



The H&S Rep plays a pivotal role in any OHS Management System:

On the one hand, the H&S Rep represents the employee – for the employees, by the employees.

On the other hand, the H&S Rep is a member of the committee tasked with making representations to the Employer on OHS issues.

BOOT CAMP APPROACH, OBJECTIVES and OUTCOMES

By involving the H&S Reps in the management of incidents (prevention, preparation, response and recovery), the employer will reap double the benefits. Not only will the H&S Reps be familiar with and understand the preventative measures relating to hazards and risks in the workplace (incidentally a legal requirement), but they will also be able to understand corrective action measures, and thus be able to explain these to the employees.

By equipping H&S Reps with the knowledge and understanding of the legislative requirements for reporting of incidents, accidents and other health threatening occurrences and near misses, you can ensure compliance with the legislative requirements, which is in the best interest of employees, whilst ensuring a workplace that is safe and without risk to health.

COURSE OUTLINE

To ensure that we capture the H&S Rep audience and hold their attention, this unique BOOT CAMP comprises of

- A 1 hour discussion on the legislative requirements, in easy and understandable terms, using information provided by a legal expert from impleX.
- Each delegate then receives a COOL TOOL™ pack.
- 2-3 hours of application of the legislative measures to everyday objects through fun activities and association.

The double impact will ensure that the H&S Reps leave the boot camp understanding and, more importantly, remembering the requirements. They will be eager to relate this knowledge, on a sustainable basis, to their areas of responsibility.

PART 1: DISCUSSION - LEGISLATIVE REQUIREMENTS

- An introduction to the applicable Health and Safety legislation
- How to interpret the law – for non-lawyers
- Duties of the employer
- Duties of the employee
- Duties of the Health and Safety representative – in terms of the law
- Hazard Identification and Risk Assessment - Assessing and responding to risk
- Training, Information, Instruction and Supervision
- Investigation and reporting of accidents, incidents and diseases
- Your company-specific procedure for incident management
- The cost of non-compliance – liability, penalties and action by the inspectorate

PART 2: APPLICATION ACTIVITIES - LEGISLATIVE MEASURES

	<p>The novel, unique and flexible COOL TOOL™ TOOLBOX items are specifically aimed at raising the awareness and need for action in OHS related matters. Using a hands-on approach gets the people at the rock face / shop floor to “eKhuluma” (talk) about and take action on safety related matters.</p> <p>This approach makes the OHS messages ‘stick’. The power of the COOL TOOL™ items lies in their simplicity and in associating everyday items with OHS. With minimal guidance and training, your H&S Reps will be able to engage people across cultures and levels to “walk their talk”.</p>	
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NUMBER OF ATTENDEES & SESSIONS

Minimum 30 attendees per session, but up to 60 can be accommodated.

DURATION & TIMING

3-4 hours training, excluding tea breaks.

The quote is based on training sessions done Monday to Friday, during day-shift hours.

If training sessions are required over the weekend or after hours, a 50% surcharge per delegate will be imposed.

VENUE & PREPARATION

The Client is responsible for arranging a suitable venue that meets our requirements for workshop facilitation and interaction with the delegates.

The Client will deal with the logistics and provision of refreshments.

The contact details of the delegates need to be provided by the Client *before* each session, so that we can send the delegates the pre-work required in preparation for the workshop, as well as invite them to share with us any questions and/or issues they may have.

EQUIPMENT / PRESENTATION AID REQUIREMENTS

Please confirm that you have a screen projector and flip chart / white board available in the training facility.

CERTIFICATES & FEEDBACK

An Attendance Certificate will be given to each workshop attendee and a summary of the feedback and evaluation comments will be given to the client.

CUSTOMISATION for in-house boot camp: MIRROR TECHNIQUE

This critical technique involves taking photos of *your* operation, which the delegates can recognize and relate to. They have to 'look to see' and identify 'the GOOD, the bad and the ugly' and accept responsibility for the need to change. I focus on personal workspaces, where you sit, eat, work and keep your tools, as I believe that safety starts 'at home'. In the feedback I use the Safety Game analogy, with the 'players' and 'coach', as well as the "ISIBOPHO" whistle and red / green card. Below are a few examples of photos which I share with the people *'who push the buttons and use the tools'*.



The customisation is included in the Boot Camp fee. We estimate that it will take half a day to walk about, take suitable photographs and prepare the mirror sessions for the delegates. The client has to provide a safety person to act as a guide for these walkabouts.