

INDUCTOR TRAINER'S KIT COURSE CONTENT ©

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

Part 1 Legal Requirements

- ★ The Act ★ Health and Safety Management System
- ★ Health and Safety Representatives ★ Health and Safety Committee ★ Copy of the Act ★ Your Rights as an Employee ★ Intoxicating liquor and drugs – The employee ★ Duties of your Employer ★ Intoxicating liquor and drugs – The employer ★ Important requirements ★ Signs, notices and colours
- ★ Colour coding ★ Symbolic signs ★

Part 2 Organisation's Policy, Rules & Procedures

- ★ Organisation's Health and Safety policy
- ★ Organisational structure ★ Introduction to the role players ★ Organisation's rules and procedures
- ★ Job descriptions and scope of authority ★ Work Permits ★ Use of Motorized and Mobile Equipment
- ★ Lock Out & Tagging Procedures ★ Trade unions and worker committee involvement in Health and Safety ★

Part 3 Occupational Health

- ★ Exposure to hazardous substances and conditions
- ★ Health hazards to be aware of ★ How do you know if your health is being affected? ★ Acceptable

- levels of exposure ★ Safe handling, storing, transporting & disposal of hazardous substances ★ Protecting yourself from hazardous substances or conditions ★ Using PPE and PPC ★ Implications of not using PPE and PPC ★ PPE and PPC Maintenance and Storage ★

Part 4 Occupational Hygiene

- ★ Specialist studies

Part 5 Personal Hygiene

- ★ Personal hygiene and cleanliness ★ Eating, drinking, smoking in the workplace ★ Looking after your clothing and locker ★ Sickness ★

Part 6 Occupational Safety

- ★ The cause of injuries and fatalities ★ Housekeeping ★ Safety hazards to be aware of ★ Ways of protecting yourself from hazards ★ Using PPE and PPC
- ★ Implications of not using PPE and PPC ★ PPE and PPC Maintenance and Storage ★



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Part 7 First Aid and Medical Facilities

- ★ First Aid
- ★ First Aid Boxes
- ★ AIDS and the First Aider
- ★ Costs and the Compensation Commissioner
- ★ Medical and health care

Part 8 Reporting System

- ★ What does the law say?
- ★ Let's look at our reporting system
- ★ What to do in the event of an injury
- ★ What to do in the event of damage to property
- ★ Not disturbing the scene
- ★ If someone dies or loses a limb, no one must disturb the scene of the incident until the relevant Government inspector gives his permission. The only exception is when people are being rescued or need urgent medical attention.
- ★ What to do in the event of a disease or sickness

Part 9 Emergency Planning

- ★ Emergencies
- ★ Introduction to organisation's plans
- ★ Evacuation
- ★ Emergency numbers
- ★ Evacuation Drills

Part 10 Conclusion

- ★ You have only just begun
- ★ Remember your rights
- ★ Remember your duties
- ★ Your suggestions and ideas
- ★ Use your pocket booklet
- ★ Make it happen!

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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