

# **HASREP LEADER'S GUIDE**

HEALTH & SAFETY REPRESENTATIVE TRAINING COURSE

Extract From Comprehensive Leaders  
Guide Comprising of 64 Pages

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**HASREP LEADER'S GUIDE SAMPLE**  
HEALTH AND SAFETY REPRESENTATIVE TRAINING COURSE

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**INTRA-TRAIN**

OCCUPATIONAL HEALTH & SAFETY TRAINING  
© Research and development by Ken Annandale  
Published by INTRA-TRAIN South Africa  
P O Box 520, Plumstead, Cape Town, 7801  
Contact +27 (0) 82 920 8912  
Email [office@safetyhealthtraining.com](mailto:office@safetyhealthtraining.com)  
[www.safetyhealthtraining.com](http://www.safetyhealthtraining.com)

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## **LEADER'S GUIDE**

### **1 Course Objective**

1. Explain the legal rights and duties of a Health and Safety Representative.
2. Provide the basic knowledge and skills required to perform the role of a Health and Safety Representative

**1 INSPECT** the workplace and report back on those risks with the potential for causing an illness, injury, damage or loss.

**2 INVESTIGATE** various incidents that resulted in a loss, focusing on the identification of causes and recommendations.

**3 PARTICIPATE** actively in the company Health & Safety Programme.

**4 FUNCTION** within the Health and Safety system, making positive contributions.

This manual is the workshop leader's guide. It is the leader's responsibility to customise and add information relevant to their organisation. This may include:

- Forms, documents, etc.
- Health and Safety committee constitution
- Organizational policy, procedures and rules
- List of specific dangers, hazards and risks
- Health and Safety management system structure.
- Personal protective equipment and clothing in use.
- Trade union Health and Safety agreement.

### **2 Quick Reference Index**

Bold icons will help the course leader identify and respond to the next activity.

Project the data-projector visual or Overhead Projector Visual



## **LEADER SUPPORT**

### **1 Welcome**

Welcome to the exciting world of INTRA-TRAIN Health and Safety Training Systems. You have joined a fast growing group of trainers from organisations, around the country who have selected to use our training systems to train their employees.

### **2 Using this Training Kit**

We designed this package with three people in mind.

1. The experienced Health and Safety trainer,
2. The experienced trainer who Health and Safety little or no Health and Safety background, and
3. The experienced Health and Safety practitioner who Health and Safety little or no training experience.

It follows a scripted format, with guidelines for the trainer

#### **The instructions to the delegate are in bold.**

We recommend you familiarise yourself with the course by working through the material thoroughly. When familiar with the content, adapt it to address the specific hazards and risks at your organisation.

### **3 Terminology**

Common Occupational Health and Safety terminology Health and Safety been used. However, where misunderstandings may occur, we have changed the terms; e.g. Unsafe Acts to Unsafe Behaviour, etc.

### **4 Customise your Training Kit**

Your organisation Health and Safety a combination of risks and needs that are unique.

To enable you to present the most effective training to your staff, you may change to this Training Kit to address these dangers, hazards and risks.

This includes adapting the delegate workbooks, .jpg images, exercises or the inclusion of video / DVD material.

## **PRE COURSE PREPARATION**

### **1 Notify the Delegates**

Where possible, group the delegates according to language, standard of education, daily activity, etc.

Print and distribute the notice of attendance well in advance.

Send each delegate a personalised letter or email, inviting them to attend.

Check with their supervisor in advance and verify their attendance.

### **2 Welcome Letters**

Print an introductory letter on your organisation letterhead.

Personalise each letter with the delegate's name.

Have the welcome letters signed by a senior manager.

### **3 Preparing the Trainee Workbooks**

Determine the languages and number of delegates and then print and bind the trainee workbooks well in advance. Keep a stock of the workbooks on your shelf.

#### **3.1 ORIGINALS**

Never use paper master copies of the trainee workbook when printing the workbooks. Do not allow the quality of the text to deteriorate. Always print from the original PC files. Protect and store the CD in a safe place. It is necessary to have Microsoft Words for Windows to edit the delegate workbook.

#### **3.2 COVERS**

Use a stiff cover on the front and back of the workbook.

#### **3.3 CUSTOMIZATION**

Customise the workbook where possible, i.e. use your organisation logo on the front cover, corporate colour scheme, etc.

Use a binder that allows the workbook to open flat on the table.

Arrange for a Senior Manager to open the training course where possible.

Provide the Senior Manager with a list of the participants, the course content, objectives, practical exercises etc.

**PART 1 INTRODUCTION TO COURSE**

**1 Course Leader**



**Introduce yourself verbally:**

**"Hullo, my name is.".....**

**I am the..... I will be presenting  
this HEALTH & SAFETY REPRESENTATIVE COURSE"**

Tell them your position and something about yourself.  
Write your name on the flip chart or white board in large letters with a bold marker, and display your name tent on your table.



Project the HEALTH & SAFETY REPRESENTATIVE COURSE title visual while you work through the pre-course instructions.



Hand out the delegate workbooks and introduce the various aspects that they will cover during the course. Briefly explain each part.

**"The workbook becomes your personal property. Please write your name on it now."**

Hand a pen or pencil to the delegates who need one Tell them:

**"You will be required to take notes, and copy the drawings from the screen, board or Flip chart."**

**2 Name Card and Attendance List**



You should prepare and place a name card on the tables before you start the course. Fold an A5 sheet of cardboard in half and print their first name on the front or hand out Flip chart markers and ask the delegates to:

**"Please print your first name on your name card in BIG BOLD letters."**

NOTE: Always use first names so as to develop the Trainer / trainee rapport.

Hand out the attendance list and ask the delegates to fill in their particulars.

## **PART 2 THEORY OF HEALTH & SAFETY MANAGEMENT**

### **1 Definition of Health and Safety Management**



Introduce the concept of Health and Safety Management to the group by explaining:

**"The main reason we have a Health and Safety Management Programme is to eliminate or reduce the risk of illness or injury to our fellow workers."**

### **2 Elements of Business**



Project the "ELEMENTS OF BUSINESS" visual. Introduce the various elements and discuss each briefly.



On completion, tell them:

**"Each aspect is critical to the success of our organisation. However, our people are undoubtedly the most important element. It is possible to replace the equipment, but it is not possible to Health and Safety Representative lose an experienced person who cannot return to work, as a result of an illness or injury."**

### **3 Scope of Losses**



Project the "SCOPE OF LOSSES" visual.

## **PART 3 LEGAL REQUIREMENTS**

### **1 Introduction to the Act**



Explain that there are three types of laws:  
They are:

**"Civil, Industrial and Criminal.**

**Our Health and Safety Legislation currently in force falls into the third category. It is a criminal offence to fail to comply with the requirements."**

**"The legislators designed the OH&S (Occupational Health and Safety) Act (Act 85 of 1993) to protect employees from death, illness or injuries arising out of their work. It demands that the Employer must provide that their workforce is healthy and safe. They must also supply protection from any hazards."**

### **2 Structure of the Act**



Project the "STRUCTURE OF THE ACT" visual



Identify each portion and explain:

**"The law comprises of an Act (which was enacted by Parliament), various Regulations (which are implemented by the Department of Labour) and a number of Standards."**

#### **1 UPPER PORTION**

Explain that:

"This portion can only be changed by an act of Parliament. The OH&S Act establishes the main principles such as the structure of the Health and Safety Management System to be enforced by all employers in South Africa. The OH&S Act applies to every single business, town council, factory, hotel, school, farm, state department and even private household. It does not however, apply to those who work in mines, at sea or with explosives.

## **PART 4 RISK AND HAZARD IDENTIFICATION**

### **Introduction**



Introduce them to the Health and Safety inspection by saying:

**"Every workplace Health and Safety hazards. They could be as basic as a tripping hazard, or as complex as toxic fumes given off during a chemical process. It is the legal responsibility of the employer to identify all the hazards their employees are exposed to in the course of their work. You will be assisting them in that legal duty. The inspection should be regarded as an exploratory examination of the workplace. It is designed to identify those things that have the potential for, and could result in, death, disease, an injury, damage or loss."**

### **1 What to Look For**



#### **1 Regular Inspections Must Be Done**

Tell them

**"To ensure that these regular inspections are conducted, the Employer must assign the duty to employees who have a thorough knowledge of the workplace and the hazards they will encounter there. These duties then become part of their regular daily activities. Generally those with specialist knowledge, Supervisory or technical positions will be required to do these inspections. The Health & Safety Representative Health and Safety the right to conduct inspections."**

#### **2 Levels of Observation**

Continue by saying

**"We are going to start by discussing the various hazards that you may encounter during the inspection. This will then be followed by visual examples."**

**"There are two levels of observations. We identify them by asking WHAT IS WRONG?"** Provide an example of each and ask them to enter these in their book.

## **PART 5 REPORTING THE FINDINGS**



Introduce this subject by telling the delegates:

**"The OH&S Act requires that Health and Safety Representatives report their findings to their employer. The form that this takes is determined by the Health and Safety Committee. To help the Health and Safety Representative with the inspection, a checklist should be designed that will prompt them not to overlook important aspects."**

**"These reports must be signed by the Health and Safety Representative and submitted to the Health and Safety Committee. This is one of the documents that must be kept for a minimum of 3 years. Each Health and Safety Representative should have submitted 36 reports in the past 3 years. These must be filed away safely."**

### **1 Types of Health and Safety Reports**



Consider some of the following suggestions and introduce the one best suited to your organisation.

#### **1 CHECKLIST**

A checklist lists the critical points. Change the form to suit the specific risks and needs of your organisation. It must be accompanied by a separate Health and Safety Representative report which lists all the observations and recommendations of the inspection. For a checklist to work it must be simple.

#### **2 HEALTH & SAFETY REPORT FORMS**

This form is the longest and provides place for the observations, comments, classifications and recommendations. It is not always the most practical, because it is normally quite long, it almost always evokes a negative response.

## **PART 6 INCIDENT INVESTIGATIONS**

### **1 Introduction to Investigations**



The OH&S Act requires that Health and Safety Representatives or Health and Safety Committee members investigate all Recordable and Reportable incidents. If they are not available or suitable, the Employer must designate an investigator in writing.

Explain

**"The purpose for an investigation is to determine and eliminate the cause of the incident and NOT to find the guilty party."**

### **2 The Reasons for an Investigation**



Project the REASONS FOR INVESTIGATIONS visual



Ask them to write the information into their workbooks. Discuss each aspect. Tell them: "A proper investigation of incidents that have occurred while at work is very important, for the following reasons."

1. IDENTIFY and remove the cause of incidents.
2. REVEAL the true situation encountered by employees at work.
3. PREVENT similar incidents in future.
4. DETERMINE responsibility for the occurrence of an incident.
5. FULFILL the legal requirement.
6. DEMONSTRATE you are committed to employees Health & Safety

"The principal reason for conducting an investigation is to identify the causes of the incident. Remember this is a "FACT FINDING" and not "FAULT FINDING" exercise."

## **PART 7 THE HEALTH & SAFETY COMMITTEE**

### **1 Objectives**



Tell them:

**"Whether The OH&S Act required the formation of a Safety Committee or not, it makes sense to have a forum where matters concerning the safety of the workforce can be discussed. This committee is sometimes called a Risk or Loss Control Committee and includes the discussion of all related matters."**

Recap on the information in Part 2 by reminding the group that:

**"When 50 employees (in the event of a factory) and 100 (in the event of an Administrative type organisation), Health and Safety Representative must be appointed. When there are two or more Health and Safety Representative, a Health and Safety committee must be established."**

### **2 Membership**



Explain that:

**"The Health and Safety Committee consists of all the appointed Health and Safety Representative as well as other management nominees employees, such as the Engineer, Nursing Sister and Health and Safety Officer. Other people with specialist knowledge, such as the local Fire Chief may be co-opted to sit on the committee. All these people must be appointed in writing. One of the members must be designated as the Chairperson and another as the Secretary."**

Introduce the delegates to all the members of your Health and Safety Committee. Draw the structure on the flip chart.

NB: The OH&S Act suggests that the Chairperson may be voted into office.

### **3 Constitution**

The OH&S Act requires that the procedures of the meeting be determined by the Health and Safety Committee. These procedures could be recorded in the

## **PART 8 CONCLUSION**

### **1 Test**

There is the option of giving the delegates a written test. This can either be done at the end of the course or after a week or so.

The test gives you the opportunity to assess their understanding of the theory. The above practical inspection results will tell you whether they can conduct an inspection properly. Print and hand out the test papers provided.

NOTE: If you have made any changes to the course, remember to make the necessary changes to the Test Paper as well. If you are not giving them a test, ignore these instructions and go on to the next section.

### **2 Course Evaluation**



Tell them:

"When we started this course, we asked you for your commitment to the Health and Safety programme.

We have now reached the end of the course. As a final activity I am going to ask each of you to complete a course evaluation form.

Print and hand each delegate a form. Ask them:

**"Please be absolutely truthful about your response, as if will assist me to make the course more meaningful for the next group of Health and Safety Representative."**

### **3 In Conclusion**



**"I wish to congratulate you on completing the Health and Safety Representative Course. Having completed the course does not necessarily make you a good Health and Safety Representative - that only comes with personal commitment to the Health and Safety of your fellow workers. I want to personally ask you to get actively involved in our Health and Safety programme."**

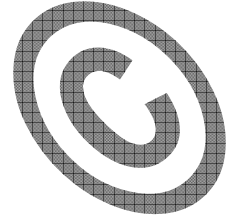
### **5 Prepare the Certificates**

Use your organisation own certificates, or the sample provided on the CD.

**HASREP LEADER'S GUIDE SAMPLE**  
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**Contact INTRA-TRAIN**

INTRA-TRAIN South Africa  
OCCUPATIONAL HEALTH & SAFETY TRAINING  
P O Box 520, Plumstead, Cape Town, 7801 South Africa  
Contact +27 (0) 82 920 8912 Fax +27 (0) 86 600 8364  
Email [office@safetyhealthtraining.com](mailto:office@safetyhealthtraining.com)  
Website [www.safetyhealthtraining.com](http://www.safetyhealthtraining.com)



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