



HEALTH AND SAFETY REPRESENTATIVE

COURSE CONTENT & LEARNING OUTCOMES

MODULE 1 – The purpose and structure of the ACT

Learning Outcomes:

- The learner will be able to explain the general purpose and broad content of the OH&S Act no 85 of 1993.
- The learner will be able to explain the applicable definitions in the Act (Section 1).

MODULE 2 – Causes and Prevention of Incidents

Learning Outcomes:

- The learner will be able to explain the common causes of incidents in the workplace.(Section 24)
- The learner will be able to explain the basic principles of Incident Prevention.

MODULE 3 – Basic Risk Assessment

Learning Outcomes:

- The learner will be able to conduct a Risk Analysis by using prescribed forms.

MODULE 4 – The duties and responsibilities of employers

Learning Outcomes:

- The learner will be able to explain the duties and responsibilities of employers (Sections 7, 8, 9, 13, 23 and 26).

MODULE 5 - General duties of employees at work

Learning Outcomes:

- The learner will be able to explain the duties and responsibilities of employees at work.(Section 14 and 15).

MODULE 6 – The SHE Representative

Learning Outcomes:

- The learner will be able to explain the employer's duty towards the SHE Representative (Section 13).
- The learner will be able to explain the election/nomination process for SHE Representatives (Section 17 & GAR 6).
- The learner will be able to explain the functions and responsibilities of the SHE Representative(Section 18)
- The learner will be able to explain the role of the Inspectors from the Department of Labour.

MODULE 7 – SHE Representative Inspections

Learning Outcomes:

- The learner will be able to carry out a basic inspection in his/her workplace and identify hazards, using prescribed forms
- The learner will be able to report incidents in the prescribed format. (Section 24 & GAR 8,9 7 10)
- The learner will be able to identify areas where information is required from the employer to support specific workplace inspection needs.
- Identify additional training needs

MODULE 8 – Incident Investigation

Learning Outcomes:

- The learner will be able to perform an incident investigation.
- The learner will be able to complete the applicable forms for the investigation.

MODULE 9 – The SHE Committee

Learning Outcomes:

- The learner will be able to explain the establishment of a SHE Committee
- The learner will be able to participate effectively in SHE Committee proceedings



DYNAMIKOS

TRAINING THAT SAVES LIVES

IMPORTANT INFORMATION

This course does not provide a full coverage of the OHS Act, but only highlights applicable sections and regulations.

POINTS TO CONSIDER WHEN SELECTING STAFF TO ATTEND THE COURSE AND ULTIMATELY BE APPOINTED AS HEALTH & SAFETY REPRESENTATIVES IN THE WORKPLACE	✓
Every employer who has more than 20 employees in his employment at any workplace, shall designate in writing for a specific period, health & safety representatives.	
Does the staff member work in a full-time capacity in the area where he/she will be appointed as the H&S Representative?	
Does the staff member have sufficient experience in the area where he/she will be appointed as the H&S Representative?	
Is he/she currently employed in a position where he/she will be able to take on this additional responsibility?	
Does the company currently have a Health & Safety Officer or Advisor?	
Is there a H&S Plan available to guide the H&S Representative?	
Has a Risk Assessment been done of the area where the H&S Representative will be appointed?	

Entry Requirement:	Grade 12 or equivalent
Manual:	English
Venue:	Attend Public Course or on-site for a minimum of 8 candidates
Duration of course:	1 day
Evaluation:	Theory
Certificate:	Certificate of Attendance is issued. Retraining recommended after 2 years.