



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Workplace Health and Safety Representative Functions

Health Sciences and Social Services / Preventive Health

Unit Standard 259622 · NQF Level 2 · 3 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with the knowledge and skills required to effectively fulfill the role of a workplace health and safety representative. It covers the legal framework, functions, and responsibilities of the representative, enabling them to promote a safe working environment and comply with the Occupational Health and Safety Act.

Category	Health Sciences and Social Services
Subfield	Preventive Health
Unit Standard	259622
Accreditation	SAQA Accredited · NQF Level 2 · 3 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Explain the legal and regulatory framework governing workplace health and safety in South Africa.
- Describe the roles, rights, and responsibilities of a health and safety representative.
- Identify workplace hazards and conduct basic risk assessments.
- Demonstrate the ability to participate in health and safety inspections and incident investigations.
- Communicate effectively with management and employees on health and safety matters.
- Apply the procedures for reporting and recording workplace incidents and hazards.

WHO SHOULD ATTEND

- This course is designed for employees who have been elected or appointed as health and safety representatives, as well as those aspiring to take on this role in any workplace.

COURSE OUTLINE

Day 1: Foundations of Health and Safety Representation

- Overview of OHS Act and relevant regulations
- Appointment, functions, and powers of health and safety representatives
- Hazard identification, risk assessment, and risk control
- Workplace inspection procedures and checklists
- Incident investigation and reporting
- Health and safety committee structures and meetings
- Communication and consultation techniques
- Record keeping and documentation requirements

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **3 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 9,400.00	R 9,400.00
1	In-House	R 12,200.00	R 12,200.00
1	On-Campus (Pretoria)	R 14,100.00	R 14,100.00

UPCOMING SESSIONS

Start	End	Method	Venue
21 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
21 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
24 Aug 2026	24 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
24 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE
25 Aug 2026	25 Aug 2026	On-Campus	Durban, South Africa
26 Aug 2026	26 Aug 2026	On-Campus	Shenzhen, China
27 Aug 2026	27 Aug 2026	On-Campus	Harare, Zimbabwe
28 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 259622) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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