



General Industry System Kit

What is the NOSA General Industry System Kit?

The Kit is an electronic interactive manual that contains more than 390 documents designed to assist clients with the establishment, implementation and on-going management of an integrated safety, health and environmental management system consistent with the requirements of the NOSA Integrated Five Star System for General Industry (CMB253).

What is the NOSA Integrated Five Star System for General Industry? (CMB253)

The NOSA Integrated Five Star System for General Industry (CMB253) is a risk-based audit standard that can be used in a wide variety of contexts. The system comprises 72 elements organised into 5 sections. Each element deals with a specific component of the standard and lists conditions or aspects that should be complied with.



The 5 sections making up the system are:

1. Premises and Housekeeping
2. Mechanical, Electrical and Personal Safeguarding
3. Management of Fire and Other Emergency Risks
4. SHE Incident Recording and Investigation
5. Organisational Management

The system conforms to International Best Practice Standards and once established is designed to ensure that the company complies with all relevant legal requirements as well as any relevant corporate standards.

What does the NOSA General Industry System Kit comprise of?

The System Kit is in an electronic format and the application provides a platform for the creation, customisation, storage and management of the company's full range of SHE documentation.

The Kit provides, amongst other resources, the following:

Implementation Standards:

The 72 elements that make up CMB253 each have an implementation standard. Every standard is made up of a number of practical and achievable statements about what should be done or what should be in place in order to meet the requirements of the standard. The statements can be customised to reflect the particular circumstances and risk profile of the company.

Each implementation standard also provides a list of:

- **Associated documents:** this is a list of documents, such as policies, standards, control registers, appointment letters, etc. that are relevant to and supportive of the element. The list is grouped into two categories – those available as part of the Kit and those that the company should develop and establish themselves, such as policy statements, site plans, evacuation routes and maintenance schedules .
- **Applicable legislation:** this is a list of the main South African legislation that is applicable to the particular element. As legislation is constantly being revised and updated the intention is to provide a general indication only and should not be interpreted as a definitive listing of all current and applicable legislation.

Supporting Documentation:

Included as part of the Kit are more than 300 individual documents designed to support and assist in achieving the requirements of the 72 elements. The supporting documents are organised into eight folders:

- **Appointment Letters:** 70 templates are available covering both legally required and CMB253 recommended appointment letters. The application allows the user to customise each appointment letter – inserting the company's name and logo, name of the responsible person and the appointee, as well as customising the specific duties and area of responsibility. Each appointment letter can then be saved within the application.
- **Informational and Guideline Documents:** - a wide range of documents that provide general information and guidelines on various topics are available. This is the reference section of the Kit and contains more than 60 documents that provide general information on topics such as hazardous chemical substances, guidelines on good stacking and storage practices, fire protection and first aid, ladders, machine guard designs and many other topics.
- **NOSA Standards and Documents:** - NOSA standards such as CMB001 and CMB253, chapters from NOSA's training course SAMTRAC, that deal with what a SHE management system is and what needs to be done to establish and manage a system, as well as other documentation which provides guidance on monitoring and evaluating the effectiveness of the system you establish are available. In addition you will find a guide to implementing the NOSA system.
- **OSH Act Annexures and Other Legal Documents** – examples of the various forms that an institution might need to complete when a reportable incident occurs.
- **Policies, Standards and Procedures:** - Generic versions of policies such a company policy on SHE, an HIV/AIDS policy, a policy on ergonomics and a vehicle management policy are available. There are also standards such as ones on waste removal, chains, blocks and lever hoists, electrical warning signs, emergency lighting and many more. A wide range of specific safe work instructions are also available. More than 70 templates are available and the policies, standards and procedures can be customised to reflect the particular circumstances and operations of the company.



- Registers, Checklists and other Control Documents – more than 70 individual documents that are designed to assist with the monitoring, control and regulation of the wide range of facilities, equipment, processes and activities that make up the company and its operation are available.
- Risk Assessments – information on how to conduct a risk assessment, a matrix for recording and assessing individual risks and a document on the methodology to be used in evaluating individual risks are available.
- Survey Instruments – instruments that can be used for the conducting of various HSE surveys such as, ventilation, the need for safety glass, PPE, ergonomics and a basic fire risk assessment are available.

Benefits of using the NOSA General Industry System Kit In addition to providing the information and resources needed to establish and manage an integrated SHE system in line with the requirements of the NOSA Integrated Five Star System for General Industry, the kit has a number of other advantages:

- Appointment letters, policy documents, standards, procedures and other SHE control documents can be customised to reflect the unique circumstances and risk profile of the company.
- Customised documentation, records and other previously stored/created documents can be saved within the application.
- The System Kit provides a single, “one-stop” application for the storage and management of all SHE documentation and records.
- The System Kit provides a document management system that is paperless thus saving money and contributing towards the sustainable use of resources.
- The System Kit is user-friendly and with its built in search function makes the accessing of documents, records and information quick and easy.
- The System Kit comes with a licence that is valid for up to three users.

NOSA Construction System Kit

Provides the user with an integrated system approach that is rational, results-orientated and easy to implement in any one of the fields of construction work.

The Construction System Kit comprises of:

- General Administrative Requirements (SH(E) file content)
- SHE System Appointment Templates (Construction related)
- Safety Committee Material (Agenda, etc)
- Registers (Inspections/Permit Templates)
- Incident Management (System and Forms)
- Emergency Planning (Plans, Diagrams, etc)
- Contractor management tools (Agreements)
- Risk Assessments (Methodology and Templates)
- Audit (Checklists and Schedule)
- Hazardous Substances (Inventory)
- Training (Matrix, attendance registers, etc)
- Mining (Appointments)
- Road Requirements (Appointments)
- SH&E Planning Chart
- OHS Act and Regulations

NOSA Tool box Kit

The NOSA Toolbox Kit cover relevant (related to the NOSA Five Star System(s) and legislation) safety topics and serves as great short awareness training to remind employees each day of the importance to work safely.

What's in the box?

Consist of a packaged box with the following content:

- 2 x NOSA DVDs
- 2 x NOSA Posters
- 1 x NOSA Poster Register
- 2 x NOSA Toolbox Talk Tips

Topics

- Safety Month
- Fire Safety
- PPE
- Ergonomics
- General Duties – Employer
- Hazardous Substances
- General Duties – Employee
- Electrical Safety
- Forklift Safety
- General Tool Safety
- Construction Regulations
- HIV/AIDS Management

Specific topics may be customised to your requirements.



NOSA Education System Kit

What is the NOSA Education Sector System Kit?

This System Kit is an electronic manual that contains more than 320 individual documents designed to assist educational institutions (preschools, schools, colleges and universities) with the establishment, implementation and ongoing management of an integrated health, safety and environmental management system consistent with the requirements of the NOSA Integrated Five Star System Standard for the Education Sector (CMB700).

Why do you need the NOSA Education Sector System Kit?

The CMB700 has been developed in response to a growing demand from schools and other educational institutions (colleges and universities) for a health, safety and environmental system standard which takes account of the unique context and activities associated with an educational institution. As such CMB700 not only focuses on the context and activities of the persons employed at an educational institution, but also on the context and activities that students and other persons who visit and use the facilities are engaged in.

Who can implement the NOSA Education Sector System Kit?

CMB700 is risk based. This means that only those risks that are relevant to a particular institution should be applied and the Standard can be customised to fit the unique risk profile of an institution. As a result CMB700 can be implemented in all types of educational institutions – from a small pre-school to a large complex tertiary institution such as a university.

The system is designed to ensure that the educational institution complies with all relevant legal requirements and with relevant and prescribed corporate standards, and is compatible with International health, safety and environmental standards such as the internationally recognised standard for an Occupational Health and Safety Management System, OHSAS 18001, the International Standard for an Environmental Management System, ISO 14001 as well as the international Standard for a Quality Management System, ISO 9001.

What does the NOSA Education Sector System Kit comprise of?

Implementation Standards

The System Standard is made up of five sections divided into 69 elements. Each element deals with a specific component of the standard. In addition, each component lists conditions or aspects that should be complied with. For a detailed list of the 69 elements and the specific standards required by each element, please refer to the NOSA Integrated Five Star System Standard, CMB700. What follows is a brief explanation of the main sections of the Standard.

The five sections making up the standard are:

1. Premises and Housekeeping
2. Mechanical, Electrical, Learner and Personal Safeguarding
3. Management of Fire and Other Emergency Risks
4. HSE Incident Recording and Investigation
5. Organisational Management

The 69 elements that make up CMB700 each have an implementation standard. Every standard is made up of a number of practical and achievable statements about what should have been done or what should be in place in order to meet the requirements of the standard.

Associated Documents

In addition to the statements, each implementation standard contains a list of documents (policies, standards, control registers, appointment letters etc.) that are relevant to and supportive of the element. The list of associated documents is grouped into two categories, those available as part of the System Kit and those that the institution should develop and establish, such as policy statements, site plans, evacuation routes and maintenance schedules.

Supporting Documentation

Included as part of this System Kit are more than 250 individual documents designed to support and assist in achieving the requirements of the 69 elements that constitute CMB700. The supporting documents are organised into eight folders:

- Appointment Letters
- Informational and Guideline Documents
- Institutional Specific Policies, Standards and Procedures
- NOSA Standards and Documents
- OHSAct Annexures and other Legal Documents
- Registers, Checklists and other Control Documents
- Risk Assessments
- Survey Instruments

