HUMAN RESOURCE TOOLBOX

HR COMPLIANCE CHECKLIST

Use this handy checklist to check whether you are compliant with current Labour and other relevant legislation as well as whether your HR is at risk.

Conditions of Employment		
Do all staff have Contracts of Employment ?	Yes	No
Do all staff have job descriptions ?	Yes	No
Do you have a copy of your disciplinary code on display ?	Yes	No
Do you have a staff handbook or policy file ?	Yes	No
Do all staff sign some form of roster or timesheet ?	Yes	No
Do all staff receive a payslip with all the particulars of their pay ?	Yes	No
Are you registered with the Compensation fund ?	Yes	No
Are you registered with the UIF fund ?	Yes	No
Do you have an induction procedure in place ?	Yes	No
Documents Inspection		
Do you have a Copy of OHS Act on display or available ?	Yes	No
Do you have a copy of the BCEA on display ?	Yes	No
Do you have a copy of the Employment Equity Act on display ?	Yes	No
Have you appointed Health and Safety Representatives ?	Yes	No
Have you established Health and Safety Committees in the workplace ?	Yes	No
Physical Premises Inspection		
Do you have a trained first aider and health & safety representative ?	Yes	No
Are emergency exits marked ?	Yes	No
Do you have fire extinguishers and are they recently serviced ?	Yes	No
Do you have an adequately stocked first aid box ?	Yes	No
Are all electrical wires and plugs covered and safe ?	Yes	No
Are all circuit breakers clearly marked ?	Yes	No
Do all staff have clean sanitary facilities (toilets) ?	Yes	No
Are floors skid free and free of obstacles ?	Yes	No
Is Personal Protective Equipment provided for hazardous jobs ?	Yes	No

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