

# OHS Representative Training



# 1. Introduction

## 2. The Act & Regulations

## 3. Department of Labour

- ***Inspections*** are usually planned based on accident statistics, the presence of hazardous substances, such as the use of benzene in laundries, or the use of dangerous machinery in the workplace. Unplanned inspections, on the other hand, usually arise from requests or complaints by workers, employers, or members of the public. These complaints or requests are treated confidentially.

# 4. General duties of employers towards workers

**To ensure that these duties are complied with, the employer must:**

- Identify potential hazards which may be present while work is being done, something is being produced, processed, used, stored or transported, and any equipment is being used.
- Establish the precautionary measures that are necessary to protect his or her workers against the identified hazards and provide the means to implement these precautionary measures.
- Provide the necessary information, instructions, training and supervision while keeping the extent of workers' competence in mind. In other words, what they may do and may not do.
- Not permit anyone to carry on with any task unless the necessary precautionary measures have been taken.

- Take steps to ensure that every person under his or her control complies with the requirements of the Act.
- Enforce the necessary control measures in the interest of health and safety.
- See to it that the work being done and the equipment used, is under the general supervision of a worker who has been trained to understand the hazards associated with the work.
- Such a worker must ensure that the precautionary measures are implemented and maintained.



# 5. General duties of workers

- Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence to act. This includes playing at work. Many people have been injured and even killed owing to horseplay in the workplace, and that is considered a serious contravention.
- Where the Act imposes a duty or requirements on the worker to cooperate with the employer.
- Give information to an inspector from the Department of Labour if he or she should require it.
- Carry out any lawful instruction which the employer or authorized person prescribes with regard to health and safety.

- Comply with the rules and procedures that the employer gives him/her.
- Wear the prescribed safety clothing or use the prescribed safety equipment where it is required.
- Report unsafe or unhealthy conditions to the employer or health and safety representative as soon as possible.
- If he or she is involved in an incident that may influence his or her health or cause an injury, report that incident to the employer, and authorized person or the health and safety representative as soon as possible, but no later than by the end of the shift.

# 6. Rights of workers

- **The right to information**

- **The worker must have access to –**

- the Occupational Health and Safety Act and regulations
- health and safety rules and procedures of the workplace
- health and safety standards, which the employer must keep at the workplace.

- **The worker may request the employer to inform him or her about –**

- health and safety hazards in the workplace
- the precautionary measures which must be taken
- the procedures that must be followed if a worker is exposed to substances hazardous to health.

# 7. Health & Safety Representatives

- They are full-time workers nominated or elected and designated in writing by the employer after the employer and workers consulted one another and reached an agreement about who will be health and safety representatives.
- They must also be familiar with the circumstances and conditions at that part of the workplace for which they are designated



# 8. OHS Committee

- To ensure you cover all relevant issues, the committee should agree some standing items for the agenda and allow for other items to be added as necessary. Consider standing items such as:
- If the health and safety committee is discussing accidents, the aim is to stop them happening again, not to give blame. Committees should:

## Good practice

- Think about minor incidents - when considering statistics on accident and injury records, examine information about minor injuries and incidents ...
- Address strategic issues - to be effective, health and safety committees should address strategic issues...

## OHS Decision making

- How the committee will make decisions and deal with disagreements
- The committee can be powerful in making improvements in the workplace. When considering issues, the committee should:  
issues...
- A safety committee requires good communication between you and the committee members, and between the committee members and employees.
- Your health and safety committee should meet regularly. The frequency will depend on the:
- The committee's constitution should make it clear how often you will have meetings and how much notice members will be given. As a guide you should consider the following:

# 9. Organisational Policy

- Each organisation should have a commitment policy towards the OHS of his employees and positional customers.
- A healthy and safe workplace will create a positive atmosphere for employees and potential customers where a workplace with unsafe environments will create an atmosphere of distress and panic. Create the first impression between employees and positional customer that the organisation is committed to a safe work environment also creates a sense of professionalism.



# 10. Implementation of Safety Procedures in the workplace

- Maintaining OHS records is another important area of your responsibility. Not only is it a legal requirement, it is an important means of monitoring health and safety standards in the workplace



# 11. Securing Hazards

**Identifying hazards.** There are over 1 500 items you must evaluate in your workplace, according to the OHS Act, and hundreds more from SABS 0400: National Building regulations.

**Removing hazards.** Which hazards must be removed and which ones can stay unchanged? We give you quick, easy guidelines to use.

**Reducing hazards that can't be removed.** The easiest way to handle this is to have written policies and procedures. We'll give you the written policies and procedures to comply with occupational health and safety legislation.

**Managing hazards.** You must regularly review your policies and procedures. Are your employees able to protect themselves from hazards? Are they complying with safety procedures? Are you doing regular inspections? We'll give you samples of all the forms you need.

**Making sure you keep records.** This could be the only defense you have against an inspection by the Department of Labour. We'll make record keeping easy for you. Use our checklist to ensure you're keeping records for everything you're supposed to. We'll make sure you manage your hazards 100% by the book.

# 12. Procedure to follow in a Incident

Unsafe and Unhealthy Acts.

What is an Accident?

Examples of Accidents.

**Fall** – Employee may fall from elevated positions, such as ladders, scaffold and ramps.

**Slip** – Employees may slip on spilled oil, or other slippery surfaces.

**Strike Against** – Employee may strike against equipment or material which is not correctly stored or stacked.

**Struck by** – Employees may be struck by falling or flying objects.

**Caught in or between** – Employees may be caught in the points of moving machinery if they wear loose clothing, or their guards and devices do not provide sufficient protection. They may also be caught between moving parts if they take up an unsafe position.

**Explosions** – Explosions may occur if certain chemical substances are not properly stored, or from a leaking container.

**Operating or Working without Authority** – Employees who have not been trained to perform a particular job should leave it to those who have the knowledge and skill.

**Disabling Health and Safety Devices** – Machines guards, lockout devices and cut-off switches are designed to protect the health and safety of Employees.

**Wrong Procedure** – Certain tasks must be performed in a particular way.

**Fooling Around**

**Using Unsafe or Unhealthy Equipment** – Using hands instead of equipment or using damaged equipment often causes accidents.

- Adjusting or Working on Moving Machinery
- Taking chances
- Working in Unsafe Position
- Unsafe Construction
- Storing or Stacking Objects Unsafely
- Poor Job Conditions
- Inadequate Machine Guards
- Poor Lighting
- Overcrowded Workplace
- Inadequate Personal Health and Safety Equipment
- Poor Ventilation
- Not using personal Health and Safety Equipment



# 13. Incident investigation & recording documentation

The annexure 1, Incident investigation document must be completed for every single incident that occur in the workplace and kept on file for a period of 3 years for OHS requirements. This include any incident may that be a small cut on the hand or serious injury to a staff member. Please refer to an example of this document at the end of this section. We also included a copy of the First Aid Requirements that are always supposed to be available in the workplace in the case of an emergency.



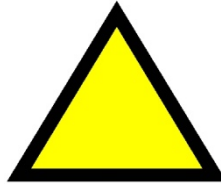
# 14. Role Players on a Incident

Any incident in the workplace should be recorded on “Annexure 1” stationary and kept on file for a period of 3 years. These incidents should also be reported to the appointed OHS Workforce Representative or top management immediately.

Annexure 1

# 15. Color coding & demarcation

Warning



Yellow Background  
Black Border  
/Pictogram

Prohibition



Background  
Red Diagonal/Black  
Pictogram

Mandatory



Blue Background

Informatory  
(General)



Green Background  
White Pictogram

Informatory  
(Fire Equipment)



Red Background  
White Pictogram



# 16. Evacuation

- Preparing an Emergency Evacuation Plan
- Evacuation Steps
- Evacuation Process:
- Drawing an evacuation plan
- Implementing the Evacuation Plan



# 17. Emergency Contact List

# 18. When to contact the Emergency department ?

- Preparing an Emergency Evacuation Plan
- Evacuation Steps
- Evacuation Process:
- Drawing an evacuation plan
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# 19. Attachment - Templates

- Fire Fighter Appointment Forum
- First Aider Appointment Forum
- Health & Safety Representative Appointment Forum
- Safety Committee Nomination Forum



# Summary

We have come to the end of our training session and let us quickly refresh:

- 1 - Introduction to Occupations Health & Safety
- 2 - The act and Regulations
- 3 - Department of Labour
- 4 - General duties of employers towards workers
- 5 - General duties of the workers
- 6 - Rights of the worker
- 7 - Health and safety Representatives
- 8 - OHS Committee
- 9 - Organisational Policy
- 10 - Implementation of Safety Procedures in the workplace
- 11 - Securing Hazards
- 12 - Incidents Procedures
- 13 - Incidents Investigations
- 14 - Incident Role Players
- 15 – Color coding and demarcation
- 16 – Evacuation Process
- 17 - Emergency Contact List
- 18 - When to contact the Emergency Department?