

Have Health and Safety Representatives been appointed at your workplace?

Inspectors of the Department of Labour will be visiting workplaces to check whether Health and Safety Representatives were appointed and whether Health and Safety Committees are functioning in terms of the Occupational Health and Safety Act, 1993.

If an employer employs more than 20 workers and the business is in operation for more than four months then the answer to the following questions should be yes.

QUESTION	YES	NO
1. Did the employer and workers consult one another with regards to the nomination or election, the period of office, the functions and appointment of Health and Safety Representatives?		
2. For workplaces such as shops and offices: was at least one Health and Safety Representative appointed for every 100 workers or part thereof?		
3. For other workplaces, such as factories: was at least one Health and Safety Representative appointed for every 50 workers or part thereof?		
4. Are the appointed Health and Safety Representative full-time workers and do they know the circumstances and conditions of the workplace for which they have been appointed?		
5. Are all activities regarding the appointment, functions and training of Health and Safety Representatives performed during normal working hours?		
6. Were all Health and Safety Representatives appointed in writing?		
7. Are all appointed Health and Safety Representatives empowered to: <ul style="list-style-type: none"> • Conduct health and safety audits? • Identify potential dangers? • Investigate incidents? • Make recommendations regarding health and safety? • Conduct inspections? • Attend health and safety committee meetings? 		
8. Has at least one Health and Safety Committee been functioning for each workplace where the employer had to appoint two or more Health and Safety Representatives?		
9. Do all Health and Safety Committees function as follows: <ul style="list-style-type: none"> • Hold meetings as often as necessary but at least once every three months? • Make recommendations to the employer regarding health and safety matters? • Discuss incidents? • Keep record of all recommendations made? • Each Health and Safety Representative is a member of at least one Committee?? • The number of people nominated by the employer to serve on a Committee does not exceed the number of Health and Safety Representatives serving on the same Committee? • The Committee determines the proceedings, time and place of the meetings? • The chairperson was elected by the Committee? 		

Provincial Offices of the Department of Labour

Eastern Cape Tel: (043) 701 3000
 Free State Tel: (051) 505 6200
 Gauteng North Tel: (012) 309 5000
 Gauteng South Tel: (011) 497 3000
 KwaZulu-Natal Tel: (031) 336 1500

Limpopo Tel: (015) 290 1744
 Mpumalanga Tel: (013) 655 8700
 North West Tel: (018) 387 1800
 Northern Cape Tel: (053) 838 1500
 Western Cape Tel: (021) 460 5911

Website:
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