



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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Occupational Health & Safety Representative (SHE Representative)

Overview

The Occupational Health & Safety Representative (SHE Rep) course equips appointed representatives with the knowledge, skills, and confidence required to perform their statutory duties effectively in the workplace. The appointment of Health & Safety Representatives is a legal requirement in terms of Section 17 of the Occupational Health and Safety Act, making this course essential for organisational compliance.

The course incorporates theoretical, practical, and reflective learning, ensuring that learners understand not only the legislation but also the practical application of health and safety principles. Delegates gain a clear understanding of their role, responsibilities, and authority as SHE Representatives, and how to contribute meaningfully to a safe and compliant working environment.

Course Objectives

On completion of this course, delegates will be able to:

- Understand the purpose and requirements of the Occupational Health and Safety Act
- Explain the duties and responsibilities of employers and employees in terms of the Act
- Understand the statutory role, powers, and responsibilities of a SHE Representative
- Conduct health and safety activities in accordance with legal and organisational requirements
- Identify, report, and assist in resolving health and safety issues in the workplace
- Participate effectively in health and safety structures and committees

Course Prerequisite

- Communication: ABET / NQF Level 3 or equivalent
- Mathematical Literacy: ABET / NQF Level 3 or equivalent
- Copy of ID document (required for registration and certification purposes)
- English proficiency sufficient to engage with training materials

Language of Delivery

English

Delivery Methods

The course is facilitated by a competent subject matter expert using a combination of:

- Interactive discussions
- Role plays and practical exercises
- Case studies and workplace scenarios
- Video and slide presentations
- Written questions and knowledge checks

Training & Evaluation

- Training conducted on a 70% theoretical and 30% practical basis
- Continuous evaluation throughout the course
- Practical scenarios, including a Health & Safety inspection / audit exercise

Who should attend?

This course is suitable for employees appointed or nominated for health and safety responsibilities, including:

- Appointed Health & Safety (SHE) Representatives
- Existing SHE Representatives requiring refresher training (recommended every two years)
- Supervisors and Line Managers involved in Health & Safety
- Management members participating in Health & Safety Committees

Course Outline

This course consists of the following 5 modules

Module 1	Workplace Health & Safety Legislation Requirements • Definitions and key health and safety terminology • Objectives of the Occupational Health and Safety Act • Key elements of legal compliance • Statutory requirements for: • Health & Safety Representatives • Health & Safety Committees • Employers
Module 2	Conducting Health & Safety Representative Activities • Functions, duties, and rights of a SHE Representative • Purpose and importance of SHE activities • Workplace inspections and hazard identification • Communication and reporting responsibilities

Module 3	Addressing Health & Safety Issues in the Workplace • Identifying and dealing with SHE-related issues • Information gathering methods • Resolution of issues in line with legislation and organisational procedures • Escalation processes and consequences of unresolved issues
Module 4	Participation, Consultation, and Consequences of Non-Compliance • Participation in health and safety structures • Consultation requirements between employers and employees • Consequences of non-compliance and non-participation • Measuring effective participation and compliance
Module 5	Health & Safety Awareness and Workplace Inspections • What every worker and employer should know about Health & Safety • Key provisions of the OHS Act relevant to employees and employers • Health & Safety signs and signals • SHE Representative inspection checklist • Practical inspection exercise

Additional Information

Duration	1 Day	
Includes	• Comprehensive Training Manual • Lunch & Refreshments (not applicable to on-site / online training) • SAIOSH Accredited (2 CPD Credits/Points)	• Electronic Certificate (on successful completion) • Electronic Delegate Feedback Questionnaire