

## **Delegate Profile:**

- Building managers
- Facilities managers
- Facilities co-ordinators
- Maintenance managers
- Project managers

- Technical managers
- Facilities supervisors
- SHE representative
- Persons responsible for maintaining health and safety in the workplace

## **Admission Requirements**

Mathematical and communication literacy at NQF level 3

The Occupational Health and Safety Act, 85 of 1993's Hazard Identification and Risk Assessment (HIRA), is vital to ensure health and safety within the workplace. Employers must prove that they acted responsibly, ensuring they have put measures to prevent accidents and preserve health for their workforce.

Our facilitators presenting the HIRA training programme are health and safety experts working in the facilities management and built environment sectors.

The specified requirements include legal and site-specific requirements relating to:

- Health and safety agreements
- Codes of practice
- Standards
- Standard task procedures
- Risk assessment procedures
- Occupational health and safety risk management programme

- Managerial instructions
- List of recorded OHS risks
- Working guide/permits
- MSDS
- Equipment and materials specifications

## Upon completing the programme, the delegates will be able to:

- Explain the basic principles of the Act and accompanying regulations
- Explain the requirement for minimum compliance stipulated in the Act
- Interpret the management controls required to achieve compliance
- Explain the obligations in terms of communication and training

## **Programme Outline:**

- 1. Introduction to Facilities Management
- 2. Introduction to the OHS Act
- 3. OHS Plan and Procedures
- 4. Business Continuity
- 5. Building Emergency Plan

- 6. Contractors OHS Programme
- 7. Building Conditions Audits
- 8. Ergonomics
- 9. OHS Operational Matter