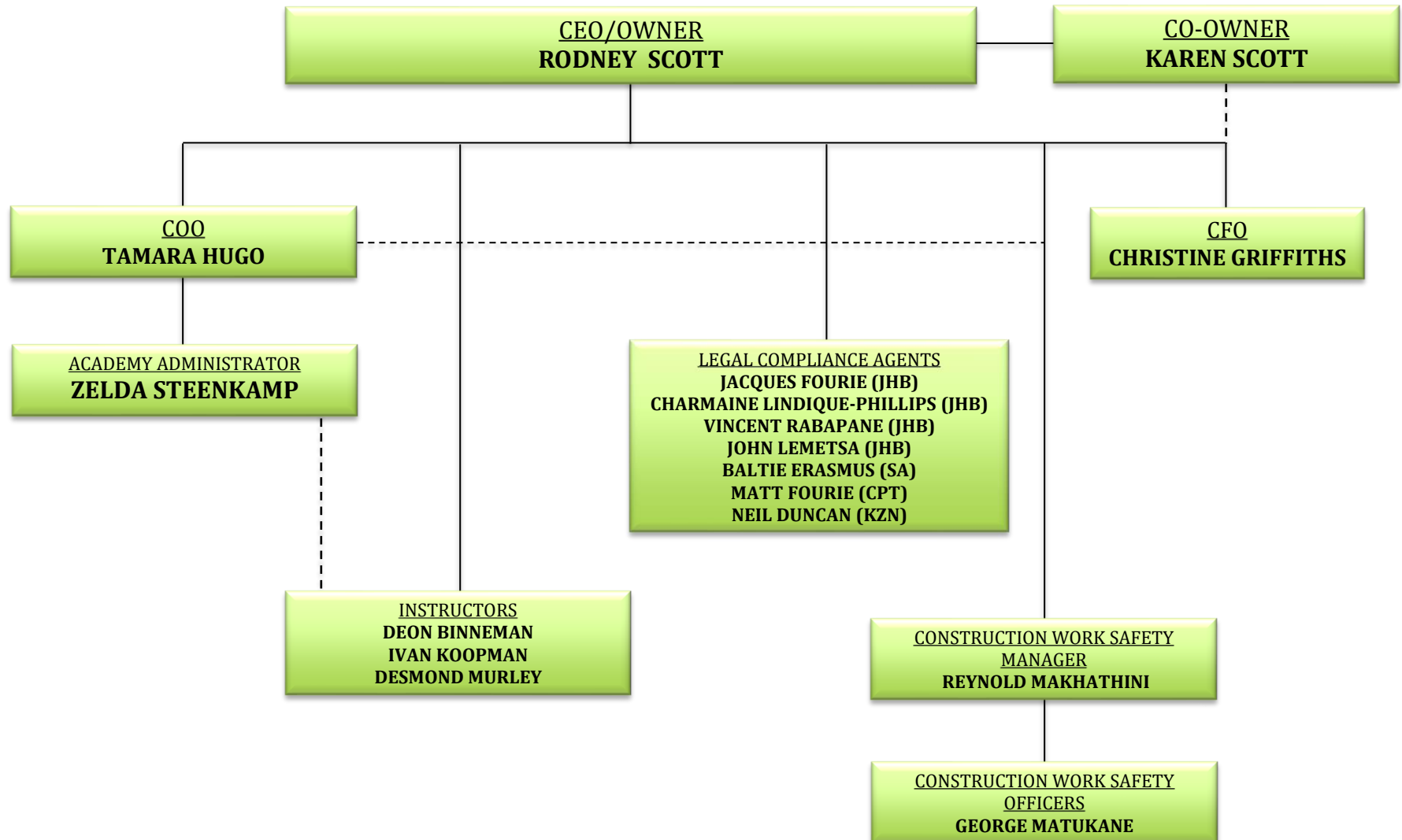
Occupational Safety Training Academy – an Independent Division of Scott-Safe

1. Occupational Health and Safety Workshops (Managers, Supervisors, Health and Safety committee members)
2. Certified Operator Training for Lifting Machinery
3. Clearance Certificate Training Course (Confined Space / Hot Work / Lock-out)
4. Basic Fire Fighting for First Responders
5. First Aid Training Course (Level 1/2/3)



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ORGANOGRAM





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MEANINGFUL SAFETY IN A DEMOCRATIC SOUTH AFRICA

COMPANY DETAILS

“Preferred providers of cost effective, meaningful occupational safety compliance services designed to reduce both criminal and civil liability risk potential, leading to a more productive business environment.”

| | |
|--|---|
| Business Status | Sole Propriety |
| Postal Address | Postnet Suite 593 |
| | Private Bag X09 |
| | Weltevreden Park |
| | 1715 |
| Registration Numbers | |
| Value Added Tax (VAT) | 4500133279 |
| Pay As you Earn (PAYE) | 732/07/4031/1 |
| Unemployment Insurance Fund (UIF) | 648282/9 |
| Workmen's Compensation Fund (WCA) | 0996-345-2210 |
| Regional Services Council (RSC) | 81140518 Greater Johannesburg Metropolitan Council |
| SETA | L320740311 |
| Proudly South African | TIG/SIA/105122072 |
| Bank Details | |
| Bank | Standard |
| Branch | Northcliff |
| Branch Code | 00630522 |
| Account Number | 003315517 |

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BE CLEVER – CHOOSE TO COMPLY

Kind Regards

RODNEY HUGH SCOTT
CHIEF EXECUTIVE OFFICER / OWNER



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**PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013
(POPI ACT)**

POLICY AND PROTOCOL

The aim of the POPI Act is to promote the protection of personal information processed by public and private bodies.

We undertake to ensure that there are adequate security measures in place for the processing and storage of personal information.

The processing and storage of personal information is necessary for the pursuit of legal interests of the client. This is an essential activity in our business for communication purposes and the issue of legal documentation.

Personal information is provided by the employer representatives and individuals in the form of contact detail and identification numbers.

All personal information provided is protected from loss, misuse or unauthorised access. There is no sharing of this personal information.

All personal information is kept for a three year period as required by law after which the personal information is cleared and deleted.

SECURITY

- Protection against cyber-crime Secure Socket Layer (SSL) certificate on all storage platforms.

DISASTER RECOVERY

- Routine daily and weekly back up on cloud and external hard drive, all password protected.
- All staff and agents have been informed on the requirements of the Act each person signs a confidentiality agreement.
- Laptops are all secured with password protection.
- Data subject requests must be made in writing and verified as authentic before submission.
- All personal information is kept for three years, as prescribed, after which the client data is deleted upon notification.

Accountability Information Officer

:

Rodney Hugh Scott

Accountability Information Officer Assistant

:

Tamara Hugo



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CODE OF PROFESSIONAL CONDUCT

MEETING THE CLIENT'S REQUIREMENTS

- ☐ The Company shall regard the client's requirements and interests as paramount at all times.
- ☐ The Company will only accept work that it is qualified to perform and in which the client can be served effectively; the Company will not make any misleading claims and will provide references from other clients if requested.
- ☐ The Company shall agree formally with the client the scope, nature and deliverables of the services to be provided. Any subsequent revisions will be subject to prior discussion and agreement with the client.
- ☐ The Company will hold all information concerning the affairs of the clients in the strictest confidence and will not disclose proprietary information obtained during the course of assignments.
- ☐ The Company will make certain that advice, solutions and recommendations are based on thorough, impartial consideration and analysis of all available and pertinent facts and relevant experience and are realistic, practicable and clearly understood by the client.

INTEGRITY, INDEPENDENCE, OBJECTIVITY

- ☐ The Company shall avoid any action or situation inconsistent with its professional obligations or which in any way might be seen to impair its integrity. In formulating advice and recommendations, the Company will be guided solely by its objective view of the client's best interests.
- ☐ The Company will disclose at the earliest opportunity any special relationships, circumstances or business interests which might influence or impair, or could be seen by the client or others to influence or impair its judgment or objectivity on a particular assignment.
- ☐ The Company shall not serve a client under circumstances which are inconsistent with its professional obligations or which in any way might be seen to impair its integrity; wherever a conflict or potential conflict of interest arises, the Company shall, as the circumstances require, either withdraw from the assignment, remove the source of conflict or disclose and obtain the agreement of the parties concerned to the performance or continuance of the agreement.
- ☐ The Company will advise the client of any significant reservations it may have about the client's expectation of benefits from an engagement.
- ☐ The Company will not indicate any short-term benefits at the expense of the long-term welfare of the client without advising the client of the implications.

RESPONSIBILITY TO THE PROFESSION

- ☐ The Company's conduct shall at all times endeavor to enhance the standing and public recognition of the profession.
- ☐ The Company will ensure that the knowledge and skills offered to clients are kept up to date.
- ☐ The Company shall have respect for the professional obligations and qualifications of all others with whom it works.



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OCCUPATIONAL HEALTH AND SAFETY

POLICY STATEMENT

Management undertake to provide for, as far as is reasonably practicable, the health and safety of its employees and the protection of all persons other than employees against hazards associated with the organisation's activities.

Our priority is to support communication systems, ensure that everyone is made conversant with the hazards attached to all work performed, understand the precautionary measures required with respect to the hazards and are provided with the necessary information, education, training and supervision to maintain a safe workplace.

We will remain proactive by anticipating, recognising, evaluating and controlling all unhygienic and unsafe situations that could result in incidents or disruption of work. We will promote positive mental, physical and social well-being within the organisation.

This can only be achieved through joint consultation and mutual participation.

RODNEY HUGH SCOTT
CHIEF EXECUTIVE OFFICER / OWNER

01 July 2022
DATE



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July 2022



**Department
of Labour**

Occupational Health and Safety Accord

We, the social partners, Government, Organised Labour
and Organised Business declare that:

Together in partnership, we will strive to realise the following ideals:

- a healthy and safe working environment
- the development of best practices in occupational health and safety
- elimination of incidents and fatalities in the workplace.

We embrace the principles enshrined in ILO Convention 155 and
ILO Convention 176.

We commit ourselves to:

- uphold the occupational health and safety principles as enshrined in the Bill of Rights
- integrate occupational health and safety into all business processes and strategies
- make occupational health and safety a way of life
- promote occupational health and safety awareness
- develop enabling occupational health and safety legislation, regulations and directives
- improve the tripartite relationship to the benefit of all in our country
- abide by the requirements of occupational health and safety legislation
- train workers and managers on safe working practices
- build an effective and efficient occupational health and safety institutional framework.

We commit ourselves further to working together constructively,
in occupational health and safety.

MMS MDLADLANA
MINISTER OF LABOUR

Government

J PEKANE
COSATU

M MALETE
FEDUSA

J MGEKENI
NACTU

Organised Labour

DR L LOTTER
BSA

A TSHALATA
NAFCOC

Organised Business



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OCCUPATIONAL HEALTH AND SAFETY

QUALITY POLICY

BUSINESS SCOPE

National Occupational Health and Safety Legal Compliance Agency and Legislative Educational Training

OUR QUALITY POLICY

Management and all personnel of **Scott Safe** are committed to our objectives and to maintain a quality management system that meets the requirements of ISO 9001 : 2015

The Quality Policy and Objectives are reviewed annually for continuing stability at Management Review Meetings

All Personnel will be trained in the contents of this Quality Policy and all quality management system documentation, which affects their area of responsibility

- 1 Attain the highest quality in the provision of the Occupational Health and Safety Compliance Services
- 2 Provide a service that consistently meets customer requirements
- 3 Produce an effective profit while maintaining client satisfaction and value
- 4 Provide the right climate to attract and retain people of high calibre
- 5 Continually improve our quality management system

In support of the above specific functional and service objectives are defined and measured


RODNEY HUGH SCOTT
CHIEF EXECUTIVE OFFICER / OWNER

01 July 2022
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PRESCRIBED EDUCATIONAL TRAINING

IN ACCORDANCE WITH THE PROVISIONS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT NO, 85 OF 1993



OCCUPATIONAL HEALTH AND SAFETY WORKSHOP

As prescribed in terms of Section 8

Generic syllabus incorporating the requirements of both the Occupational Health and Safety Act No, 85 of 1993 and Compensation for Occupational Injuries and Diseases Act No, 130 of 1993, customised to accommodate either middle management, supervisors and/or Health and Safety Representatives. Outcome-based with group exercises and practical site inspections.



FIRST AID

As prescribed in terms of General Safety Regulation 3

Persons appointed as First Aiders are educated and trained to meet the requirements of SAQA Unit Standard No 119567 as Level 1 First Aiders and issued with a Certificate of Competency as prescribed.

Certificates are issued to all successful candidates passing the competency-based theoretical and practical evaluation.



FIRE FIGHTING FOR FIRST RESPONDERS / EVACUATION WARDENS

Essential Training

Persons appointed as Fire Fighting First Responders are informed of the theory of fire and shown the effective use of fire fighting equipment.

Persons appointed as Evacuation Wardens are briefed on their responsibility and the new international best practise called sweeping. They work through the Company Emergency Response Plan and carry out a practical walk-through of the premises.

**ALL PROGRAMS CAN BE PRESENTED INDIVIDUALLY
ONSITE OR ONLINE**

REFRESHER COURSES AVAILABLE

www.scottsafe.co.za | 011 675 1280 | training@scottsafe.co.za