



Phiwokuhle Projects and Training Academy t/a P3 Training Academy

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## SUMMATIVE ASSESSMENT MEMO



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

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**Question 1: (10)**

**Circle the correct answer from those given. (10)**

- 1) An employer is: **(SO1 AC1)**
  - a) A any person who is employed
  - b) Any person who is employed by or works for an employer
  - c) **Person who employs or provides work for any person and remunerates that person**
  - d) A person who exercises control over others
  
- 2) The main objective of health and safety is to provide: **(SO1 AC2)**
  - a) Health and safety of persons at work
  - b) Health and safety of persons in connection with the use of plant and machinery
  - c) Protection of persons other than persons at work against hazards to health and safety
  - d) **Arising out of or in connection with the activities of persons at work**
  - e) All of the above
  
- 3) The Occupational Health and Safety Act, 1993, requires you, the employer to: **(SO1 AC3)**
  - a) **Bring about a work environment that is safe and without risk to the health of the workers.**
  - b) Maintain a clean work environment
  - c) Maintain a high standard of care
  - d) Increase productivity at all cost
  
- 4) How many health and safety representatives should be appointed for a designated workplace which has 127 employees? (Shops and offices)  
**(SO1 AC4)**
  - a) 1
  - b) **2**
  - c) 3
  - d) 4
  
- 5) Functions of a health and safety representative in the workplace are:

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**(SO1 AC4)**

- a) Review the effectiveness of health and safety measures.
  - b) Identify potential hazards and potential major incidents at the workplace.
  - c) Investigate complaints by any employee relating to that employee's health or safety at work.
  - d) **All of the above**
- 6) If one health and safety committee has been established in respect of a workplace.

**(SO1 AC5)**

- a) **All the health and safety representatives for that workplace shall be members of the committee.**
- b) Only 2 health and safety representatives for that workplace shall be members of the committee.
- c) None of the health and safety representatives for that workplace shall be members of the committee
- d) None of the above

7) Health and safety committee must at least have. **(SO1 AC4)**

- a) 3 meetings in a year
- b) **4 meetings in a year**
- c) 6 meetings in a year
- d) None of the above

8) A health and safety rep can identify hazards through: **(SO1 AC4)**

- a) Discussion with fellow employees
- b) Personal experiences
- c) Inspections in the working place
- d) **All of the above**

9) Engineering controls focuses on: **(SO2 AC2)**

- a) Manipulation of the work schedule, or manner in which work is performed.
- b) **The source of the hazard.**
- c) Personal protective equipment.
- d) Job safety analysis

10) **Unplanned inspections are done (SO3 AC2)**

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- a) At pre-determined intervals
- b) Every three months
- c) **Daily prior to start-up at shift change, and sometimes during operations**
- d) Once a year

**Question 2: (13)**

- 1) 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) (SO1 AC4)

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

- 2) How often should health and safety committee meet? (1) (SO1 AC4)

**Once every three months minimum**

- 3) Give examples of hazards in your work environment, mention 3 (3)(SO2 AC2)

**Leaner gives 3 hazards found at their workplace**

- 4) Why is workplace inspection important? (2) (SO3 AC2)

**Help prevent injuries and illnesses.**

**Prevent unsafe act and unsafe conditions**

- 5) Give any three functions of a health and safety representative. (3) (SO2 AC1)

**Health and safety audits**

**Identify potential dangers**

**Investigate incidents**

**Make representations to the employer about health and safety issues**

**Inspections**

**Attend committee meetings**

- 6) When must health and safety committees be established? (2) (SO1 AC5)

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**When two or more representatives are designated.****Question 3: (10)**

Indicate whether the following statements are TRUE or FALSE, by ticking the appropriate column **(10)**

No	Statement	True	False
1)	The designation of a Health and Safety Rep should be in writing <b>(SO4 AC1)</b>	x	
2)	If you are appointed as a SHE Rep the whole site will be your area of responsibility. <b>(SO1 AC4)</b>		x
3)	The SHE Reps will be designated once, and their appointment will then be for a lifetime. <b>(SO1 AC4)</b>		x
4)	Only the employer has to sign the appointments <b>(SO1 AC4)</b>		x
5)	The employer must help the representative to carry out his/her duties correctly. <b>(SO3 AC4)</b>	x	
6)	The SHE Reps may NOT be part of the SHE Committee. <b>(SO3 AC2)</b>		x
7)	If an inspector from the Dept. of Labour do an inspection the SHE Reps must be informed about it. <b>(SO1 AC4)</b>	x	
8)	Inspections should be done at lunch time so that it does not interfere with the normal work the SHE Reps has to do. <b>(SO3 AC2)</b>		x
9)	Planned inspection are done at pre-determined intervals by SHE representatives. <b>(SO3 AC2)</b>	x	
10)	The SHE Committee MUST discuss all injuries on duty that occurred. <b>(SO1 AC5)</b>	x	

**Question 4: (7)**

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Tick in the space provided the appropriate column between unsafe acts and unsafe conditions. **(7) (SO2 AC2)**

No	Example	Unsafe Act	Unsafe Condition
1)	Speed limit is 30 km/h. You drive 60 km/h	✓	
2)	You do not wear your Hard Hat because it is too warm	✓	
3)	You work on site with your tekkies – Employer did not provide safety shoes		✓
4)	You have to work on incomplete scaffold		✓
5)	You throw building material so that the co-worker must catch it on the scaffold	✓	
6)	You don't fasten your Safety harness to a fixed point when working on heights	✓	
7)	You climb into a manhole without letting anybody know	✓	

**Question 5: (10)**

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Match column A with the correct statement from column B, write the alphabet next to the given number below. **(10)**

Column A	Column B
1) Behavioural	a) Complying with a written safe work procedure
2) Planned inspection. (SO3 AC2)	b) A chance of an event occurring with an outcome, the result of which could be just about anything ranging from no-loss to catastrophic losses
3) Head protectors. (SO2 AC2)	c) Human behaviour, which could cause injury, illness, disease or damage.
4) Risk. (SO1 AC1)	d) Undesirable or unplanned event which caused or could cause injury, illness or disease to people
5) Administrative control. (SO2 AC2)	e) Placing a guard around a rotating piece of machinery
6) Engineering control. (SO2 AC2)	f) Unsafe and undesired activities and actions; lack of skills; non-compliance to standards.
7) Unsafe acts (SO2 AC2)	g) Provide protection when working with small parts.
8) Unsafe Condition. (SO2 AC2)	h) To prevent injury from falling or protruding objects
9) Incident. (SO1 AC1)	i) Done at pre-determined intervals by SHE representatives
10) Safety glasses. (SO2 AC2)	j) Machinery is out of order because of lack of preventive maintenance

- 1) c
- 2) i
- 3) h
- 4) b
- 5) a
- 6) e
- 7) f
- 8) j
- 9) d
- 10) g

**(Grand Total 50)**