

SAFETY REPRESENTATIVES' COURSE

COURSE PROGRAMME

Introduction:

Section 13 of the Safety, Health and Welfare at Work Act, 2005 gives employees the rights of consultation and representation regarding issues concerning safety and health at work, and gives employees the right to elect a Safety Representative. Legislation also requires the employer to allow the Safety Representative acquire the knowledge necessary to discharge his / her function as a Safety Representative. Attendance on this Safety Representatives Course will provide the participants with the relevant knowledge.

Object:

Successful completion of this course will enable the participants to:

1. Clearly understand their role as Safety Representatives;
2. Understand current health and safety legislation in Ireland;
3. Investigate and help prevent accidents in the workplace;
4. Understand the main components of a Safety Statement.
5. Conduct and record Risk Assessments.

Duration:

The course runs for three days.

SAFETY REPRESENTATIVES' COURSE – PROGRAMME DAY 1

DAY	TIME	REF	SUBJECT	NOTES
1	09.00 – 09.45	SR/1	<p><u>Introduction to Course:</u> Purpose and Outline of Course.</p> <p><u>Introduction to Safety Legislation:</u> Acts, Regulations, Codes of Practice; Guidelines.</p>	<p><u>Handout:</u> Legal Notes</p> <p>(SAFETYREPS-INTRO.PPT)</p>
1	09.45 – 11.00	SR/2	The Safety, Health and Welfare at Work Act, 2005	<p><u>Handouts:</u> Copy of Act.</p> <p>(SAFETYREPS-SR/2.PPT)</p>
1	11.00 – 11.15		Break – tea / coffee	
1	11.15 – 13.00	SR/3	General Application Regulations 1993.	<p><u>Handouts:</u> Copy of Regulations.</p> <p>(SAFETYREPS-SR/3.PPT)</p>
1	13.00 – 14.00		Lunch	
1	14.00 – 14.45	SR/4	The Role and Function of the Safety Representative. Safety Committees.	<p><u>Handouts:</u> HSA Booklet.</p> <p>(SAFETYREPS-SR/4.PPT)</p>
1	14.45 – 15.30	SR/5	Safety Statements	<p><u>Handouts:</u> HSA Booklet.</p> <p>(SAFETYREPS-SR/5.PPT)</p>
1	15.30 – 15.45		Break – tea / coffee	
1	15.45 – 17.00	SR/6	Safety Leadership (Video & Discussion).	Video.
1	17.00		End Day 1.	

SAFETY REPRESENTATIVES' COURSE – PROGRAMME DAY 2

DAY	TIME	REF	SUBJECT	NOTES
2	09.00 – 09.45	SR/7	Ergonomics and Manual Handling.	
2	09.45 – 10:00	SR/8	Pregnant Employees Regulations	
2	10.00 – 10.30	SR/9	Internal Transport.	
2	10.30 – 11:00	SR/10	Safety with Electricity	
2	11.00 – 11.15		Break – tea / coffee	
2	11.15 – 12.00	SR/11	Bullying / Stress	
2	12.00 – 13.00	SR/12	Office Safety. Ergonomics and VDUs.	
2	13.00 – 14.00		Lunch	
2	14.00 – 14.30	SR/13	Chemical Safety – Chemical Agents Regulations, 2007	
2	14.30 – 15.15	SR/14	Fire Safety: Causes of Fire, Fire Prevention. Fire Extinguishers, Fire Hoses.	Video.
2	15.15 – 15.30		Break – tea / coffee	
2	15.30 – 16.00	SR/15	Slips, Trips, Falls. Housekeeping.	
2	16:00 – 17.00	SR/16	Working at Height. Ladders, Scaffolds, Cherry pickers.	
2	17.00		End Day 2.	

SAFETY REPRESENTATIVES' COURSE – PROGRAMME DAY 3

DAY	TIME	REF	SUBJECT	NOTES
3	09.00 – 10.00	SR/17	Construction Regulations.	<u>Handouts:</u> HSA Booklet
3	10.00 – 11.00	SR/18	Accident Investigation and Recording.	
3	11.00 – 11.15		Break – tea / coffee	
3	11.15 – 12.00	SR/19	Risk Assessment: Introduction	
3	12.00 – 13.00	SR/20	Risk Assessment: Hazards and People at Risk.	
3	13.00 – 14.00		Lunch	
3	14.00 – 15.15	SR/21	Risk Assessment: Analyzing Risk. Evaluating the Risk.	
3	15.15 – 15.30		Break – tea / coffee	
3	15.30 – 16.30	SR/22	Risk Assessment – Recording the Findings. Reviewing the Assessment.	
3	16.30 – 17.00	SR/23	Open Forum Questions & Answers	
3	17.00		Course Ends	