



Essential OHS Representative (Low Risk Work Area)

Equips an elected employee to represent a designated group of workers on health and safety matters.

PROGRAMME ID

SP-250815

NQF LEVEL

2

MINIMUM CREDITS

2

DURATION

2 Days

▼ Purpose of the Programme

The purpose of this skills programme is to build the understanding of learners to function as an Essential OHS Representative in a low-risk operational environment. An Essential OHS Representative in a low-risk operational environment is an elected employee who executes the role of representing a designated group of employees in relation to the protection of their occupational health and safety rights in the workplace.

▼ Entry Requirements

To enrol, a learner must hold **both** of the following:

- ▲ An **NQF Level 2 qualification**.
- ▲ **Six months' workplace experience** within the designated work area.

▼ By the end of the programme, a learner will be able to:

Identify hazards **01**

Identify and report potential hazards to the health and safety of employees within a designated low-risk work area.

Inspect and review **02**

Inspect a low-risk workplace for compliance with OHS rules and procedures, report non-compliance and assist with reviewing the effectiveness of OHS measures.

Investigate incidents **03**

Explain how to participate in the processes of incident investigation in the workplace.

Handle complaints **04**

Receive and investigate complaints by employees regarding the protection of health and safety in the designated work areas.

Make representation **05**

Make representation to the employer and/or OHS committee on OHS matters and, where needed, escalate these to regulatory authorities.

Support communication **06**

Support the effectiveness of all OHS communication in the designated workplace.

LEARNER PATHWAY ► BOTH COMPONENTS, THEN CERTIFICATION

1 COMPONENT

Knowledge

1 Credit

Regulated responsibilities of an OHS representative.

2 COMPONENT

Practical Skills

1 Credit

Executing the duties of an OHS representative with appropriate behaviours.

★ FINAL

Certification

Programme SP-250815

Competence demonstrated across both components.

Curriculum & Module Breakdown

Two compulsory components

Two compulsory components aligned with QCTO standards — one knowledge module and one practical skill module, each carrying one credit and delivered in blended mode. No work experience module is prescribed.

2
TOTAL CREDITS

Knowledge Modules

1 CREDIT

900399-000-00-KM01 · Regulated responsibilities of an Occupational Health and Safety Representative. Learners build an essential understanding of the role and of the legislation that governs it.

KNOWLEDGE TOPICS COVERED

- ▶ Workplace health and safety legislation
- ▶ Requirements for OHS representation
- ▶ Addressing OHS issues within authority
- ▶ Complying with OHS structures
- ▶ Functions, rights and duties of the role
- ▶ Designating and electing representatives
- ▶ Functions and powers of OHS committees

Practical Skill Modules

1 CREDIT

900399-000-00-PM01 · Apply appropriate behaviours when executing the work of an OHS representative. Learners role-play as OHS representatives in a simulated environment, responding to workplace scenarios.

PRACTICAL SKILL ACTIVITIES

- ▶ Inspecting the workplace for hazards
- ▶ Investigating employee complaints
- ▶ Assisting with incident investigations
- ▶ Facilitating OHS training sessions

Completion & Certification

A learner formally exits this Skills Programme upon the successful demonstration of competence across both compulsory components.

- ✓ All knowledge modules · 1 credit
- ✓ All practical skill modules · 1 credit
- ✓ All internal assessment criteria met and recorded