

HASREP - HEALTH & SAFETY REPRESENTATIVES COURSE CONTENT ©

Unit Standard 259622: "Describe the functions of the workplace health and safety representative."

Part 1 Theory of Health & Safety Management

★ Definition of Health & Safety Management
★ Elements of Business ★ Scope of Losses ★ The Costs of Incidents ★ Financial ★ Social ★ Definition of an Incident ★ Incidents and their Effects ★ Domino Sequence ★ Lack of Control ★ Initial Causes ★ Actual Causes ★ Unsafe Behaviour ★ Unsafe Conditions ★ Incident or Event ★ Result ★ Causes of Incidents ★ ABC of Health and Safety

Part 2 Legal Requirements

★ Introduction to the Act ★ Structure of the Act
★ Regulations ★ Health and Safety Management System ★ Health and Safety Representative
★ Membership of the Committee ★ The Constitution ★ Duties of the Committee
★ Frequency of Committee Meetings ★ Health and Safety Committee Minutes ★ Documents and Records ★ Action in the Event Of: ★ Not Disturbing the Scene ★ Rights of the Employee ★ Duties of the Employee ★ Functions of the Health and Safety Rep
★ Duties of the Health and Safety Representative

Part 3 Risk and Hazard Identification

★ Introduction ★ Classify the Hazard ★ Prioritise the Risk ★ Determine the Cause ★ Look for Deviations ★ Typical Health Hazards ★ Typical Safety Hazards ★ Highlight the Hazard ★ Prevent the Activity or use of the Article ★ Establishing Inspection Standards ★ Identify Non-Compliance ★ The Inspection Checklist ★ Identify Non-Compliance

Part 4 Reporting the Findings

★ Types of Health and Safety Reports ★ Checklists

★ Report Form ★ Specialist Report ★ Making Recommendations ★ Visual Exercises ★ Practical

Part 5 Incident Investigations

★ Introduction to Investigations ★ The Reasons for an Investigation ★ Steps to Investigating an Incident
★ Investigation Reports ★ Investigate Every Incident
★ The Investigation Team ★ Visit the Scene of the Incident ★ Collect Exhibits ★ Interview the Right People ★ Ask the Right Questions ★ Conducting the Interview ★ Investigation Reports ★ Taking Notes and Statements ★ Re-Enact the Incident ★ Closing the Interview ★ Case Study

Part 6 The Health & Safety Committee

★ Objectives ★ Membership ★ Constitution
★ Running the Meeting ★ Functions and Duties
★ Frequency of Meetings ★ Case Study

Part 7 Conclusion

★ Test ★ Course Evaluation ★ Final Exercise – Your First Committee Meeting

OTHER TRAINER'S KITS FROM INTRA

ACTRAC	Occupational Health & Safety Act
CLAIMTRAC	Injuries & Diseases Claims
CONREGS	Construction Regulations 2014
ELECTRAC	Introduction to Electricity
FALLTRAC	Working @ Heights & Fall Arrest
FIRETRAC	Fire Prevention & Protection
FIRSTRAC	1st Aid [Approval & Accreditation]
HASREP	Health & Safety Rep & Committee
HIRA	Hazard Identification Risk Assessment
INDUCTOR	Induction & Awareness
INVESTTRAC	Incident Investigation
NOISETRAC	Noise-Induced Hearing Loss
SUPERTRAC	Supervisory Management Skills



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