



SHEQ Representative

Based on ISO 9001:2015; ISO 14001:2015; ISO 45001:2018 and ISO 31000:2018



Course Information

Course Name	SHEQ Representative
Course Designer	World Wide Industrial and Systems Engineers
Course Category	Occupational Health and Safety
Course Duration	3 days
Cost of Course	Refer to Training Schedule

Course Overview

The course is the ideal way to ensure that Health and Safety representatives fully understand their objectives and statutory requirements. Every representative has rights, powers, functions and duties that must be understood and executed. Therefore, the course ensures an efficient way of how the duties and obligations for this position will be understood. Implementing and monitoring various legislative procedures that promote and manage SHE related incidents are also taught. Delegates will acquire the skills needed to be able to identify health and safety issues, to consult with authorities on the matter and to resolve these issues in an efficient manner.

Health and Safety Representative

Who should attend?	This course is targeted at employees who are responsible for functions within the workplace that relate to health and safety.
Course Objectives	- The person attending this course will be able to understand the objectives and statutory requirements pertaining to health and safety in the workplace. - The delegates will be able to explain the rights, powers, functions and duties of the workplace health and safety representative and how any health, safety and environmental issues may be handled. - Delegates will also be able to participate in the safety, health and environmental structures and measure these activities according to health, safety and environmental requirements.
Benefits	- The delegate will gain the ability to explain and document structured workplace inspections, observations and findings and discuss the general hazard management steps that should be included in company inspections, evaluations and reporting systems. - The delegate will gain the ability to identify workplace hazards in the context of their workplace and evaluate their organisation's conformance to legislative standards. - The delegate will learn how to record deviations and make recommendations for corrective actions in accordance with the Occupational Health and Safety legislation. - Delegates will be able to participate effectively in SHEQ Committee meetings and monitor corrective action procedures after attending the course. - The delegates will be able to show responsibility towards the environment and health of others.

Course Content

Course Modules	ISO 9001:2015 Awareness - What is ISO? - Why ISO? - What is QMS 7 quality principles - The cost of quality - Terms and definitions - Clauses and Sub-clauses - Mandatory and non-mandatory requirements
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- System structure
- Benefits of ISO
- Maintenance of a QMS

2. ISO 14001:2015 Awareness

- History of ISO
- Importance and benefits of an ISO 14001:2015 EMS
- Requirements, terms and definitions of ISO 14001:2015
- Structure of ISO 14001:2015 and framework for Environmental management system standards
- Risk-based thinking, process approach, Plan-Do-Check-Act, and the management principles
- Identify environmental impacts of their organisation
- Understand key terms and definitions of pollution
- Learn basic principles, key concepts and importance of environmental law
- Identify the link between their jobs and a range of environmental impacts
- Understand business benefits of adopting an environmental management system
- Identify key issues related to energy use and waste minimisation, water use, pollution and emergency planning
- Legislation, Water Discharge, Discharge to the air, Noise pollution, Financial Penalties & Waste Disposal

3. ISO 45001:2018 Awareness

- What is ISO 45001?
- Structure of ISO 45000
- Key Perspectives of ISO 45001
- ISO/Dis 45001 Terms Definitions and Interpretation
- What is ISO 45001 Management System
- Overview of: The Occupational Health and Safety Act
- Key Elements of the ISO 45001 broadly discussed
- PDCA Plan- Do- Check Act
- Attitudes toward health and safety
- Occupational Health & Safety act
- Safety Signs and Regulations
- Health and Safety Challenges in the work place the role of a Health & Safety Rep.

- Similarities and differences of OHSAS 18001:2007 to ISO 45001.

4. ISO 31000:2018

- Review of risk definitions according to ISO 31000:2009
- Understanding the various risk methodologies
- Completion of risk assessments using risk language
- Risk treatment mitigation plans
- Risk reports
- How to Integrate Risk in other ISO Management Systems

5. OHS Act

- Operations
- Performance evaluation
- Improvement
- Safety signs and regulations
- Health and safety challenges in the workplace, the role of the health and safety rep
- In depth understanding of each clause of ISO 45001:2018 and how to audit each clause in an organisation in accordance to the standard
- ISO 19011:2011 Ethics and Principles of auditing
Steps of auditing
- Templates to be used
- Case studies

6. Incident and Accident Investigation

- Purpose of investigations
- Definitions and terminology
- Legal responsibilities (OHS Act and MHS Act)
- Chief Directorate OHS- Mines
- Powers and rights of inspections (OHS Act and MHS Act)
- Incident Investigation overview
- Type of workplace incidents (including loss control and near misses)
- Incident ratio and study and probability
- Incident cost and incident reduction and prevention
- Investigators
- Employee involvement

	• Time frame for formal investigations • Reporting procedures for occupational injuries and diseases • Correct recording of incidents • The six key questions (who, what, where, when, why and how) • Preparing the investigation kit
Certification	• Certificate of competence • Certificate of attendance
Assessments	• There will be an assessment at the end of the course. • Delegates have to complete the assessment with a minimum score of 60% to receive a certificate of competence. • Delegates who score between 40% and 59% will get a second attempt at the assessment. • Delegates who score lower than 40% or fail the second attempt, will need to repurchase the course. • Delegates will receive an attendance certificate regardless of a pass or fail.

About WWiSE

Who are we?	World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental, Risk and Quality (SHERQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHEQ, ISO, Engineering, Finance, Business and Project Management.
What do we do?	Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes: • ISO and SHERQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, 22301 and 45001 standards.

- Integrated Management Systems development whereby we integrate several business systems and environmental, quality management solutions into a single management system to comply with various environmental, quality and safety standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business and Project Management to meet the job responsibilities and expertise requirements of the International Standards.
- ISO and Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing