



Management Pty. Ltd.
global sustainable risk control

**HEALTH AND SAFETY TRAINING
PROPOSAL**

MODERN SHE REPRESENTATIVE

086 111 4400 

business@gsrisk.co.za 

www.gsrisk.co.za 

www.facebook.com/gsrcmanagement 

23 Curie Blvd 
Vanderbijlpark
Gauteng

INTRODUCTION

The SHE Representative can play a vital role in the SHE / Risk management system. That is if they are managed effectively. The representative must be able to assist the SHE Practitioner in his/her daily duties. Regarding human resources, the SHE representative is the first line of defence in the workplace. The old fashion thinking “the representative is the eyes and ears of management on ground level” is not far from wrong, but the question should be, is it enough?

After intensive research in industry GSRC Management has identified several shortfalls in the application of SHE representatives. South Africa is blessed by legislation to ensure this function. It is imperative for management to take full advantage of this appointment. The SHE Representative of today must be empowered to perform several risk control functions. The supervisor, representative and the SHE Practitioner play an integrated role in loss prevention.

The parameters of this course are beyond the normal tendency of focussing on the health and safety of employees, it includes practices which focus on development of cognitive skills to ensure the health and safety of all business resources in all business interventions. Detailed dimensions of SHE will be addressed during this course, in order to achieve this goal.

COURSE OUTCOMES

This course is designed to provide the learners with the necessary skills to effectively participate in the promotion and execution of their duties as SHE Representatives within their organisation.

On completion of this course the learner will be able to:

- Assist the SHE Practitioner in co-ordinating SHE
- Communicate safe practices to all employees
- Initiate continuous base assessment
- Participate in developing safety standards
- Define representation
- Understand legislative requirements
- Define and apply SHE Principles
- Ensure effective communication
- Define behavioural safety
- Investigate complaints & issues identified

THE IDENTIFIED SHORTFALLS ARE

- Service providers focus 90% of their effort on legislative requirements
- Service providers try to enhance their own profits and not that of the client by presenting a normal and advanced representative course
- Behavioural Engineering is non-existent
- Continuous HIRA is not included
- Representation is not included
- Occupational Health and Environmental control is limited
- Empowerment and representative control tools are also limited

The above mentioned shortfalls initiate the fact that SHE representatives come back from training and still don't know what to do as a SHE representative. GSRC Management has overcome this shortfall and developed this course which will enhance the return on investment for the training effort.

MODERN SHE REPRESENTATIVE COURSE INCLUDES

- Behavioural SHE
- Practical SHE
- Risk Control
- Representation of employees
- Continuous HIRA Principles
- Integration of Legislation
- Occupational Health and environmental issues
- Communication and empowerment techniques

When educating a SHE representative on the above principles, he/she will be able to assist the SHE Practitioner in a more in-depth and efficient manner.

COURSE MANAGEMENT

Date:	As arranged with client
Duration:	Two (2) Days
Cost:	POA (<i>Price on Application</i>) Discount given on quantity learners
Venue:	To be confirmed after booking
Learner Logistics:	Each learner will receive a manual and inspection guide.

COURSE CONTENT

Module 1

Introduction to SHE Representation

- Role of the Rep in Industry
- Motivation / Leadership
- Abbreviations and definitions

Module 2

Legislative Requirements

- OHS Act overview & intent
- Employer duties
- Employee duties
- Appointments & functions
- Accountability & responsibility
- Functions of a SHE representative
- Establishment & functions of the committee
- Duty to care & inform
- Reasonable Practicable

Module 3

SHERQ Principles

- Accident ratio studies
- Costs of incident
- Causation
- Behaviour vs Conditions

Module 4

Assessments

- Inspections
 - Seeing the not so obvious
 - Development of inspection checklists
 - What to look for and to consider
- Risk Assessments overview & importance

Investigations

- Isolating the incident scene
- Collecting evidence
- Incident reporting
- Cause analysis
- Legal requirements
- Emergency preparedness

Module 5

Hazard / Risk Communication

- Communication channels
- S.O.S
- Behavioural Safety
- Attitude vs Behaviour
- Empowering fellow workers
- Duty to inform
- Committee meeting effectiveness

Module 6

Introduction to Environmental Conservation

- Industry and the environment
- IS14001 (What it is)
- Employer / employee responsibilities
- Environmental aspects & impacts
- Environmental controls
- Waste management

Module 7

Occupational Health

- Occupational Medicine & Primary Health Care
- Occupation Hygiene
 - Heat stress
 - Hearing conservation / noise
 - Dust & fumes
 - Hazardous chemical substances
 - Ergonomics
 - Gasses

Module 8

Workplace SHE

- Hand Tools Safety
- Portable electrical equipment safety
- Ladder Safety
- Safety Symbolic Signs
- PPE
- Office vs Workshop environments
- Fire Safety

Module 9

OHSAS 18001 & the SHE Representative

- Overview and intent
- Involvement of the SHE Rep to maintain

