



Title :	WORKPLACE SAFETY REPRESENTATIVE TRAINING
Description :	TRAINER INSTRUCTIONS

Content

Title :	H & S Rep EMPLOYEE TRAINING
Learning Outcomes :	<p>1 - Introduction to Occupations Health & Safety</p> <p>2 - The act and Regulations</p> <p>3 - Department of Labour</p> <p>4 - General duties of employers towards workers</p> <p>5 - General duties of the workers</p> <p>6 - Rights of the worker</p> <p>7 - Health and safety Representatives</p> <p>8 - OHS Committee</p> <p>9 - Organisational Policy</p> <p>10 - Implementation of Safety Procedures in the workplace</p> <p>11 - Securing Hazards</p> <p>12 - Incidents Procedures</p> <p>13 - Incidents Investigations</p> <p>14 - Incident Role Players</p> <p>15 – Color coding and demarcation</p> <p>16 – Evacuation Process</p> <p>17 - Emergency Contact List</p> <p>18 - When to contact the Emergency Department?</p> <p>19 – Attachment – Templates</p> <ul style="list-style-type: none"> • Fire Fighter Appointment Form • FIRST Aider Appointment Form • Health and Safety Representative Appointment Form • Safety Committee Nomination Form

About this Learning Programme

Purpose and Description

The Occupational Health and Safety Act, 1993, requires the employer to bring about and maintain, as far as reasonably practicable, a work environment that is safe and without risk to the health of the workers. This means that the employer must ensure that the workplace is free of hazardous substances, such as benzene, chlorine and micro organisms, articles, equipment, processes, etc. that may cause injury, damage or disease. Where this is not possible, the employer must inform workers of these dangers, how they may be prevented, and how to work safely, and provide other protective measures for a safe workplace. The employer must point 2 Workplace Safety Representatives for every 50 employees every 2 years. This mean that their appointment forms is only valid for a period of 2 years.

Learning Material

The learner will be given a “Learner Guide” that contains both the learning material and place for activities to be completed. The learner guide provides you with all the information and basic knowledge you will require to apply certain skills

Learning Material

The learner will be given a “Learner Guide” that contains both the learning material and place for activities to be completed. The learner guide provides you with all the information and basic knowledge you will require to apply certain skills

Duration and Entry Level

- Duration of the course is 1 day = Minimum of 6 hours training
- Learners required being on a basic NQF level1, Numeric and Literacy level
- Minimum experience of 14 days in workplace.
- No other experience required for entry level.

Certification

- Learner will be issued with a Certificate of Attendance on completion.
- The learner must on completion of the training be appointed by his/her workforce by the authorised person in his/her organisation on the given template.

Learner Support

The facilitator will be responsible for Learner Support throughout the delivery of the programme. It is also essential that the Trainer have sufficient experience in the field to deliver this learning programme. Learning activities are learner driven and can all be completed in his class. Also make sure the learner use the manual in the manner intended.

Training Objectives

Each learner must set learning objectives before you can start with the learning programme. There is no point in completing a learning programme if the learner has no expectations before starting the learning programme.

Preparing for the Learning Programme

1. Preparation of the Training Venue

- Suitable Training Environment
- No interruptions / close area
- Ventilated / Air-conditioned
- Tea –Coffee / Catering
- Tables and Chairs
- Data Projector and Screen if needed
- Flipchart / Pens
- Manuals / Stationary (Pens)

2. Training Induction

- OHS Requirements
 - Evacuation Procedures
 - Power Failure
 - Any Medical Conditions / Support
- General Proceedings
 - Smoke Breaks (Early indication of extended breaks)
 - When can questions be asked
 - Locations of Toilets
 - Facility Access Area / Restrictions
 - Cell phone Use
 - Temperature Control
 - Respect each other / Be and ambassador for your company.
 - Catering Requirements
 - Timing / Time keeper
 - Special needs from learners?
 - Visibility and Audio
 - Language Use
- Learner Induction
 - Each learner to introduce himself (Name & Surname)
 - Short history of his current duties
 - What is his/her expectations from the learning programme
- Facilitator Contact Details
 - The facilitators contact details
 - The facilitators experience or involvement with this programme
 - Does the facilitator have the expertise to facilitate this programme?
- Learning Program Introduction
 - Purpose of this learning programme
 - How you could benefit from this learning programme
 - Duration and content of course.

Facilitation Strategy**1. First Training Quarter (08h00 to 10h00)**

OHS Requirements	5min
General Proceedings	10min
Learner Induction	3-5Min per Learner
Facilitator Contact Details	5min
Learning Programme Introduction	5min
Ice Breaker (Team Building)	10min
Learning Programme Delivery	
Review and Summary (Before Closing)	5min

2. Second Training Quarter (10h15 to 12h00)

Ice Breaker (Brain Teaser – Thinking Exercise)	10min
Learning Programme Delivery	
Review and Summary (Before Closing)	5min

3. Third Training Quarter (13h00 to 14h30)

Ice Breaker (Brain Teaser – Thinking Exercise)	10min
Learning Programme Delivery	
Review and Summary (Before Closing)	5min

4. Closing and Implementation (14h45 to 16h00)

Ice Breaker (Relaxing)	10min
Learning Programme Delivery	
Review and Summary (Before Closing)	5min
Implementation Strategy	15min

Implementation Strategy

Implementation after the learning programme into the workplace is one of the most important tasks. Without this, the entire learning programme will not be helpful. Helpful topics that must be discussed before the completion of the learning programme is for example:

1. How can I implement these techniques in my own life / working environment?
2. How will I communicate / implement any changes to Management or employees?
3. How and when will I review my performance after the training?

Training Attendance Register

Training:	Workplace Safety Representative Training		Date:		
Facilitator:			Contact Number:		
Name & Surname	Company Name	ID Number	Contact NO.	Email Address	Sign