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HASREP WORKBOOK
HEALTH & SAFETY REPRESENTATIVE TRAINING COURSE

**Extract From Delegate Workbook
Comprising of 35 Pages**

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PART 1 INTRODUCTION TO COURSE

Welcome

Welcome to the HASREP (Health and Safety Representative) training course. I am sure that you will find this a valuable programme and that you will enjoy working through it.

Course Leader

The course leader is:

Participation

We wish to encourage you to enter into all the group discussions. Ask relevant questions whenever you want to.

Course Objective

- 1 To equip each delegate with sufficient practical knowledge,
- 2 To enable them to serve as a Health and Safety or Representative.

Programme Activities

The course follows the "workshop" format with much time being spent on "hands-on" exercises. Group discussions follow each exercise. We will break regularly.

Skills Acquired

After this course you should be able to.

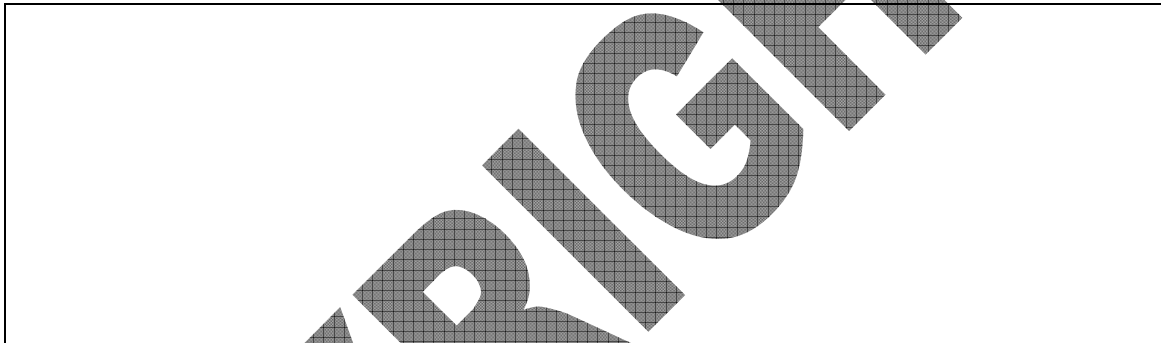
PART 2 THEORY OF HEALTH AND SAFETY MANAGEMENT

1 Definition of Health and Safety Management

"The effective management of those factors which prevent, directly or indirectly, the maximising of all the elements of business."

2 Elements of Business

The following elements are essential to start and maintain a business:



3 Scope of Losses

To a greater or lesser degree, all the following losses occur in the workplace. For the purpose of this course, we will concentrate on those losses that result in occupational disease or illness, injury and damage.



PART 3 LEGAL REQUIREMENTS

1 Introduction to the Act

The Legislators designed the Occupational Health and Safety Act to protect employees from illness or injuries arising out of their work. It demands that the Employer must provide their workforce with a healthy and safe working environment. They must also supply protection from any hazards. Failure to do so becomes punishable by law.

2 Structure of the Act

The Health and Safety legislation currently in force is the OH&S (Occupational Health and Safety Act) (Act 85 of 1993).

The legislation comprises of the Act (which was enacted by Parliament), and various Regulations (which are implemented by the Department of Labour).

3 Regulations

The regulations provide the technical specifications and requirements. These are amended from time to time. Presently they include:

PART 4 RISK AND HAZARD IDENTIFICATION

Every workplace has hazards. They could be as basic as a tripping hazard, or toxic fumes given off during a chemical process. Health and Safety Representatives must identify and report the Unsafe Behaviour or Conditions in their respective workplace.

1 What to Look For

There are two basic levels of observation. The obvious and the concealed.

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The **OBVIOUS** are easily identified and would include those things that are visible to the eye

[Empty rectangular box for notes]

The **CONCEALED** risks are not obvious and require some exploration.

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PART 5 REPORTING THE FINDINGS

Once the hazard has been identified a written report must be submitted to either the Employer, or the Health and Safety Committee, This could be in the form of a simple checklist.

1 Types of Health and Safety Reports

1.1 CHECKLISTS

A checklist lists the critical points, which you should use to remind you of what to look for. Just tick off and provide basic information. If necessary, your Health and Safety committee should adapt the checklist to cover the specific risks that are present in your area. Attach separate sheets of paper to the checklist with your comments and recommendations.

1.2 REPORT FORM

This is similar to the checklist, but provides place for all your comments on the same form.

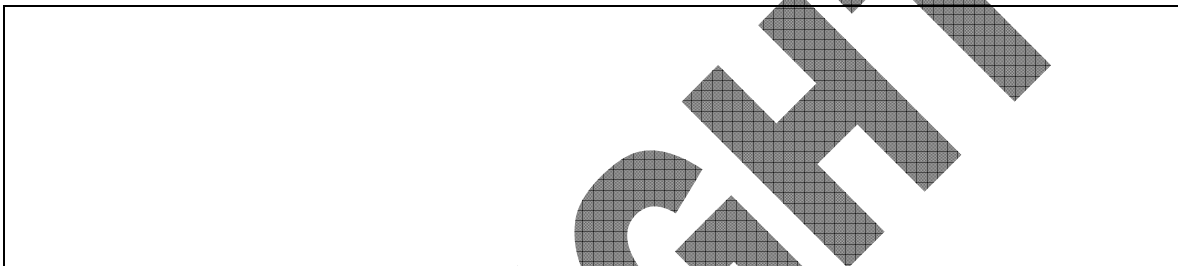
1.3 SPECIALIST REPORT

These are reports made by specialist inspection authorities. They should be approved and registered by the Department of Labour. Their reports are technical by nature, as they follow in depth studies.

PART 6 INCIDENT INVESTIGATIONS

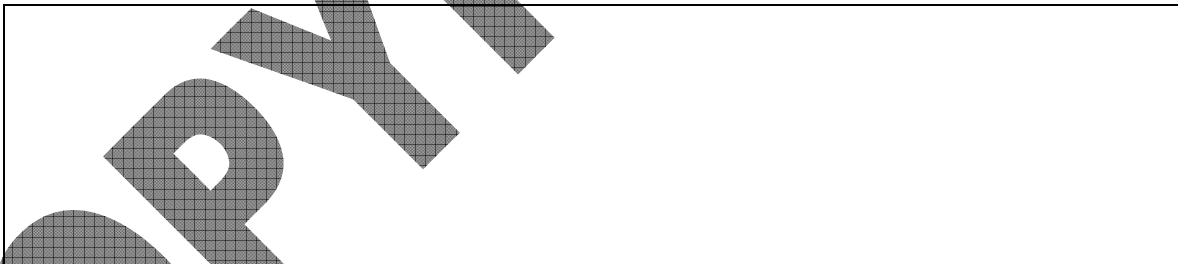
1 Introduction to Investigations

The OH&S Act requires that Health and Safety Representatives or Health and Safety Committee members investigate all Recordable and Reportable incidents.



2 The Reasons for an Investigation

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



3 Steps to Investigating an Incident

The easiest way to find the cause of the incident is to follow the following steps



PART 7 THE HEALTH AND SAFETY COMMITTEE

1 Objectives

An active Health and Safety Committee will assure the success of a Risk / Loss / Health and Safety Programme. This is where the workforce and management meet to discuss relevant matters. One or more Health and Safety Committee must be established if 2 or more Health and Safety Reps have been appointed, or 50 or more employees.

2 Membership

The Health and Safety Representative is automatically a member of the Committee. Other people who can make a contribution to the Health and Safety Programme should be appointed in writing. Management should be represented on the Committee.

PART 8 CONCLUSION

1 Test

[Empty box for Test 1]

2 Course Evaluation

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

[Empty box for Course Evaluation]

3 Final Exercise – Your First Committee Meeting

We will meet on _____ (date and time) in the _____ (venue). Please list all the hazards and risks identified during the course and any recommendations you may have for inclusion on the Health and Safety Committee agenda.

[Empty box for Final Exercise]