



TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER THE OCCUPATIONAL HEALTH AND SAFETY (OHS) FORUM CONFERENCE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver the Occupational Health and Safety (OHS) forum conference.

2. Background

The Department of Public Works & Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of those needs.

OHS forum conference was identified by five (05) officials in the Chief Directorate: Human Resource Management (HRM).

3. Expected Outcomes/ Deliverables

This conference will help the officials to share new ways of thinking as best practices in pursuit of excellence in profession.

4. The conference should cover the following areas:

- Definition of OHS
- Importance of safe work environment
- Benefits of proactive safety management,
- Common causes of workplace accidents,
- Overview of OHS trends and statistics in South Africa,
- Overview of the OHS Act (Act 85 of 1993),
- Roles and responsibilities of employers, employees, and safety representatives,
- Key supporting regulations and standards,
- Enforcement and penalties for non-compliance,
- Types of workplace hazards,



- Steps in conducting a risk assessment,
- Evaluating likelihood and safety,
- Prioritizing and documenting risks,
- Engineering, administrative, and behavioural controls,
- Developing safe operating procedures,
- Policy development and communication,
- Integrating safety into organisational culture,
- Understanding incident types and causes,
- Legal requirements for reporting incidents,
- Steps in an incident investigation,
- Types of workplace emergencies,
- Roles and responsibilities of emergency teams,
- Evacuation drills and communication systems
- Leadership commitment and accountability
- Effective safety communication strategies, and
- Recognition and reward systems for safety.

5. Duration of the convention

The conference should be presented over a period of two (02) days.

6. Total number to be trained

Five (05) officials from Head Office are to attend the conference.

7. Certification

No formal assessment is required on the completion of the conference.

8. Training venue

The training venue and catering should be provided by the Service Provider.

9. Specific professional experience

The Service provider should be chosen for their training experience, have proven relevant experience in management and facilitation of the OHS forum conference. The service provider should provide a competent speakers for this conference.



10. Special Requirements

It is a requirements that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

11. Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline

12. All disbursements must be included within the cost per official.

13. Enquiries

All enquiries should be directed to:

Ms Tumelo Sibandze
Training and Development
(012) 406 1157