

Note: All tenders and quotations are done via our eProcurement system.

The information given below is an extract of the scope of work. **To access/open the full set of tender documentation, you must be registered on CSD.**

If you have a MAAA CSD registration number and receiving email notifications from PetroSA Procurement you are already registered, please login as indicated below:

Username: MAAA...
User Code: MAAA...
Password: newuser

Contact the call center on **012 663 8815** or email: **support@intenda.net** if you are having problems with your login.

If **you do not have a MAAA** CSD registration number, please click on “**Not Registered Yet**” and register. Click on the link below to download a “how to” guide to assist you.

<http://www.procurement.petrosa.com/Downloads/Documents/SupplierSelfRegistration.pdf>

ENQUIRY NO: AHT26861

DESCRIPTION: THE PROVISION OF IN-HOUSE HEALTH, SAFETY AND ENVIRONMENT (HSE) REPRESENTATIVE TRAINING IN TERMS OF THE MINE HEALTH AND SAFETY ACT (MHSA) AND OCCUPATIONAL HEALTH AND SAFETY ACT (OHSA) FOR PetroSA

1. INTRODUCTION

PetroSA wishes to arrange an in-house course covering the topic of Functions and Responsibilities of an HSE Representative as per the Mines Health and Safety Act and the Occupational Health and Safety Act. The dates of the course will be fixed by mutual agreement between PetroSA and the Service Provider

2. SCOPE OF SERVICES

The Service Provider shall present **onsite SHEQ Representative Training** at PetroSA's GTL Refinery in Mossel Bay.

The Instructor(s)/Facilitator(s) shall be required to complete PetroSA's site induction programme and undergo the necessary medical examination(s) before being granted access to PetroSA premises.

The training shall be conducted in multiple training sessions, each accommodating approximately **ten (10) to fifteen (15) delegates**. The Service Provider shall therefore be capable of scheduling and facilitating a sufficient number of training sessions to accommodate all attendees.

The training programme must be accredited or aligned with the Occupational Health and Safety Act (OHSA) and the Mine Health and Safety Act (MHSA) unit

standard “Describe the Functions of the Workplace Health and Safety Representative”, and shall, as a minimum, cover the following topics:

- Purpose, objectives, and key provisions of the Occupational Health and Safety Act (OHSA) and the Mine Health and Safety Act (MHSA);
- Election and nomination procedures for Health and Safety Representatives and Health and Safety Committee Representatives;
- Legal appointment requirements for Health and Safety Representatives and Committee Representatives;
- Roles, functions, responsibilities, and powers of Health and Safety Representatives;
- Purpose, structure, functions, and responsibilities of Health and Safety Committees;
- Common causes of workplace incidents and injuries;
- Principles and practices of incident prevention;
- Effective participation in PetroSA Health, Safety and Environmental (HSE) Committees and related procedures;
- Conducting statutory SHE inspections using PetroSA’s Safety Representative Inspection Control Checklist, including practical assessments;
- Identifying information required from the employer to support workplace inspections and hazard identification processes; and
- Identifying additional training and development requirements relevant to Health and Safety Representatives.

The Service Provider shall be responsible for:

- Providing suitably qualified and competent Instructor(s)/Facilitator(s), including all travel, accommodation, and associated expenses;
- Supplying all training manuals, course materials, presentation materials, and supporting documentation;
- Conducting both theoretical and practical assessments where applicable; and
- Issuing course certificates to delegates who complete the training programme.

PetroSA will provide a suitable training venue and standard training facilities, including, but not limited to, a projector, screen, flip chart, and seating arrangements.

3. ENQUIRIES

Any enquiries regarding this tender should be addressed to **Hennie Fortuin** in the Tender Office at the telephone no. **+27 (0)21 929-3211** or e-mail at martinhennie.fortuin@petrosa.co.za