



SHE Representative

Based on ISO 9001:2015; ISO 14001:2015; ISO 45001:2018 and ISO 31000:2018



Course Information

Course Name	SHE Representative
Course Designer	World Wide Industrial and Systems Engineers
Course Category	Occupational Health and Safety
Course Duration	3 days
Cost of Course	Refer to Training Schedule

Course Overview

An appointed Health and Safety Representative is a legal requirement under Section 17 of the Occupational Health and Safety Act (Act 85 of 1993) and thus compulsory for every organisation that employs more than 20 employees. This course provides Health and Safety Representatives with the knowledge required to fulfil their legal obligation as per the Occupational Health and Safety Act.

The functions of the workplace Health and Safety Representative (SHE Rep) course is focused on providing delegates with knowledge and skills to fulfil their SHE Rep functions within their company. Delegates will be able to comprehend the vital part Safety Representatives play within the Occupational Health and Safety Management System of their company. Knowledge of duties, responsibilities and rights of Safety Representatives, employees and employers in terms of Occupational Health and Safety is covered during this course. Delegates are empowered to play a vital role in ensuring a safer working environment within their respective companies.

Health and Safety Representative

<p>Who should attend?</p>	<ul style="list-style-type: none"> • This course is intended for newly appointed or existing Health and Safety representatives who require knowledge on the duties of a Health and Safety Representative and a proof of competency certificate. • This course also provides knowledge on the health and safety measures required to be adopted in an organisation and the duties of Health and Safety Representatives
<p>Course Objectives</p>	<ul style="list-style-type: none"> • The objective of this course is to provide Health and Safety Representatives with the knowledge and tools to ensure they are equipped to fully embrace their role. That includes a better understanding of the Occupational Health and Safety Act and the directive, identifying hazards and risks, including risks and their responsibility in assisting in the prevention of workplace incidents/accidents. • Clarifying employer and employee duties regarding OHS in the workplace. • Identifying the general workplace safety rules. • The proper use and application of PPE in a work environment. • Explaining the need for good housekeeping in the workplace. • Explaining and applying emergency procedures in the workplace. • Identifying relevant legal requirements to conduct Occupational Health and Safety (OHS) inspections. • Proper planning of Occupational Health and Safety (OHS) inspections. • Identifying how to conduct inspections to identify non-compliances in the workplace. • Reporting on Occupational Health and Safety (OHS) inspections.
<p>Benefits</p>	<ul style="list-style-type: none"> • Perform safety, health and environmental representation activities • Explain the specified requirements of the applicable legislation • Participate in the actions to address safety, health and environmental related issues. • Participate in activities within safety, health and environmental structures • Manage responses in terms of occupational health and safety in the workplace • Assist the organisation with compliance to the Occupational Health & Safety (OHS) Act

- Give their staff reassurance that the best interests of their health & safety are being protected by representatives

Course Content

Course Modules

1. ISO 45001:2018 Awareness

- What is ISO 45001?
- Structure of ISO 45000
- Key Perspectives of ISO 45001
- ISO 45001 Terms, Definitions and Interpretation
- What is ISO 45001 Management System
- Overview of: The Occupational Health and Safety Act
- Key Elements of the ISO 45001 broadly discussed
- PDCA Plan- Do- Check Act
- Attitudes toward health and safety
- Occupational Health & Safety act
- Safety Signs and Regulations
- Health and Safety Challenges in the workplace; the role of a Health & Safety Rep.
- Similarities and differences of OHSAS 18001:2007 to ISO 45001.

2. ISO 14001:2015 Awareness

- History of ISO
- Importance and benefits of an ISO 14001:2015 EMS
- Requirements, terms and definitions of ISO 14001:2015
- Structure of ISO 14001:2015 and framework for Environmental Management System standards
- Risk-based thinking, process approach, Plan-Do-Check-Act, and the management principles
- Identify environmental impacts of their organisation
- Understand key terms and definitions of pollution
- Learn basic principles, key concepts and importance of environmental law
- Identify the link between their jobs and a range of environmental impacts
- Understand business benefits of adopting an Environmental Management System

- Identify key issues related to energy use and waste minimisation, water use, pollution and emergency planning
- Legislation, Water Discharge, Discharge to the air, Noise pollution, Financial Penalties & Waste Disposal

3. OHS Act

- Operations
- Performance evaluation
- Improvement
- Safety signs and regulations
- Health and safety challenges in the workplace, the role of the health and safety rep
- In depth understanding of each clause of ISO 45001:2018 and how to audit each clause in an organisation in accordance to the standard
- ISO 19011:2018 Ethics and Principals of auditing
- Steps of auditing
- Templates to be used
- Case studies

4. Incident and Accident Investigation

- Purpose of investigations
- Definitions and terminology
- Legal responsibilities (OHS Act and MHS Act)
- Chief Directorate OHS- Mines
- Powers and rights of inspections (OHS Act and MHS Act)
- Incident Investigation overview
- Type of workplace incidents (including loss control and near misses)
- Incident ratio and study and probability
- Incident cost and incident reduction and prevention
- Investigators
- Employee involvement
- Time frame for formal investigations
- Reporting procedures for occupational injuries and diseases
- Correct recording of incidents
- The Six key questions (who, what, where, when, why and how)
- Preparing the investigation kit
- How to write Reports

	<ul style="list-style-type: none"> • Root Cause Analysis.
Certification	<ul style="list-style-type: none"> • Certificate of competence • Certificate of attendance
Assessments	<ul style="list-style-type: none"> • There will be an assessment at the end of the course. • Delegates have to complete the assessment with a minimum score of 60% to receive a certificate of competence. • Delegates who score between 40% and 59% will get a second attempt at the assessment. • Delegates who score lower than 40% or fail the second attempt, will need to repurchase the course. • Delegates will receive an attendance certificate regardless of a pass or fail.

About WWiSE

Who are we?	<p>World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental, Risk and Quality (SHERQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHEQ, ISO, Engineering, Finance, Business and Project Management.</p>
What do we do?	<p>Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes:</p> <ul style="list-style-type: none"> • ISO and SHERQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, 22301 and 45001 standards. • Integrated Management Systems development whereby we integrate several business systems and environmental, quality management solutions into a single management system to comply with various environmental, quality and safety standards. • Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance,

Business and Project Management to meet the job responsibilities and expertise requirements of the International Standards.

- ISO and Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing