



## 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 19930),
- 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**