



Course Outline

She Representative Training

Course Target Group

This course is targeted at newly appointed SHE personnel, SHE practitioners, SHE union and employee representatives, management, supervisors or other employees involved with SHE representatives or their functions.

Course Objective

Points to consider when selecting staff to attend the course and ultimately be appointed as health & safety representatives in the workplace:

- Every employer who has more than 20 employees in his employment at any workplace, shall designate in writing for a specific period, health & safety representatives
- Does the staff member work in a full-time capacity in the area where he/she will be appointed as the H&S Representative?
- Is he/she currently employed in a position where he/she will be able to take on this additional responsibility?
- Does the company currently have a Health & Safety Officer or Advisor?
- Is there an H&S Plan available to guide the H&S Representative?
- Has a Risk Assessment been done of the area where the H&S Representative will be appointed?

This course is designed to equip delegates with the knowledge and skills to enable them to:

- Explain the role of a health and safety representative
- Understand his/her duties and functions as a SHE representative
- Understand basic legal requirements pertaining to the SHE representatives, SHE committees, Inspectors, employer and employees
- Understand how to perform effective SHE inspections
- Promote SHE procedures in the workplace
- Identify hazards

Course Content

- The purpose and structure of the OHS Act
- The duties and responsibilities of employers
- General duties of employees at work
- SHE Representatives and their role in the workplace
- Identifying hazards in the workplace
- Causes & prevention of incidents
- The SHE committee



Learning Assumed To Be In Place

NQF Level 2 – Basic SHE Knowledge

Course Duration

Duration : 1 day

Assessment & Certification

Successful candidates will be awarded a certificate from **Wareham & Associates** indicating successful completion of the course.

Contact Details

For more information regarding the above or any other training requirements, please contact our **Training Administrator, Emily Ackerman** on 021 713 2380 or email emily@wha.co.za