

HASREP Training Material Content

The functions of the workplace health and safety representative

Part 1 Theory of Health & Safety Management

- ★ Definition of Health & Safety Management
- ★ Elements of Business ★ Scope of Losses ★ The Costs of Incidents ★ Financial ★ Social ★ Definition of an Incident ★ Incidents and their Effects ★ Domino Sequence ★ Lack of Control ★ Initial Causes ★ Actual Causes ★ Unsafe Behaviour ★ Unsafe Conditions ★ Incident or Event ★ Result ★ Causes of Incidents ★ ABC of Health and Safety

Part 2 Legal Requirements

- ★ Introduction to the Act ★ Structure of the Act
- ★ Regulations ★ Health and Safety Management System ★ Health and Safety Representative
- ★ Membership of the Committee ★ The Constitution ★ Duties of the Committee
- ★ Frequency of Committee Meetings ★ Health and Safety Committee Minutes ★ Documents and Records
- ★ Action in the Event Of: ★ Not Disturbing the Scene ★ Rights of the Employee ★ Duties of the Employee ★ Functions of the Health and Safety Rep ★ Duties of the Health and Safety Representative

Part 3 Risk and Hazard Identification

- ★ Introduction ★ Classify the Hazard ★ Prioritise the Risk ★ Determine the Cause ★ Look for Deviations ★ Typical Health Hazards ★ Typical Safety Hazards ★ Highlight the Hazard ★ Prevent the Activity or use of the Article ★ Establishing Inspection Standards ★ Identify Non-Compliance ★ The Inspection Checklist ★ Identify Non-Compliance

Part 4 Reporting the Findings

- ★ Types of Health and Safety Reports ★ Checklists ★ Report Form ★ Specialist Report ★ Making Recommendations ★ Visual Exercises ★ Practical

Part 5 Incident Investigations

- ★ Introduction to Investigations ★ The Reasons for an Investigation ★ Steps to Investigating an Incident ★ Investigation Reports ★ Investigate Every Incident ★ The Investigation Team ★ Visit the Scene of the Incident ★ Collect Exhibits ★ Interview the Right People ★ Ask the Right Questions ★ Conducting the Interview ★ Investigation Reports ★ Taking Notes and Statements ★ Re-Enact the Incident ★ Closing the Interview ★ Case Study

Part 6 The Health & Safety Committee

- ★ Objectives ★ Membership ★ Constitution
- ★ Running the Meeting ★ Functions and Duties
- ★ Frequency of Meetings ★ Case Study

Part 7 Conclusion

- ★ Test ★ Course Evaluation ★ Final Exercise – Your First Committee Meeting



South African Institute of
Occupational Safety and Health
Verified - 2 CPD Points



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