



# 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.)

**PLETTENBERG  
BAY  
15 November 2018**

**Duration:** 1 day, starting @ 08:15am  
**Venue:** Plettenberg Bay Angling Club  
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:		<b>Company and Contact Person details</b>
Member number:		
VAT number:		
Postal address:		
Contact person - Name:		
Contact person – Tel:		
Contact person – Cell:		
Payment details:		
<b>FULL name of delegate</b>	<b>ID Number</b>	<b>Candidate details</b>
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](mailto: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.**
- 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.
- 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.
- All cancellations are to be submitted in writing and shall be effective as of the day **received** by the MBA.
- You will still be liable for the fee should your candidate not arrive for the training.
- We reserve the right to reschedule any course (conducted on MBA premises).
- Please notify our offices of any dietary restrictions.
- Training Department notifies companies only if training has been cancelled.
- 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**