

Advanced Health and Safety Representative and Committee Training Course

2 Day Course

Part A: Health and Safety Representatives

Module 1: Introduction

- Health and Safety in South Africa
- Objectives of the Occupational Health and Safety Act (OHS Act)
- Importance, purpose and benefits of conducting safety, health and environmental (SHE) representative activities

Module 2: Layout of the Occupational Health and Safety Act

- Sections and regulations of the OHS Act
- Overview, important terms, and definitions of the OHS Act
- New laws and prescriptions applicable to COVID-19

Module 3: Legal structures of the Occupational Health and Safety Act

- Role players in the health and safety process
- Legal structures, appointments, and responsibilities

Module 4: Duties and responsibilities of employers, employees and other persons

- Requirements applicable to employers, employees, and persons like third parties

Module 5: Health and safety representative and committees

- Requirements applicable to health and safety representatives and committees

Module 6: Practical health and safety prescriptions

- Health and safety policy
- Copy of the OHS Act
- New COVID-19 classification; monitoring and exposure at the workplace
- Reporting and recording occupational injuries and diseases
- Incident investigations
- Certain deductions prohibited
- Duty not to interfere with, damage, or misuse things
- Housekeeping
- Personal protective equipment (PPE)
- Symbolic safety signs
- First aid and first aid boxes
- Stacking and storing of articles
- Use of ladders
- Handling and storage of flammable liquids (like hand sanitizers)
- Use of machinery
- Sanitation and conditions of bathrooms and facilities
- Hazardous chemical agents (HCA)
- Offences and penalties

Module 7: Performing health and safety activities

- The importance of participating in the activities within the SHE structures.
- Importance of teamwork
- Refusal to work due to exposure to COVID-19
- Consultation and communication with other parties within the organisation
- SHE inspections

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Module 8: Performing basic risk assessments

- Importance of participating in the activities within the SHE structures
- Importance of teamwork
- Consultation and communication with other parties within the organisation
- SHE inspections

Part B: Applicable OHS Regulations

Module 1: Policies; rules and procedures

- Safety rules and procedures
- Health and safety and environmental policies
- Wallcharts

Module 2: Facilities and environmental conditions

- Toilets; bathrooms, showers and change rooms
- Sanitation and conditions of bathrooms and facilities
- Office temperatures
- Ventilation requirements
- Provision of adequate light

Module 3: Electrical issues, lifts and escalators

- Lifts and escalators
- Electrical issues

Module 4: Ergonomics in the workplace

- Ergonomics in the workplace

Module 5: Emergency procedures

- Necessity of emergency preparedness
- Evacuation plans
- Evacuation procedures for building occupants
- What to do in the case of fire
- On hearing the alarm
- Disabled persons and evacuation
- Site-specific emergency plan

This course is aligned to Unit Standard:

259622 - Describe the functions of the workplace health and safety representative.

Purpose of the course:

It will empower learners to be able to perform safety, health and environmental representation activities and to know health and safety legislation relevant to the functions, duties and responsibilities of a Health and Safety Representative and the Health and Safety Committee at a working place.

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Upon completion of the course delegates will be capable of:

- Explaining the specified requirements to conduct safety, health and environmental representation activities at a working place
- Describing the legislative framework of workplace health and safety legislation, legislation pertaining to health and safety representatives and committees, and the effect on the duties of health and safety representatives of health and safety legislation pertaining to the employers and employees (including contractors)
- Participating in the actions to address safety, health and environmental related issues.
- Participating in activities within safety, health and environmental structures

The course will be useful for:

- Health and Safety Representatives
- Health and Safety Committee Members
- Union Representatives
- Possible co-opted members
- Persons involved with the day-to-day activities of health and safety
- All employees

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