



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

Occupational Health & Safety Representative

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0286 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the knowledge and practical skills to effectively fulfill the role of a Health and Safety Representative in the workplace. It covers the legal framework, hazard identification, risk assessment, incident investigation, and the promotion of a positive safety culture, enabling representatives to contribute to a safer and healthier work environment.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0286
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the legal and regulatory framework governing occupational health and safety in South Africa, including the OHS Act and relevant regulations.
- Demonstrate the ability to identify workplace hazards and conduct risk assessments to mitigate potential risks.
- Implement effective incident investigation procedures and compile accurate reports to prevent recurrence.
- Evaluate the effectiveness of health and safety policies and procedures and recommend improvements.
- Analyze the role and responsibilities of the Health and Safety Representative within the broader health and safety management system.
- Design and deliver basic health and safety awareness training to colleagues to promote a culture of safety.

WHO SHOULD ATTEND

- This course is designed for employees who are appointed or aspire to be Health and Safety Representatives, as well as managers, supervisors, and union representatives who support workplace health and safety.

COURSE OUTLINE

Day 1: Foundations of Occupational Health and Safety

- Overview of the Occupational Health and Safety Act (Act 85 of 1993)
- Key regulations and amendments
- Duties of employers and employees
- Designation and functions of Health and Safety Representatives
- Health and Safety Committees: composition and responsibilities
- Introduction to hazard identification and risk assessment (HIRA)

Day 2: Hazard Identification and Risk Assessment

- Hazard categories: physical, chemical, biological, ergonomic, psychosocial
- Risk assessment methodologies (e.g., checklist, what-if, HAZOP)
- Step-by-step risk assessment process
- Hierarchy of controls: elimination, substitution, engineering, administrative, PPE
- Practical risk assessment exercises
- Documentation and reporting requirements

Day 3: Workplace Inspections and Incident Investigation

- Types of inspections: planned, unplanned, formal, informal
- Inspection checklists and reporting
- Incident vs. accident: definitions and classifications
- Incident investigation procedures
- Root cause analysis tools (e.g., 5 Whys, fishbone)
- Developing and implementing corrective actions

Day 4: Health and Safety Legislation and Compliance

- Detailed review of relevant OHS Act sections
- Regulations: General Safety, Hazardous Chemical Agents, Noise, etc.
- Duties of the employer and employees
- Legal liability and enforcement
- Incident reporting procedures (Form Annexure 1)
- Hazardous chemical agents management and SDS

Day 5: Communication, Training, and Safety Culture

- Communication techniques for OHS
- Planning and delivering toolbox talks
- Safety culture: characteristics and improvement strategies
- Employee participation and consultation
- Managing OHS records and statistics
- Developing a personal action plan

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,100.00	R 23,100.00
1	On-Campus (Pretoria)	R 26,700.00	R 26,700.00

UPCOMING SESSIONS

Start	End	Method	Venue
05 Oct 2026	09 Oct 2026	On-Campus	Kigali, Rwanda
05 Oct 2026	09 Oct 2026	On-Campus	Bangkok, Thailand
05 Oct 2026	09 Oct 2026	On-Campus	Lusaka, Zambia
05 Oct 2026	09 Oct 2026	Online	—
05 Oct 2026	09 Oct 2026	On-Campus	Windhoek, Namibia
05 Oct 2026	09 Oct 2026	On-Campus	Nairobi, Kenya
05 Oct 2026	09 Oct 2026	On-Campus	Mbabane, Eswatini
12 Oct 2026	16 Oct 2026	On-Campus	London, UK

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 AATICD-0286) 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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