

Umjantshi House Private Bag X101
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Johannesburg
2001

PRASA

SHE REP TRAINING SPECIFICATION FOR 12 PEOPLE

Tender Specification for Perform SHE REP TRAINING (SAQA ID 259622/116518)

1. Introduction

The course is intended to help Safety, Health and Environmental Representatives understand their roles and functions as to how the Occupational Safety and Health legislation will influence health and safety outcomes in their workplace. The course aims to provide participants with the knowledge and skills necessary to fulfil their role as Safety, Health and Environmental Representatives.

2. Scope of Work

The training provider will be responsible for delivering comprehensive SHE REP training that covers the following key areas

Scope of work	YES	NO
<p>Health and safety legislation relating to health and safety representatives</p> <ul style="list-style-type: none"> • Legislation definitions and terminologies. • Legislative impact on both employees and employers. • Legal compliances and the effect on health, safety environment and production • The duties and functions of health and safety representative. • The roles and duties of employers, supervisors, employees, health and safety representatives and unions 		

Requirements to conduct safety, health and environmental representation activities at a working place.

- Powers and responsibilities of Safety and Health Representatives.
 - Purpose of conducting workplace inspections.
 - Safety, health and environment-related issues within the scope of authority.
 - Emergency procedures and processes for consultation and cessation of work in emergency situations.
- Dealing with specified Safety, health and environmental issues.

OHS Consultation.

- Data gathering methods.
- Methods for consulting and negotiating on implementing corrective actions.
- Communication and basic communication skills.
- Dispute resolution procedures.
- Conflict scenarios.

Risk Management.

- Applications of Codes of Practice and relevant OHS policies within the organization as a means of identifying inadequate risk control.
- Hazard reporting.
- Manual handling, chemical hazards, workplace stress, noise, and working with the plant.
- Personal Protective Equipment.

Incident Management and Investigation.

- Procedures for dealing with accidents, incidents, and near misses.
- Health and Safety Representative role in the investigation of accidents, incidents and near misses.
- Strategies to prevent recurrence of accidents, incidents or near misses.

Reporting.

- Requirements and benefits for keeping OHS records.
- Use of OHS records in monitoring hazards and risks.
- Accident reporting under OHS and workers compensation legislation, and on injury and dangerous occurrence reporting and investigation.
- Safety audits.



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<p>Assessment of Compliance</p> <ul style="list-style-type: none"> • Determining OHS competence. • Appropriate assessment methods for monitoring the maintenance of OHS competence. • Determining consistency with regards to OHS performance and competence requirements 		
<p>3. Training Objectives</p> <p>The training aims to equip learners with the necessary skills, knowledge, and understanding to: Training Objectives</p>		
<p>On completion of the course, the successful learner will be able to identify, evaluate and record safety, health and environmental hazards in their designated work areas, and be able to evaluate the risks attached to operational tasks and processes</p>	YES	NO
<p>4. Target Audience</p> <p>Employees and supervisors responsible for the implementation and maintenance of HSE standards and management control procedures, in daily operational processes and procedures • HSE representatives, HSE committee members, shop stewards and staff involved in or responsible for the evaluation of inspection reports • HSE practitioners on all levels.</p> <p>5. Duration and Delivery Method</p>		

- Duration: The training program should be designed to be completed within a reasonable timeframe; Duration is 2 days in a classroom setting
- Delivery Method:
- The training should include a combination of theoretical instruction and practical hands-on training. Theoretical sessions can be conducted in a classroom setting, while practical sessions should be conducted PRASA premises. Training provider should make provision for practical's, at PRASA training venue which will be at Center of Technology (COT), 85 Subway Street Fordsburg.

6. Accreditation and Certification

- The training provider must be accredited by the relevant Sector Education and Training Authority (SETA).
- Upon successful completion of the training, learners should receive a certificate of competence in accordance with SAQA Unit Standard 259622 (Describe the functions of the workplace health and safety representative).

Experience: The service provider should - **Submit three reference letters for verification on SHE rep training within the last 3 years.**