



EAST CAPE MASTER BUILDERS ASSOCIATION

COURSE BOOKING FORM:

Please complete the form below and fax to **(041) 364 1676**

COURSE: Health and Safety Representative (OSHACT 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.)

GEORGE
22 November 2018

Duration: 1 day, starting @ 08:15am
Venue: MBA Office, 13 Doneraile Street, George
 R790.00 (incl. VAT) p.p. (MBA members)
Cost: R1 190.00 (incl. VAT) p.p. (non-MBA members)
 Lunch will be provided.

Company name:		Company and Contact Person details
Member number:		
VAT number:		
Postal address:		
Contact person - Name:		
Contact person – Tel:		
Contact person – Cell:		
Payment details:		
FULL name of delegate	ID Number	Candidate details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Should you have any queries, please contact
Training Office on the following numbers:
Tel: (041) 365-4513
Email: training@ecmba.org.za

Banking Details:
 East Cape MBA
 Standard Bank
 Acc. No: 080 391 133
 Code: 05 00 17

Terms and Conditions:

1. **Booking forms MUST be submitted to us three (3) days prior to the training taking place.**
2. 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.
3. 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.
4. All cancellations are to be submitted in writing and shall be effective as of the day **received** by the MBA.
5. You will still be liable for the fee should your candidate not arrive for the training.
6. We reserve the right to reschedule any course (conducted on MBA premises).
7. Please notify our offices of any dietary restrictions.
8. Training Department notifies companies only if training has been cancelled.
9. Please make sure that the candidate is able to read & write English.

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**