

Health & Safety Representative

Duration:	1 day
Time:	8:30 to 16:00
Venue:	INCON Health H/O, Durbanville or as per client request (on site)
Refreshments:	INCON Health: Light lunch and tea/coffee provided Client request: As per client
Who would attend?	People identified to work as Health & Safety representative
Course language:	English
Course material provided:	Course manual, handouts and stationery
Examination required:	Yes
Dates for the year:	As per request
Max:	15 people

Contents:

1. Introduction
 - 1.1 Occupational Health and Safety Act 85 of 1993
 - 1.1.1 Scope of the Act
 - 1.1.2 Roles / Duties of employees and employers
 - 1.1.3 Chief Executive Officer
 - 1.1.4 The Health and Safety Representative
 - 1.1.5 The Health and Safety Committee
 2. General – Machinery and Occupational Safety Act No. 6 of 1983
 - 2.1 Administration Regulations: General
 - 2.1.1 Copy of the Act
 - 2.1.2 Health and safety committees
 - 2.1.3 Arbitration
 - 2.1.4 Reporting of incidents and occupational diseases
 - 2.1.5 Recording and investigation of incidents
 - 2.1.6 Witnesses at an inquiry
 - 2.2 Safety Regulations: General
 - 2.2.1 Personal safety equipment and facilities
 - 2.2.2 SABS 01 05 PART 1 – 1988 - Fire Extinguisher Inspections
 - 2.2.3 First aid, emergency equipment and procedures
 - 2.2.4 Work in Confined Spaces
 - 2.2.5 Stacking of Articles
 - 2.2.6 Ladders
 3. Health - Machinery and Occupational Safety Act No. 6 of 1983
 - 3.1 Environmental Regulations for Workplaces
 - 3.1.1 Lighting
 - 3.1.2 Housekeeping
 - 3.1.3 Noise and hearing conservation
 - 3.2 Facilities Regulations
 - 3.2.1 Conditions of Rooms and Facilities



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Contents (continue):

- 3.3 Hazardous Chemical Substances
 - 3.3.1 Information and training
- 4. Electrical – Electrical Machinery Regulations 1988
 - 4.1 Machinery and Occupational Safety Act No. 6 of 1983
 - 4.1.1 Electrical machinery in hazardous locations
- 5. Mechanical – Machinery and Occupational Safety Act No. 6 of 1983
 - 5.1 General Machinery Regulations
 - 5.1.1 Safeguarding of Machinery
 - 5.1.2 Operation of Machinery
 - 5.1.3 Working on Moving or Electrically Alive Machinery
 - 5.1.4 Devices to Start and Stop Machinery
 - 5.2 Driven Machinery Regulations
 - 5.2.1 Revolving machinery
 - 5.2.2 Grinding machines
 - 5.2.3 Lifting machines and lifting tackle
 - 5.3 Vessels under Pressure Regulations
 - 5.3.1 Manufacturer's data plate
 - 5.3.2 Appurtenances
 - 5.3.3 Hand-held fire extinguishers
 - 5.3.4 Gas fuel use, equipment and systems
 - 5.3.5 Inspection and test
 - 5.3.6 Record keeping
- 6. Non-Compliance - Occupational Health and Safety Act 85 of 1993
 - 6.1 Section: 24
 - 6.1.1 Report to inspector regarding certain incidents
 - 6.2 Section: 25
 - 6.2.1 Report to chief inspector adding occupational disease
 - 6.3 Section: 38
 - 6.3.1 Offences, penalties and special orders of court



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