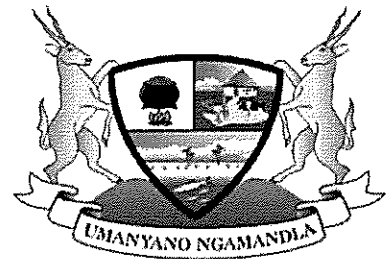


Mbizana Local Municipality



CORPORATE SERVICE

Induction and Training of Occupational Health and Safety Committee Terms of Reference

Background

The Municipality is obliged by the Constitution of the Republic of South Africa, Occupational Health and Safety Act and Compensation for Occupational Injuries and Diseases Act to provide an environment (including the working environment) that is safe and not harmful to health or well-being of employees. MBIZANA LOCAL MUNICIPALITY therefore acknowledges that it is legally obliged and is accordingly committed to ensure a healthy and safe work environment, free of hazardous substances that may cause occupational injury or ill health.

Purpose

This document is compiled to advise prospective bidders on the setting we require for the advertised Induction and Training of the Occupational Health and Safety Committee.



Training Outcomes

On completion trainees should be able to:

1. Identify hazards and control hazards
2. Explain the implementation and maintenance of health, safety and environmental legislation in a workplace
3. Report on the identified hazard
4. Recommend best solutions to address workplace hazards.

Requirements

The service provider should take note of the following:

1. The training provider must be accredited with CETA/SETA to be considered.
2. The training provider must also attach unit standard accreditation document listing the unit standards accredited for.
3. Service Provider must have at least **5 years training** experience.
4. Service Provider to provide letter of previous work done (minimum 3, not older than 18 months)
5. Attached assessor & moderator CV for consideration
6. Material for training of both theory and practical (if applicable) must be provided by the service provider
7. Attach COIDA letter (not older than 12 months)
8. The training must focus on "**demonstrate knowledge and understanding towards Occupational Health & Safety regulatory requirements**".
9. Training to be conducted in the preferred learner language.
10. Submission of training plans prior the actual training:
 - a) To include training material and training equipment
 - b) Attendance register on completion of course
 - c) Electronic version of master list for trainees that have been trained should be on excel spreadsheet
 - d) Details of the relevant training experience by submitting company should be indicated
 - e) Companies must submit detailed training plans for the trainings with vivid course content/outline, training method for the stipulated period
11. Service providers are urged to provide learning material for each BMT
12. The service provider will be training for a 3 days
13. Service providers should give a detailed breakdown of costing
14. The successful bidder will be paid for the number of people that had attended the training
15. The invoice should be in line with the attendance register
16. Close-out report is required after Completion of the course

17. Payment will not be made until all documents (ID copies, attendance register, etc) have been submitted.

The Municipality will arrange venues and facilities for its own training.

Training Content

Legal Update – Discussing the Most Significant Legal Developments in the Field of Occupati

- A discussion regarding the most significant statutory & common law developments in occupational health and safety legislation.
- Legal standard of compliance under health and safety legislation.
- Layout of the Occupational Health and Safety Act and Regulations:
- The impact of the Construction Regulations,
- Compensation for Occupational Injuries and Diseases Act

Module 1: Introduction

Module 2: Department of Labour

Module 3: Sections of the Occupational Health and Safety Act.

HIRA & Control

Module 1: Introduction

Module 2: Legal requirements in South Africa

Module 3: SIMRAC practical guide to risk assessment

Module 4: Important definitions of the OHS Act and MHS Act

Module 5: Other relevant terminology

Module 6: Reasons for risk assessments and sources of hazards

Module 7: Criteria for risk assessment

Module 8: Risk management and HIRA

Module 9: Different types of risk assessments

Module 10: HIRA process and management

Module 11: Planning for risk assessment

Module 12: HIRA methodology

Module 13: Controlling the risk7

Module 14: Record keeping

Structured Approach to Health and Safety Risk Management

- Health and Safety Audit Framework

Module 7: Important Do's and Don'ts during evacuations

OHS Inspections by the Department of Labour

Examples of health and safety policies

Health and safety appoint letters

Example of a First aid register

Examples of general health and safety checklists

Example of sec 37(2) contractors agreement

Compensation for Occupational Injuries and Diseases Act.

- Compensation and reserve fund for occupational injuries and diseases
- Determination and calculation and claiming of compensation for occupational injuries and disease
- Legal Procedures
- Obligation of employers and employees in the whole equation

Occupational Injuries and Diseases Commentary

Module 1: Introduction

Module 2: Work related accidents (IOD's)

Module 3: Occupational diseases

Module 4: Right to compensation

Module 5: Information applicable to compensation

Module 6: Employers liability; contributions and registration

Module 7: Assessment Fees; return of earnings and rebates

Module 8: Contractors; recovery of damages and compensation paid from third parties

Module 9: Notices; reporting and recording of accidents

Module 10: Calculating earnings

Module 11: Types of compensation that may be claimed

Module 12: Repudiation of claims

Module 13: Legal prescriptions relating to compensation

Module 14: Prepare compensation documentation of occupational injuries and/or diseases

Module 15: Checklist for compensation problems

Compensation for Occupational Injuries and Diseases Amendment Act (COID Act)

Prescribed schedules

Schedule 2

Schedule 3

Schedule 4

Prescribed documents for occupational injuries

W.Cl. 2 Employers report

W.Cl. 3 Notice of accident

W.Cl. 4 First medical report

W.Cl. 5 Final or Progress report

W.Cl. 6 Resumption report

Prescribed documents for occupational diseases

W.Cl. 1(E) - Employers report

W.Cl. 14 - Notice of an occupational disease

W.Cl. 22 - First medical report

W.Cl. 26 - Final or Progress report

This will be a 3 days training and members in attendance should acquire certificate of competency after
A facilitator must provide his transport and accommodation in a venue and date to be communicated.

Thank you.



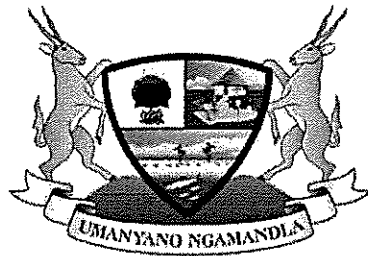
.....

Mr Z Gwala

Senior Manager: Corporate Service

Mbizana Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
lmahlaka@mbizana.org.za

Ref 4/3/3/5/1

RE: Appointment of the Occupational Health and Safety Committee

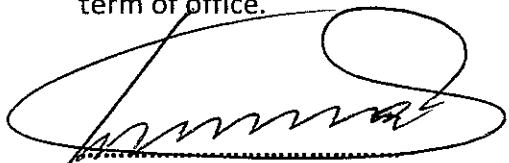
The members hereunder are appointed to serve in the Occupational Health and Safety Committee as provided for in the Occupational Health and Safety Act and Occupational Health and Safety Policy and Procedure of the municipality. The members shall serve in the committee at a zero remuneration and all trainings and workshops shall be at the cost of the municipality.

Initials and Surname	Designation
Ms Majova	Chairperson
Clr Maphasa	Council Rep
Clr Msindo	Council Rep
Mr Z.S Jojimali	Management Rep
Ms N Rabie	Management Rep
Mr Songca	Management Rep
Mr T Dlamini	Employee Wellness Officer
Mr MM Mdingi	Labour Relations Officer
Mr N Ngalonkulu	Senior Electrician
Ms P Rhwalumbana	Supervisor: House Keeping
Ms Y Ntshaqa	Handy Man
Ms N Mbokotho	Waste Management Officer
Mr S Thuswa	Security Section
Ms Mancu	Traffic Section
Mr MB Dazela	Organized Labour (IMATU)
Ms V Nozihamba	Organized Labour (SAMWU)



The duties of the committee shall be according to Section 17 of the Occupational Health and Safety Act 85 of 1993 (as amended) enjoined with Municipal Employee Wellness Policy and Occupational Health and Safety Policy and Procedure and any other relevant legislation thereto.

The committee shall be effective from commencement of 2018/19 financial year and its term of office shall lapse in the end of the financial year. The Municipal Manager may review the term of office.



Mr L Mahlaka

Municipal Manager

