





Each organisation is required by law, under section 17 of the Occupational Health and Safety Act, to have one or more health and safety representatives. The representative is elected by colleagues to represent them, in consultation with the employer, on matters relating to health and safety issues in the workplace.

### This Multimedia Training Programme Includes:

-  Detailed subject notes and illustrations
-  Progress quizzes keep learning on track
-  An overhead slide presentation providing supplementary information
-  Videos illustrate best practices, case studies, and operational examples



## TIM SHERQ CONSULTANCY

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## Occupational Health and Safety Representative

UNIT STANDARD NUMBER: 259622

UNIT STANDARD LEVEL (NQF): 02 (3 credits)

FIELD: Health Sciences and Social Services

### Duration

Full Training (Novice): 2Day

Recertification Training/Evaluation: 1 Day

Remedial Training: 1 Day

### Students

Minimum of 2

### Course outline

#### Describe the framework of workplace health and safety legislation pertaining to health and safety representatives

In this module, we look at the definitions and terminology contained within current legislation in terms of the specific requirements of the workplace; describe the objectives of current legislation in terms of their impact on employees and employers; convey the importance of complying with current legislation in terms of the consequences to health, safety, environment and production; explain the statutory requirements applicable to health and safety representatives as it affects their duties and functions; explain the statutory requirements in terms of health and safety committee member and examine the requirements of the employer in terms of their effect on the functions, duties and responsibilities of the health and safety representative.

#### Explain the specified requirements to conduct safety, health and environmental representation activities at a working place

We take learners through the specific functions and rights of the health and safety representative in terms of the relevant legislation and the importance and purpose of conducting safety, health and environmental representation activities in terms of the consequences to safety, health, environment and production.

#### Address safety, health and environment related issues within the scope of authority

This module deals with safety, health and environment related issues at the appropriate level, according to specified requirements; establishes facts related to safety, health and environmental issues from information obtained, using accepted data gathering methods; attempts to provide resolution of safety, health and environment related issues according to legislation and organisational policy and procedures and explains the importance of resolving safety, health and environmental related issues in terms of the consequences to health, safety, environment and production.

#### Comply with the activities within safety, health and environmental structures

We explain the extent of participation within safety, health and environmental structures according to legislative requirements; describe the consultative requirements of the health and safety representative in terms of their impact on interested and affected parties; explain the importance of participating in the activities within the safety, health and environmental structures in terms of the consequences to health, safety, environment and production and measure participation in the activities of the safety, health and environmental structures according to health, safety and environmental requirements.

### Each learner will receive

- A learner workbook including progress quizzes
- Logbook and checklist example templates
- A portfolio of evidence of practical and theoretical evaluations

### Assessment methods

We conduct a formative theoretical assessment at the beginning of the course to gauge the learner's initial understanding (novices only). At the end of the training, a summative theoretical, as well as a practical application assessment is conducted, and the learner is found competent, and if not, additional developmental areas are identified and suggested.