

SAFETY REPRESENTATIVES

Introduction:

The programme aims to use the participants existing operational skills and knowledge to develop a positive and proactive approach to the role of safety representatives. Participants will leave the course with a 'tool kit' of activities which will enable them to make a positive contribution to the maintenance of safety standards throughout the company.

Objective:

To provide delegates with suitable and sufficient information to carry out their function of a safety representative efficiently and effectively.

Training delivery:

The programme will utilise a variety of training strategies which will require active participation of all course attendees in a variety of work based activities.

Training strategies include:-

- Training presentation
- Video presentation
- Case studies
- Group & individual activities
- Role play
- Work based activities

Programme Synopsis:

Day One

- Course introduction
- What is health & safety
- Background to safety representation
- Introduction to safety representation legislation
- Role & function of safety representatives
- Duties of employer
- Structure of safety committees
- Effective communication
- Review of day one

Day Two

- Introduction
- Background to health & safety legislation
- Overview of current legislation
- Roles - duties - responsibilities - managers and employees
- Common workplace hazards
- Review day two

Day Three

- Introduction
- Risk assessment
- Management of health and safety
- Accidents - causes
Reporting
- Review day three

Day Four

- Introduction
- Accidents - investigating
Prevention
- Safety representatives skills - note taking
reports
- problem solving
- Review day four

Day Five

- Introduction
- Workplace inspections
- Safety committees - role of members
effective meeting skills
- Course review
- Close

Duration: Five (5) Days

Course Code: TSCSR5

Certification: Training Solutions 2000