

OHS Act Health and Safety Principles Course

1 Day Course

Module 1: Introduction

- Legal liability - civil and criminal/ purpose of the OHS Act

Module 2: Policies; rules and procedures

- Safety rules and procedures/ SHE policies

Module 3: Daily concerns

- Persons involved/ roles and duties of employers; workers and contractors/ unlawful actions/ contractors' agreements/ letter of good standing

Module 4: Identifying and dealing with workplace hazards and risks

- Managing workplace hazards and risks/ reasonably practical principal

Module 5: Administrative functions

- Reporting, recording and investigating of workplace incidents and diseases/ copy of the act, offenses and penalties

Module 6: Communication

- Health and safety representatives and committees

Module 7: Personal protective equipment and symbolic safety sign

- Personal protective equipment/ certain deductions forbidden/ duty not to interfere with, damage or misuse things/ symbolic safety signs/ wall charts

Module 8: General safety issues

- First aid and first aid boxes/ intoxication/ housekeeping/ stacking and storing of articles/ elevated positions/ use of ladders/ stair cases/ ramps/ flammable liquids

Module 9: Facilities and environmental conditions

- Toilets; baths, showers and change rooms/ sanitation and conditions of facilities/ number of facilities
- Office temperatures/ lighting/ ventilation / housekeeping

Module 10: Electrical issues, machinery, lifts and escalators

- Electrical installations/ CoC certificates/ authorized persons/ electric fences
- Use of machinery/ duties of the user/ installations/ inspections/ maintenance
- Safe work procedures

Module 11: Hazardous chemical agents and ergonomics in the workplace

- SDS's on substances used/ dealing with HCA
- Seating / desks/ computer work stations

Module 12: Emergency procedures

- Emergency preparedness/ evacuation plans and procedures

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Who should attend?

- Employers and employees
- HR officers
- Managers
- Health and safety officers
- Safety and security personnel
- All persons involved with the day-to-day activities of Health and Safety
- Medical personnel and emergency personnel
- Contractors
- Health and Safety Representatives and union representatives
- Health and safety committee members/ possible co-opted members

Purpose of the course:

Health and Safety in South Africa are largely governed by the Occupational Health and Safety Act.

The course provides an overview of the legislation, policies and practices relating to occupational health and safety. Health and safety legislation creates minimum standards that need to be complied with. Participants will receive practical information on relevant and current health and safety matters. It informs individuals of their rights and responsibilities in order to secure a safe and healthy work environment for all. The basic requirements of legislation are included in this document.

The qualifying learner will be:

- able to understand the general prescriptions and principles of the Occupational Health and Safety Act
- familiar with the different role players involved in health and safety and each individual's rights and responsibilities
- able to recognize and correct work-related hazards and risks
- able to compile and comply with health and safety policies; rules and procedures
- familiar with the general administrative functions prescribed by legislation
- able to understand the role of ergonomics in the workplace
- to understand the importance of emergency procedures for the workplace

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