



Phiwokuhle Projects and Training Academy t/a P3 Training Academy


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## FORMATIVE ASSESSMENT MEMO



SAQA ID	NQF LEVEL	CREDITS	UNIT STANDARD
259622	2	3	Describe the functions of the workplace health and safety representative

## Formative Assessment Memo

Group Activity	Activity	Questions Description	Mark	SO
	1	Framework of workplace health and safety legislation pertaining to health and Safety representatives.	25	1

1) Define the following terms. (AC1)

⚠ Accident. (2)

An unplanned event that results in harm to people, damage to property or loss to process

⚠ Hazard. (2)

a source of or exposure to danger equipment

2) Who must ensure a healthy and safe environment? (1) (AC2) (AC6)

Employer

3) What are the objectives of OHSA? (6) (AC2)

⚠ The health and safety of persons at work.

⚠ The health and safety of persons in connection with the use of plant and machinery.

⚠ The protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work.

4) Give two instances where an inspector recommends a fine? (2) (AC3)

When any person contravenes or fails to comply with the provisions of the Act.  
Has reason to believe an employer has contravened or failed to comply with any provisions as contemplated in the provisions of the Act.

5) How many health and safety representatives should be appointed for a designated workplace, which has 127 employees? (AC4)

⚠ Shops and offices: 2

⚠ Other workplaces: 3

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6) I work in an office and I have a degree in finance. Can I be appointed as a she representative for the electrical engineering workshop? Why or Why not? **(2) (AC4)**

**No, you are to be appointed in an area where you work and understand the activities thereof**

7) My supervisor insists that I must do health and safety inspections & attend health & safety meetings after normal working hours because of production constraints. What shall I do? **(2) (AC4)**

**You have the right to refuse doing your SHE responsibilities outside working hours, report to the employer or the Department of Labour**

8) How often should health and safety committee meet? **(1) (AC4)**

**Once every three months minimum**

9) When must health and safety committees be established? **(2) (AC5)**


**When two or more representatives are designated.**

10) Give three functions of the health and safety committee. **(3) (AC5)**

**△ Make recommendations to the employer about the health and safety of workers.**

**△ Discuss any incident that leads to the injury, illness, or death of any worker and may report about it in writing to the inspector.**

**△ Keep record of every recommendation to the employer and every report to an inspector.**

Group Activity	Activity	Questions Description	Mark	SO
	2	Conducting safety, health and environmental activities at a working place.	15	2

Formative Assessment Memo

1) Give any three functions of a health and safety representative. (3) (AC1)

- ▲ Health and safety audits
- ▲ Identify potential dangers
- ▲ Investigate incidents
- ▲ Make representations to the employer about health and safety issues
- ▲ Inspections
- ▲ Attend committee meetings

2) Give any three purposes of inspections? (3) (AC2)

- ▲ Listen to the concerns of workers and supervisors
- ▲ Gain further understanding of jobs and tasks
- ▲ Identify existing and potential hazards
- ▲ Determine underlying causes of hazards
- ▲ Monitor hazard controls (personal protective equipment, engineering controls, policies, procedures)
- ▲ Recommend corrective action

3) Give examples of hazards in your work environment, mention 3. (3) (AC2)

Leaner gives 3 hazards found at their workplace


4) What are unsafe acts? (3) (AC2)

Unsafe acts are the result of unsafe human behaviour, which could cause injury, illness, disease or damage

5) What are unsafe conditions? (3) (AC2)

Poor engineering designs, technology, or workplace methods, which result in deficiencies or deviations from SHE standards and could be the cause of incidents

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Group Activity	Activity	Questions Description	Mark	SO
	3	Addressing safety, health and environment related issues.	8	3

1) Why is workplace inspection important? Give two examples. **(2) (AC2)**

Help prevent injuries and illnesses. (1)


Prevent unsafe act and unsafe conditions (1)

2) When can you conduct an unplanned inspection? **(3) (AC2)**

Daily prior to start-up at shift change, and sometimes during operations (2)

3) When conducting a planned inspection, what will you be inspecting? **(3) (AC2)**

Structural integrity, housekeeping standards, machinery and operational (4) equipment, fire equipment, storage and material controls, demarcated areas, hand tools, PPE, etc.

Group Activity	Activity	Questions Description	Mark	SO
	4	Complying with activities within safety, health and environmental structures	6	4

1) Who should provide information and education about health and safety at the workplace? **(1) (AC1)**

Employer

2) What should the employer consult the workers on, mention any two. **(2) (AC2)**

Health and safety matters

Hazards faced by the employee.

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3) What is the difference between self-monitoring and reactive monitoring? (4) (AC4)

Self-monitoring looks at both hardware (premises, plant and substances) and software (people, procedures and systems, including individual behaviour and performance). (2)

Reactive monitoring is used to establish why controls have, by investigating the accidents, ill-health or incidents that could have caused harm or loss.

**(Grand Total 55)**