

SAFETY, HEALTH AND ENVIRONMENT

Department:

ALL CAMPUSES : Howard College

: Edgewood

: Nelson R. Mandela School of Medicine

: Durban Westville

: Pietermaritzburg

Standard (STD)

Subject: SECTION : 5.00 - ORGANISATIONAL MANAGEMENT

ELEMENT : 5.30 – S.H.E TRAINING

Protocol No	Author	Version No	Date Adopted	Replaces
530/2009	M. Govender/J Frohlich	005	16/09/2011	04/04/2009

Standard applies to: SHE TRAINING

Before employees can be trained it is vital that the correct type of training is given to the correct employees. In this regard training needs analysis will be conducted to establish the exact requirements of each individual employee in his area of operation.

5.30.1 SHE TRAINING NEEDS ANALYSIS :

- SHE training needs analysis will be documented and will include the following indicators :
 - SHE induction programmes.
 - SHE awareness training.
 - SHE systems requirements.
 - SHE tasks related training.
- Training will be selected in accordance to the National Qualifications Framework (NQF).

5.30.2 TRAINING PROGRAMME :

- The training schedule will be documented and adhered to.
- A minimum of five percent of employees will be trained each year. This training can either be internal training or formal SHE training.
- Employees will be trained in all standards, procedures and work instructions relating to their responsibilities before commencement of their duties. This includes new employees.
- The job observation will form part of the training programme.

<p>5.30.3 RULES FOR ALL EMPLOYEES :</p> <ul style="list-style-type: none"> ● The SHE rules booklet will be issued to all employees. ● The booklet will contain amongst other SHE rules, the UKZN SHE Policy. ● The issuing of the booklet will be documented and recorded. ● The rules booklet will be explained to all employees, especially to those of other language groups. ● Part of the requirement of “The duty to Inform” will involve the OHS conducting health awareness training. ● This training will also include medical surveillance, biological monitoring and PPE compliance programmes. 	
<p>5.30.4 JOB/TASKS TRAINING INCLUDES THE SHE HAZARDS & RISK ASPECTS OF THE JOB :</p> <ul style="list-style-type: none"> ● The SHE hazard and risk aspects of the job will be included in each and every task or job instruction. ● The supervisors or mentors will be trained to give on-the job training in all aspects including SHE principals. ● All employees will be able to explain Hazard Identification Risk Assessment (HIRA) and the exposure controls related to their job and tasks. ● All employees will be able to explain the effects of exposures related to the jobs and tasks. 	
<p>5.30.5 TRAINING OUTCOMES AND REVIEWS :</p> <ul style="list-style-type: none"> ● A system will be established to monitor the suitability and effectiveness of the training programme. ● This system will also track the training outcomes per employee. 	

DELEGATION OF RESPONSIBILITY: H.O.D.s and the UKZN Training Centre are responsible for maintaining this standard.

Approved by (Position)	Date approved	Signature

Circulation List:

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature



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