

## **Duration, Other Information**

- SAQA Unit Standard 13223 (Apply Safety, Health and Environmental Protection Procedures.)
- NQF Level:3 | Credits:6
- Accredited, credit bearing for workplace H&S Committee SHE REPS (POE submission for credits) available in two options:

Option A: 1 day / 8 hours (via zoom or physically face to face)

Option B: Online E Learning Option = 60 hours, learners have 3 months to complete POE.

- Accredited, non-credit bearing option available.
- DEL / SETA Attendance Certificate.
- SOR (Statement of Results) from SETA) can take 6 months or more.
- COVID-19 protocols as directed are covered in this course.

# Health and Safety Representative Online Course

participate in HSE committee

procedures etc.

The Occupational Health and Safety Act of 1993 require staff members to be appointed as health and safety representatives (SHE REPS) to inspect the workplace. The employer is required to provide health and safety training in order for them to perform their duties. It is the SHE REPS responsibility to prevent potential threats and non-compliance Issues, to report certain findings to management, to then discuss possible solutions in carefully structured Health & Safety Meetings, and finally to ensure the achievement of set goals. In order to give management a more realistic view of Happenings on the work floor, non-managerial Representatives are of vital importance to this progress SHE REPS must have a thorough knowledge and understanding of the legislative requirements (OSH Act), they must be aware of their Duties and responsibilities, and they must be familiar with all Administrative requirements involved in their Quest for Safety at the Workplace.

#### Course Outcomes

STRICT COVID 19 PROTOCOLS OBSERVED

- Responsibilities of Employees towards Management and vice versa
- Responsibilities of Employees at the Workplace

Health and Safety Representatives:

- Election/Nomination, Requirements & Procedure of Appointment
- Legal Requirements and Functions, Investigation, Cause finding
- Health & Safety Inspections and Reporting, ID Incidents, their Prevention & Reporting
- ID Risks and Hazards, Basic Fire Prevention, Legal Document Completion
- Practical Exercise: Inspection and Meeting, H&S Committees Legal Requirements and Functions

Learner support strategies: Visuals, Online textbook material, Audible voice prompts, Tutor support\

#### **Target Market**

- Senior Exco Management and Covid-Compliance Officers levels who also attend HIRA training
- Any who will be serving as Safety Representatives in the company
- Any Current Safety Representatives for Retraining (every two Years)
- Management/Supervisors interested in the Safety Rep System Certification
- All delegates who successfully met the outcomes criteria for this course and are found competent will be issued with a certificate of competence.
- An Assessment during and at the end of the course will be required. The formative, Summative Assessment and Portfolio of Evidence will have to be completed.

### Disclaimers | T&C

Refer to Our Website For Full Details

