

Who we are

S4 is a B-BBEE Level 1 black owned organisation (women in business), with over 40 years experience in industry. Our services include Quality, Occupational Health & Safety, and Environmental (SHEQ) management systems training, auditing, and consulting.



S4 Academy
DIV. OF SUSTAINABLE SYSTEMS SUPPORT SERVICES (PTY) LTD



Course Reference No.: SHE-I03

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SHEQ REPRESENTATIVE

COURSE OVERVIEW

This course is aimed at appointed or potential safety reps that require clarity on their duties as defined in the OHS Act 85 of 1993 and ISO 45001:2018 Occupational Health and Safety management system requirements. This course is more effective when it is conducted in-house where practicals would be relevant to the workplace."

DURATION: 3 Days

COURSE OUTCOMES

The learner will be able to:

Apply the knowledge of the OHS Act 85 and Occupational Health & Safety requirements within the business

WHO SHOULD ATTEND:

Any person that understand the organization and health and safety concerns.

PRE-REQUISITE:

No Pre-Requisite, however, recommended to choose persons that is somewhat exposed to the business and its processes.



COURSE CONTENT

DAY 1

- What are Health and Safety Reps and their functions?
- Functions of Safety Reps
- Understanding causes of unsafe acts
- Introduction to Risk Assessment
- Inspections
- Reporting and Recordkeeping
- Incident reporting and Investigation
- Inspectors
- Self-Assessments
- Risk Assessment sample
- Hazard checklist guidelines
- Equipment Registers
- Incident Report Templates and applicability
(Class practical & mini-case study)

DAY 2

- Overview of ISO 45001:2018
- What is ISO
- Why a Safety Management system
- HLS
- Unpacking the 10 clauses of the standard
- Role of the SHEQ Rep. when maintaining a OH&S management system
- Mandatory documents required
(Class practical & mini-case study)

DAY 3

- Risk & Opportunities (including Risk base thinking)
- PDCA Cycle
- Process Approach
- Incident; nonconformance and corrective action processes
- HIRA
- Useful Templates
(Class practical & mini-case study)

Venue: 31 Beacon Road, Florida North, Roodepoort, 1709
Date: To be Advised

NQF L4
5 Credits
On SAQA
259622

Assessments are done in the following way:

- ✓ Continuous assessment
- ✓ Portfolio of Evidence