

# Isikhokelo seMpilo kunye noKhuseleko apho kwaKhiwa khona



labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA



## Ulawulo

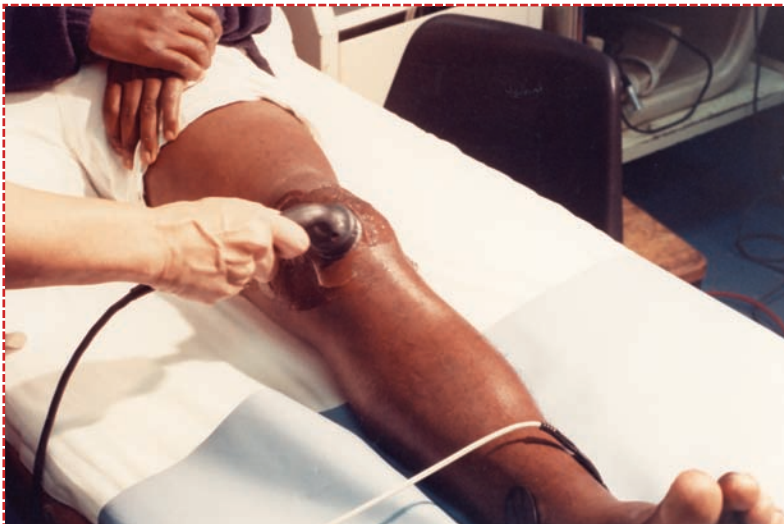
**Xa ulawula ishishini lakho, uya:**

- Uyalazisa iSebe lezeMisebenzi njengoko kufunwa ngumThetho weMpilo noKhuseleko lwaseMsebenzini?
- Uyazinika ixesha elaneleyo ukuceba, ukulungiselela kunye nokulawula umsebenzi wakho?
- Qwalasela kanye okwenzekayo ukanti uthathe inxaxheba kwizehlo zengozi?
- Unayo indlela yokulawula ezempilo kunye nengozi kwindawo ezibandakanya abameli bempilo nabolondolozo kunye nekomiti yezempilo kunye nokhuseleko?
- Unaye umntu onokuya kuye xana ufuna ingcebiso ngezempilo nolondolozo?
- Ukunika abasebenzi inkululeko yokuxela imisebenzi neemeko ezinagkhuselekanga kunye nokuzilungisa ezi ngxelo.

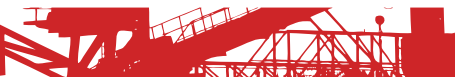
## Xela iingozi

**Xa umntu omqeshileyo, okanye osebenza esizeni sakho efumana ingozi qiniseka ukuba:**

- Wazisa iziko labasebenzi elikufutshane nawe ngokukhawuleza xa ingozi ibulala okanye ibandakanya ukwenzakala kwendawo ezibalulekileyo,



*Ukunyangwa kwedolo elonzakeleyo.*





njengokwaphuka, ukusikwa, okanye ukuvaleka amehlo

- Xela nayiphi ingozi enxulumene nomsebenzi engunobangela wokungabikho emsebenzini intsuku ezingaphezulu kwe-14
- Xela xa ilungu loluntu libulewe okanye lithunyelwe esibhedlela ngenxa yengozi enxulumene nomsebenzi wesiza sakho.

## Qesha

**Xa uqeshe okanye ulawula abantu abakwenzela umsebenzi, uyaqinisekisa ukuba:**

- Baqeqeshiwe banazo izakhono zokwenza umsebenzi ngokukhuselekileyo ngaphandle kokubeka impilo zabo engozini okanye eyabanye?
- Bakhangelwa ngendlela elungileyo banikwe imiyalelo ecacileyo?
- Banalo ufikelelo kwizibonelelo zokuhlamba kunye nezindlu zanmgasese?
- Banazo izixhobo zomsebenzi ezilungileyo, impahla, imatshini kwakunye nempahla ezikhuselayo?
- Uxoxa nabo kunye nabameli babo ngemiba yempilo kunye nolondolozo?

## Ukuqesha omnye umntu ukuba akwenzele umsebenzi

**Xa uqesha omnye umntu ukuba akwenzele umsebenzi, uya:**

- Ukhangela qho inkqubo yempilo kunye nolondolozo yabobantu uceba ukubasebenzisa?
- Ubanike ulwazi ngempilo nokhuseleko abalufunayo ngomsebenzi kwaye uqinisekise ukuba bafanelekile phambi baqale umsebenzi wabo?
- Uxoxe ngomsebenzi nabo ngaphambi kokuba baqale?
- Uqinisekise ukuba ubanikile yonke into ovumelene nabo ngayo (umzekelo izikefele ezikhuselayo, oomatshini abalungileyo, nokufikelela kwintlalontle)?
- Ukhangela qho ukuba baqhuba njani ufake uncedo apho kusilela khona?

## Ufikelelo kwisiza

- Ingaba wonke umntu ufikelela ekhuselekile kwindawo yokusebenzela ukanti asebenze ekhuselekile?
- Ingaba iindlela zokungena zikwisimo esilungileyo zinempawu ezibonakalisa ngokucacileyo?
- Ingaba iziphelo apho abantu banokuthi bawele khona, zinazo izinto ezinokuthi





zibaxhase kakuhle okanye olunye ukhuselo olufanelekileyo esiphelweni?

- Ingaba imingxunya yogqunyiwe, ikhuselwe, ibiyelwe kwaye iphawulwe ngokucacileyo ukuthintela ukuwa? Ingaba isiza sicocekile zona impahla zibekwe ngokukhuselekileyo?
- Umbane wanele?

## Intlalontle

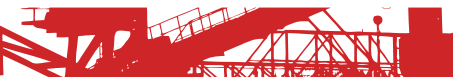
- Izindlu zangasese ziyafumaneka, zigcinwe zicocekile zilayitile kakuhle?
- Zikhona izitya zokuhlambela, amanzi ahambayo, isepha, kunye namalaphu okosula alahlwayo?
- Ikhona indawo yokutshintsha, ukomisa, kunye nokugcina impahla?
- Ingaba amanzi okusela neekomityi zinikiwe?
- Ingab ikhona indawo abasebenza abangahlala kuyo balungise iziselo zabo ezishushu?
- Ingaba nabani na ofuna ukusebenzisa izibonelelo zempilo angafikelela ngokulula nangokukhuselekileyo kuzo?

## Izikefele

- Izikefele zikulungele ukusetyenziswa, ziyatshintshwa, ziqhaqhwe ngabantu abakulungeleyo ukwenza oko?
- Izikefele ezinazo indawo zokunyathela ezisisiseko ( apho kukho imfuneko indawo zokunyathela zamaplanga)?
- Zikwindawo eyiyo izimisi, ileja, unojiko, kunye nesibambi sikefele sesikefele?
- Isikefele sikhuselekile kwisakhiwo okanye kwindawo esime kuyo, sikwindawo eyaneleyo ukunqanda ukuwa?
- Zikhona ngokwaneleyo indawo zokuxhasa kunye nebhodi zeminwe,



*Ingxaki: Esi sikefele besingancanyathiselwanga eludongeni kwaye njengento ezimeleyo nje engancamathelanga ndaweni inokwenzakalisa ubomi babasebenzi.*





okanye ulunye ukhuseleko ulukulungeleyo, kuzo zonke iziphelo ukukhusela ukuwa?

- Zikhona izigadi zitena ezongeziweyo ukunqanda ukuwa kwempahla kwisikefele?
- Indawo zokusebenzela zinazo ibhodi ukanti zibekwe ngendlela yokunqanda intshukumo okanye ukuwa?
- Zikhona izithinteli ezilungileyo, okanye izazisi ezilumkisayo ezibekiweyo ukuthintela abantu ekusebenziseni izikefele ezingagqitywanga, umzekelo, indawo abathi beme kuzo xa besebenza ezingenziwanga kakuhle?
- Izikefele zomelele ngokupheleleyo ukuthwala ubungakanani bempahla egcinwe kuso ukanti zabiwe kakuhle?
- Izikefele zilungisiwe kakuhle?
- Umntu onolwazi ulikhangela qho inqwanqwa, umzekelo nokuba kukanye ngeveki rhoqo emveni kokuba litshintshiwe, lonakele nasemveni kwesimo sezulu esibi?
- Ingxelo zokuhlolwa kwalo ziyabhalwa?
- Izibambi nqwanqwa zimekakuhle zisetyenziswa ngemiyalelo yabaniki balo ?
- Amavili enqwanqwa ayavalwa xa lisetyenziswa ukanti indawo ezenziweyo abathi beme kuzo xa besebenza azinanto xabezisusa?

## lileli

- lileli zisetyenziswa ngendlela eyiyo ukwenza umsebenzi?
- Zikwisimo esilungileyo?
- lileli zima endaweni eqinileyo hayi kwindawo ezingomelelanga okanye kwimpahla ezingakhuselekanga?
- lileli zikhuselekile ukunqanda ukuwa emacaleni nangaphandle?
- lileli zima kumphakamo olungileyo ngaphezulu kwindawo ezihleli kuyo? Ukuba akunjalo zikhona iindawo zokubambelela ezifumanekayo?
- lileli zibekwe kwindawo entle ukuze abasebenzisi bazo bangadontseki ngokungaphaya?



*Isikefele singaze sisetyenziswe njengeleli.*



## Ufulelo

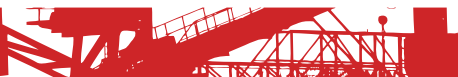
- Likhona ukhuselo lwesiphelo ukunqanda ukuwa kwabantu okanye okwempahla?
- Ngexesha lofulelo lweshishini, bezikhona iinethi ukunqanda ukuwa kwabantu esiphelweni esikhokhela ukuya ephahleni okanye kumacangci angagqitywanga ukumiswa?
- Uyichazile impahla engomelelanga efana namaphepha esamenti kunye nezibane zophahla?
- Uzithathile izilumkisi ukunqanda abasebenzi ukuba bangaweli kwezimpahla ngelixa besebenza eluphahleni?
- Zikhona indawo ezahlulweyo abasebenzi bagcinwa kude nendawo engaphantsi kophahla?

## Imigxuma

- Ikhona inkxaso epheleleyo yokuba kungembiwa, okanye ithambekisiwe, isisithabazi okanye yalungiswa ngokutsha kwikona ekhuselekileyo?
- Ikhona inkqubo ekhuselekileyo esetyenziswayo ukubeka uxhaso, ngaphandle kokuba abantu basebenze kumsele ongaxhasekanga?
- Ikhona indlela engenayo emseleni, umzekelo mde ngokupheleleyo, ileli ekhuselekileyo?
- Zikhona iileli kumakhefu arhoqo?
- Zikhona izithinteli okanye ezinye izikhuseli ukuthintela abantu kunye nezithuthi ukuba zingawi ngaphakathi?
- Zikhona izitena ezikhuselayo ngokupheleleyo ukukhusela iimoto ezi ekuweni ngaphakathi?
- Iinqwelo mafutha ziyavunyelwa ukuba zifikelele emseleni kumgama okude kwindawo enokuthi ibangele ukuwa?
- Umsele ungakuchaphazela ukuma kwezakhiwo okanye amancedo akufutshane?
- Impahla, nezinto ezishiyekileyo nezixhobo zigcinwa kude nesiphelo somngxuma ukunciphisa amathuba okuwa?
- Umngxuma ukhangelwa qho ngomntu onolwazi?

## Okuphathwa ngezandla

- Ikhona impahla enzima efana nezibophi zophahla, izixhasi zekhonkriti, namatye okukhusela kunye nemveliso ezisezingxoweni ezinokubangela ingxaki xa zinokususwa ngezandla?





Xa kunjalo, unga:

1. Khetha impahla elula?
  2. Usebenzise ikiliva, isilenge, izinto eziphathwayo kunye nezinye izixhobo nempahla ukwenzela ukuba ukuphakanyiswa kwezinto ezinzima ngezandla kubekuncinane?
  3. Thenga impahla efana nesamenti ekumlinganiselo we 25 kg wengxowa?
  4. Phepha ukuhlala ngokunge yomfuneko kwezitena zokwakha ezinzima ezibunzima obungaphezulu kwe 20 kg?
- Abantu bayalelwe baqeqeswa ngokuphakamisa izinto ezinzima ngokukhuselekileyo?

*Sebenzisa iikiriva, ii-iziphakamisi, ii-telehandlers, kunye bnabanye oomatshini okanye izixhobo ukuze ukuphakamisa ngezandla okunzima kwezinto kugcinwe kusezantsi?*



## Uthontelwano lwezithuthi endleleni, izithuthi kunye noomatshini

- Izithuthi kunye nabantu bohlulwe ngezithinteli?
- Ukuba akunjalo uya:
  1. Sebenzisa izithinteli ukohlula indawo zokusebenzela?
  2. Unyuse isilumkiso ngendawo eziyingozi, nokuba kwenziwe ntoni ngazo ?
  3. Ubonise impawu zokulumkisa?
- Ikhona indawo eyaneleyo ecacileyo ejikeleze imoto ezitshebelezayo?
- Ukubuyela emva kunako ukuphephaka, umzekelo, ngokusebenzisa indlela enye okanye, ukuba akunjalo, bakhona abantu bokuqaphela abaqeqeshwe ngendlela eyiyo abasetyenziswayo?
- Zilungiswa ngendlela eyiyo izithuthi kunye nezixhobo zokusebenza, umzekelo, zisebenza kakuhle isiteringi, izikhanyisi, ihandbreki, kunye nefootbreki?
- Abaqhubi bafumene uqeqesho olulungileyo banazo iziqiniseko ezifunekayo





ukusebenzisa  
ezinye intlobo  
zezithuthi  
eziphakamisayo  
okanye imatshini  
abazisebenzisayo?

- Izinto ezilayishwayo zikhuseleke ngokupheleleyo?
- Uqinisekile ukuba abagibeli bakhwela kwizithuthi ezilungele bona?
- Uqinisekile ukuba imatshini azisetyenziswa kumathambeka ayingozi?



*Impahla ekhuselayo kufuneka ihlale inxityiwe ngeka lokusebenza ngezandla. Qaphela umsebenzi omnye ongenazo iiglavu kunye nabasebenzi ababini bengenayo iminqwazi eqinileyo.*

## Izixhobo kunye nomatshini

- Kusetyenziswa izixhobo okanye omatshini abalungileyo ukwenza umsebenzi?
- Zigadiwe zonke indawo eziyingozi, umzekelo, amagiya, abaqhubi bamatsheyini, ishaft ze enjini ezisetyenziswayo?
- Izinto ezikhusela izinto ezisetyenziswayo zikhuselekile, zikwimo elungileyo?
- Izixhobo kunye nematshini zigcinwa zikwisimo esilungileyo izinto zokhuseleko zisebenza kakuhle?
- Abalungisi baqeqeshiwe banolwazi?