



## Course: HEALTH AND SAFETY REPRESENTATIVE COURSE

Duration: 2 days



---

**A SHEQ Management System is not effective without the employees being represented. The SHEQ Representative is legally required to be nominated and elected from his/her fellow employees and is their voice in terms of Health and Safety needs and requirements. The representative is the eyes and the ears of the employees.**

---

### Course Objectives

On successful completion of this module the learner will be able to explain and document structured workplace inspections, observations and findings. These will be reported to and evaluated by Safety, Health and Environmental committee members before being submitted to management for corrective action and in accordance with Occupational Health and Safety legislation.

### Course Outcomes

- At the end of this course with the use of the SHEQ representative or workplace inspection manuals the candidate will be able to:
- Explain the duties and responsibilities of employers, employees, and SHEQ representatives and committees in promoting and maintaining a safe and healthy work environment and community.
- Discuss the general hazard management steps that should be included in company inspections, evaluations and reporting systems.
- Identify workplace hazards in the context of your workplace and evaluate your conformance to legislated standards.
- Record deviations and make recommendations for corrective actions.
- Participate effectively in SHEQ Committee meetings and monitor corrective action procedures.

### Target Group

- Newly elected Health and Safety or SHE/ SHEQ Representatives
- Current Representatives or Management Representatives
- Contractors
- Committee Members

### Pre-Requisites

The following courses should successfully be completed before attempting the SHEQ Representative course:

- Occupational Health and Safety Act Overview or Mine Health and Safety Act Overview Courses.

### Language

This course is presented in the English language.

### Learning Material

Delegates will use the SHEQ Representative Course manual.

### Course Requirements

Literacy NQF Level 2.

### Certification & Assignment

The course includes a practical assessment and if successful, you will be issued with an electronic Certificate of Competence.

---

Advantage ACT has implemented an electronic certification process. On being assessed "competent" all delegates will receive an e-mail notification indicating that their certificate is available at a "vault" location which they can access immediately to obtain the certificate. The certificate will be available at this site for 5 years and can be accessed indefinitely by the delegate. Should a hardcopy certificate be required an additional fee of R165.00 excl. Vat per certificate will be levied. Please indicate your choice when making the booking with Advantage ACT.

- Advantage ACT is a Department of Labour First Aid Training Institution: No. CI 413 for First Aid Level 1, 2 and 3.
- Advantage ACT is a FULLY Accredited Education and Training Provider with the HWSETA: 592PA05000117 for the Occupational Health and Safety Skills Programme.
- Advantage A.C.T. makes use of registered facilitators, assessors and moderators when presenting courses.
- Advantage ACT supplies each delegate with morning tea/coffee, a LIGHT lunch and filtered water when courses are conducted at our premises. Should you have requirements beyond what we provide, kindly make sure you make provision accordingly.

---

**Contact:** Wynne Nhlengetwa  
**Tel:** +27 (0) 11 – 396-1246 or +27 82 496 3877  
**Email:** [Wynne@advantageact.co.za](mailto:Wynne@advantageact.co.za)  
**Cost:** To be quoted against specific organisational requirements

