

Health and Safety Representative

Introduction			
On completion of this programme learners will understand the duties and responsibilities of the Health and Safety Representative as well as the employer. Learners will be able to conduct health and safety inspections, complete the relevant documentation and present their findings and recommendations for improvements on health and safety programmes / systems.		SAIOSH Credits – 5 CPD Points	
QCTO Aligned Knowledge Module /Topic	KM-01-KT01 PM-01-PS01	Certification	If competent a certificate will be issued.
Target group:	<ul style="list-style-type: none"> ➤ Management, Supervisors, Team Leaders ➤ SHE Officers ➤ SHEQ Committee Members / Chairperson ➤ Nominated and Appointed SHE Representatives ➤ Employees 	Entry Level Requirements:	<p>Relevant work experience or an appropriate NQF level 4 qualification. (The technical work content is not covered in this programme).</p> <p>Learners need to acquire the required technical skills, knowledge and experience through gaining work experience or qualifications in related technical occupations.</p> <p>Each industry will prescribe the technical requirements relevant to that industry</p>

Course Outline

Roles and responsibilities of the Occupational Health and safety representative as set out in the relevant legislation

- The purpose of the Occupational health and Safety representative:
 - Functions as described in the legislation;
 - Rights and duties of the employer and employees regarding occupational health and safety;
 - Rights and powers of health safety representatives.
- The process for appointing Occupational Health and safety representatives
 - Negotiation and consultation process;

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- Designation of the working places;
- Qualification requirements of representatives;
- Election and appointment of the representatives.
- The functions of the occupational Health and safety Committees:
 - Structure of the various committees;
 - Rights and powers of the Occupational Health and Safety committees;
 - Legal obligation to support the work of the committees.
 - The importance of compliance with the relevant legislation

Practical Activities for submission after class training OR after theory has been completed online:

CONDUCT A WORKPLACE HEALTH AND SAFETY MEETING WITH TEAM MEMBERS, MAKE INPUTS AT

MEETINGS AND RECORD RESULTS OF MEETINGS (*Relevant handouts to complete activities will be provided*)

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