



## **Course Content: Project SHE Management (OHS Act)**

### **1 Introduction**

- 1.1 Overview of Occupational Health and Safety
- 1.2 Reasons for Occupational Health and Safety Procedures and Standards
- 1.3 Implied Value Statements in Occupational Health and Safety
- 1.4 Costs of Occupational Injuries
- 1.5 Extent of Occupational Health and Safety
- 1.6 Managing Occupational Health and Safety
- 1.7 Common risk factors related to occupational health and safety

### **2 Role Players in Occupational Health and Safety**

- 2.1 Employer
- 2.2 Managing Director or Chief Executive Officer (CEO)
- 2.3 Operational Managers
- 2.4 Operational Supervisors/Sub-Managers
- 2.5 Health and Safety Officers
- 2.6 Health and Safety Representatives
- 2.7 Health and Safety Committees
- 2.8 First Aiders
- 2.9 Employees

### **3 Legislation**

- 3.1 Occupational Health and Safety Act of 1993 (Act 85 of 1993) (OH and S Act)
  - 3.1.1 General duties of employers towards workers
  - 3.1.2 Workers have the right to be informed
  - 3.1.3 Vendors and Suppliers
  - 3.1.4 General Duties of the Employees
  - 3.1.5 The rights of the worker
- 3.2 Mine Health and Safety Act, 29 of 1996 (MHSA)
  - 3.2.1 Codes of Practice (COP)

3.2.2 Obligations of Employees

3.2.3 Other Obligations of the Employer

3.3 Compensation for Occupational Injuries and Diseases Act, No 61 of 1997 (COID Act)

3.4 Regulations

#### **4 Health and Safety Management Systems**

4.1 Overview

4.2 ISO 18001

4.3 Health and Safety Policy

4.4 Health and Safety Plan

4.4.1 Purpose of a Health and Safety Plan

4.4.2 Requirements and Compliance

4.5 Management of a Health and Safety Plan

4.5.1 Roles and Responsibilities

4.5.2 Selection Procedures

#### **5 Risk Management**

5.1 Overview

5.2 Health and Safety Risk Management System

5.2.1 Management

5.2.2 Worker Involvement

5.2.3 Feedback

5.2.4 Purpose of a Health and Safety Risk Management Plan

5.3 Hazard and Risk Identification

5.4 Typical Hazards and Risks

5.5 Constructing a Risk Matrix

5.6 Determine which workers who could be harmed

5.7 Evaluate Risks and Determine Precautions

5.8 Recording and Implementing

5.9 Example: Using a Risk Matrix Approach for a Construction Project

5.9.1 Source of Risks

5.9.2 Risk Log

5.10 Risk Register

5.10.1 Typical contents of a Risk Register

5.11 Typical High Level Risk Assessment Areas

5.12 Other Risk Areas

5.12.1 Control of Substances Hazardous to Health (COSHH)

5.12.2 Environment

5.12.3 Housekeeping and Waste Handling

5.12.4 Safety Equipment Maintenance

5.12.5 Noise Pollution

5.12.6 Storing Fuel on a Site

5.12.7 Off-loading Steel on Site

## **6 Training**

6.1 Induction Training

6.2 Operational Managers and Health and Safety Officers

6.3 Visitors

6.4 Training Register