



# EAST CAPE MASTER BUILDERS ASSOCIATION

**COURSE BOOKING FORM:** Please complete the form below and fax to **(041) 364 1676**

## COURSE: Health and Safety Representative (OHSACT 85/1993)

(Section 17: Every employee who has 21 or more employees at any workplace should designate in writing, for a specific period, health and safety representatives for such workplace, or sections thereof.)

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| <b>EAST LONDON</b><br><b>29 November 2018</b> | <b>Duration:</b> 1 day, starting @ 08:15am<br>MBA Office, 1 <sup>st</sup> Floor, Pilot Mill House,                             |
|   | <b>Venue:</b> The Quarry, Selborne<br>East London  |
|   | <b>Cost:</b> R790.00 (incl. VAT) p.p. (MBA members)<br>R1 190.00 (incl. VAT) p.p. (non-MBA members)<br>Lunch will be provided. |
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|------------------------|--|---|
| Company name:          |  | <b>Company and Contact Person details</b> |
| Member number:         |  |   |
| VAT number:            |  |   |
| Postal address:        |  |   |
| Contact person - Name: |  |   |
| Contact person – Tel:  |  |   |
| Contact person – Cell: |  |   |
| Payment details:       |  |   |

| FULL name of delegate | Read & write English | I.D. Number | <b>Candidate details</b> |
|-----------------------|----------------------|-------------|--------------------------|
| 1.                    |                      |             |                          |
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| 9.                    |                      |             |                          |

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| Should you have any queries, please contact <b>Training Office</b> on the following numbers:<br><b>Tel:</b> (041) 365-4513<br><b>Fax :</b> (041)365-4514<br><b>Email:</b> <a href="mailto:training@ecmba.org.za">training@ecmba.org.za</a> | <b>Banking Details:</b><br>East Cape MBA<br>Standard Bank<br>Acc. No: 080 391 133<br>Code: 05 00 17 |
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| <b>Terms and Conditions:</b>  |
| <ol style="list-style-type: none"> <li>The full course fee is payable before or on the date of the course. Certificates will only be issued after the MBA has received the full course fee.</li> <li>In the case of cancellation: 100% of fee is payable if cancelled within 3 working days of the course, 50% is payable if cancelled within 5 working days.</li> <li>All cancellations are to be submitted in writing and shall be effective as of the day <b>received</b> by the MBA.</li> <li>You will still be liable for the fee should your candidate not arrive for the training.</li> <li>We reserve the right to reschedule any course (conducted on MBA premises).</li> <li>Please notify our offices of any dietary restrictions.</li> <li>Training Department notifies companies only if training has been cancelled.</li> <li>Please make sure that the candidate is able to read &amp; write English.</li> </ol> |

**PLEASE READ NEXT PAGE** ↓

# **HEALTH & SAFETY REPRESENTATIVE COURSE**

## **OUTLINE**

- **Intro to course**
- **Objectives of the course**
- **History of OHSACT 85 of 1993**
- **Injury stats**
- **Hazard identification**
- **Awareness and conditions in the workplace**
- **Environment and weather awareness**
- **Facilities e.g. First Aid**
- **Health and hygiene**
- **PPE and PPC**
- **Tools and machinery**
- **Signage and Health and Safety rules**
- **Awareness of emergency response**
- **Health and Safety rep**
- **Functions of health and safety rep**
- **Health and safety committee**
- **Functions of health and safety committee and meetings**
- **Registers**
- **Duties of the employer**
- **Duties of the employees**
- **Safety inspector and duties (INCIDENT AND ACCIDENT INVESTIGATION)**
- **Conclusion**