

**GAUTENG PROVINCE**TREASURY
REPUBLIC OF SOUTH AFRICA**HRD
TRAINING SPECIFICATION FORM**

Note: This document serves as a guide; it clearly describes the desired outcomes or deliverables of the service to be procured.

BUSINESS UNIT: HRD**SUB-UNIT:** EHWP

Part A TRAINING INFORMATION	
Training programme:	Health and Safety Representative
Description of the training:	Health and Safety Representatives
Course Accreditation: (Yes/No)	YES
Unit Standard: (for accredited programmes only):	SAQA 259622
Date(s) of the training:	TBC
Duration: (No. of days)	3 Day
Number of Attendees: (Attach name list)	15 Employees
Personal Development Plan (PDP) aligned: (Yes or No)	

Part B TRAINING CONTENT AND EXPECTATIONS	
Course Objectives	Expected Outcome
The objective of the course: • 1. To improve overall safety performance of the Department. 2. To reduced risk and potential hazards n the workplace before the cause accidents. 3. To ensure compliance to the occupational Health and Safety Act.	At the end of the course you will be able to: • 1. Understand and perform all functions of a Health and safety Representative as per section 18 of the OHS Act. such as; (a) review health and safety measures (b) identify potential hazards and potential major incidents (c) examine the causes of incidents at the workplace (d) investigate complaints relating to employee's health and safety (e) inspect the workplace (f) participate in consultations with inspectors (g) attend meetings of the health and safety committee mettings
Delivery Method: (Face2Face or Online)	Face to face
Is the training programme done by a sole service provider? <u>YES NO</u> (If YES, please attach a confirmation letter of sole provider)	No

Part C ADDITIONAL INFORMATION			
No	Item Description	Yes/No	No. of People
1.	Catering: <i>(attach the full specification for catering including dietary requirements)</i>	Yes	15
2	Venues and Facilities:	Yes	15
3.	Other <i>(Specify):</i>		
<u>General Comments</u>			