

SUBJECT	THE DEPARTMENT OF PUBLIC WORKS WELISIZWE RURAL BRIDGES PROGRAMME: TERMS OF REFERENCE FOR INTRODUCTION TO OCCUPATIONAL HEALTH AND SAFETY TRAINING.
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BACKGROUND.

The training should compromise a comprehensive blend of theoretical foundations and practical applications to provide a thorough understanding of the subject matter.

- Formative Assessment – Various activities should be completed to reaffirm legislative knowledge and risk management.
- Summative Assessment – an Examination should be completed at the end of the course.

1. OBJECTIVE OF THE TRAINING

- 1.1 To protect workers from work-related injuries, illnesses, fatalities and to promote a healthy and safety working environment.
- 1.2 This involves preventing hazards, complying with relevant laws and regulations and fostering a culture of safety.
- 1.3 OHS aims to improve worker well-being, enhance productivity and reduce costs associated with workplace incidents.
- 1.4 Competence certificate: service provider do have a facility

2. CORE OBJECTIVES

- 2.1 Hazard Identification and Risk Assessment.
- 2.2 Emergency Preparedness and Response.
- 2.3 Promoting a Safe Working Environment.
- 2.4 Risk Management Documentation.
- 2.5 Workplace Health Promotion.

3. SCOPE OF WORK

The introduction to occupational health and safety training

Topics to be Covered.

3.1 Hazard Identification and Risk Assessment

- Identifying potential hazards in the workplace, including physical, chemical, biological and ergonomic risks.
- Evaluating the likelihood and severity of these hazards.
- Developing and implementing risk control measures to eliminate or minimize identified hazards.

3.2 Emergency Preparedness and Response

- Developing and maintaining an Emergency Response Plan (ERP).
- Conducting regular drills and exercises.
- Providing training of first aid and CPR.
- Establishing and maintaining communication systems.

3.3 Promoting a Safe Working Environment

- Developing and updating Occupational Health and Safety policies.
- Identifying potential hazards in the workplace.
- Reviewing and updating safety procedures.
- Maintaining a healthy working environment.

3.4 Risk management documentation

- Identify risks.
- Assess risks.
- Mitigate risks.

3.5 Workplace Health Promotion

- Strategies for promoting employee well-being and preventing work-related illnesses.

Duration

- The duration of the training will be (05) five days.

Delivery Method

- Face-to-face/ In-person.
- NQF Level 4
- Fifteen delegates per province

Venue

- Must be provided by Service Provider.

Certificate

- Certificate of Competence.
- Training must be administered by certified and accredited service provider and registered with relevant statutory bodies.
- The following personnel will be administering the training: Accredited service Provider, facilitator and moderator.

Accreditation

- NQF Level 4 accreditation: introduction to occupational health and safety training.
- list of the requirements for personnel administering introduction to occupational health and safety training.
- Academic: undergraduate/Post graduation qualification introduction to occupational health and safety training.
- Service Provider accreditation: • Curriculum Vitae: Detailed CV outlining experience and three references, certified copies of academic qualifications & registration documents.
- The Department reserves the right to verify any information/documents provided by the service provider.

4 DELIVERABLES

- The service provider must keep files of Welisizwe beneficiaries for twenty-four (24) months and after that hand them over to the Department to be saved and for record keeping
- The Service Provider report within 10 days of completion.
- The Service Provider to provide accredited certificates

5 TIME FRAMES/ DURATION

- The Service Provider must be able to complete the introduction to occupational health and safety training within twenty-one days of appointment.
- The service will be rendered in the service provider facility where introduction to occupational health and safety training are advertised.

6 PROJECT PROPOSAL REQUIREMENTS

The Service Provider must reflect the following as part of the proposal, the human resources capacity and indicate evidence of project team competency. The proposal for the project should contain amongst others the following: (a) a detailed copy of the company profile must be submitted. (b) Curriculum Vitae, the qualification and certification status of all the employees that will be undertaking the introduction to occupational health and safety training.

7 PRICE OFFER

- Quotations must clearly reflect the following: description number of graduates rate per candidate /graduate, total introduction to occupational health and safety training Programme in region/province 15, VAT @ 15% grand total (total amount quoted) Rate per graduate must be inclusive of all other applicable costs / disbursements.

8 CONTACT DETAILS:

Project Manager: Mr. Xolani Landule Telephone number: (012) 402 1491 / 066 189 7347
Xolani.Landule@dpw.gov.za