

SAFETY REPRESENTATIVE

PROFESSIONAL ONLINE COURSE

SGTAEC25002



About this course

Health and Safety Representatives are legally required in workplaces and play a critical role in protecting people, spotting hazards, improving communication, and supporting safety compliance.

This course provides the practical knowledge and confidence required to fulfil this function under the Occupational Health and Safety Act. Learners will explore hazard identification, workplace inspections, consultation with employees, reporting channels, committee participation, and incident involvement responsibilities.

By the end of this course, learners will be able to act as an informed voice for workers, identify unsafe conditions, influence preventive actions, and contribute meaningfully to a positive safety culture.

Accreditation & Alignment

This course aligns with:

- SAQA Unit Standard 120330 – Conduct a Continuous Risk Assessment (NQF Level 3 | 2 credits)
- Elements of SAQA Unit Standard 259622 – Describe the functions of the workplace Health and Safety Representative (NQF Level 2 | 4 credits)

While aligned to these outcomes, the course is delivered at a practical NQF level 3–4 complexity, including realistic inspection activities, reporting templates, committee participation guidance, and incident involvement principles.

Learners will understand and perform duties required under:

- Occupational Health and Safety Act, Sections 17 & 18
- General Safety Regulations
- Workplace consultation requirements

Who should do this course?

This programme is ideal for:

- Appointed and aspiring Health & Safety Representatives
- Supervisors and foremen
- Junior safety practitioners
- Committee members
- Union-designated representatives
- Workers developing safety careers
- Contractors needing compliance training

No prior safety experience is required.

What you will learn – Course Modules

Module 1: Introduction to Health & Safety Representation

Roles, legal foundations, Section 17/18 responsibilities, communication pathways and cooperation requirements.

Module 2: Hazard Identification & Workplace Inspections

How to observe, identify hazards, inspect systematically using checklists, and record findings.

Module 3: Risk Reporting & Consultation

How to raise concerns, present findings to supervisors or committees, escalate when needed, and close feedback loops.

Module 4: Health & Safety Committees

Purpose, structure, how meetings work, how representatives contribute effectively, and influence action tracking.

Module 5: Participation in Incident Investigations

How representatives assist in fact gathering, interviewing peers, and supporting determination of root causes.

Module 6: Promotion of Safety Culture

Toolbox talks, awareness drives, noticing behaviour, role modelling, and supporting changes in unsafe practices.

Module 7: Professional Conduct, Ethics & Confidentiality

Neutrality expectations, trust building, dealing with conflict and supporting fair treatment.

Mode of delivery & duration

This is a 100% online eLearning course delivered via the SAFCON Group LMS.

- Study at your own pace – no fixed class times
- Approximate duration: 8–12 hours
- Accessible on phone, tablet, laptop or PC
- Downloadable checklists, templates and reporting forms included

Learners can pause and return at any time.

Course Assessment

Assessment is completed online through the LMS and includes:

- Module quizzes
- Case-based application questions
- Final summative assessment

A minimum 70% pass is required for competence.

Results are recorded for legal compliance and training files.

Course Certificate

Upon successful completion, learners receive a:

SAFCON Group Training Academy

Certificate of Competence: Safety Representative (SGEC002)

This certificate:

- Is issued digitally in PDF format
- Contains a unique certificate number
- Provides evidence for audits, contractor onboarding, ISO systems and legal files

Why choose SAFCON's Safety Representative course?

Designed and facilitated by experienced HSEQ professionals

Focused on real-world actions, not just theory

Includes tools that representatives can immediately apply

Ideal induction and refresher training

Supports development toward Risk Assessor, Incident Investigator, and Safety Officer programmes

Flexible delivery – suitable for individual learners and workforce roll-outs

How to Enrol

Select the option that suits you best:

✓ **Instant Enrolment (Pay Once)**

Click Pay Now to register through PayFast and receive immediate access.

Best for learners who want to start quickly without administrative delays.

Recommended for:

- Individual learners
- Contractors
- Job seekers

✓ **3-Month Subscription (Pay in Instalments)**

Prefer easier budgeting?

Enrol via PayFast using our monthly instalment option, allowing fees to be spread over 3 months.

You receive full course access immediately.

Your certificate will be released upon successful subscription completion.

Ideal for:

- Students
- Self-funded employees
- Anyone wanting flexible payments

Accessible, affordable – because everyone deserves access to education.

✓ **Corporate / Group Bookings**

If you require:

- VAT invoices
- Purchase orders
- Multiple staff enrolments
- Compliance reporting

Click Request Corporate Booking and our team will assist with quotation, invoicing and batch registrations.

What happens after enrolment?

You will receive:

- Welcome email
- LMS login details
- Immediate course access
- Support for your learning journey

Begin studying at your own pace and download your certificate when competent.

“All courses are tax-deductible as professional training.”



Contract Information

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