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## **REGULATIONS FOR THE PROFESSIONAL CERTIFICATE IN SHE REPRESENTATIVE FOR MINING**

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These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2021)

**Name of Qualification:** Professional Certificate in SHE Representative for Mining

1. **Duration of the course :** 5 days
2. **Student entry qualifications:**
  - i. Normally a prospective student must possess a minimum of 5 O LEVELS
  - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution or class 2(two) driver
  - iii. Relevant work experience
  - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

## **PROGRAMME STRUCTURE**

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge.

## **MODE OF DELIVERY**

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

## **LEARNING RESOURCES**

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

## **CONTINUOUS ASSESSMENT METHOD**

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

## **WRITTEN END OF SEMESTER EXAMINATION**

- i. Each taught module shall be examined in written form.
- ii. The end of semester examination shall be covered through one (1) paper that will be three (3) hours long.
- iii. The candidate shall be required to answer four (4) essay questions per module from a list of Six (6) possible questions.

## Course description

Learners will understand the objectives and statutory requirements pertaining to health and safety in the workplace. The course also explains the rights, powers, functions and duties of the workplace health and safety representative, and how any errant HSE issues should be handled. Learners will be able to participate in the HSE structures and measure these activities according to HSE requirements.

### Formative assessment

- Various activities will be completed during class.

### Summative assessment

- Written assessment to be done at the end of the course.

### Course outline

- Framework of workplace health and safety legislation pertaining to HSE representatives
- Statutory requirements for conducting HSE representative activities, health and safety committee activities, as well as those of employers
- Dealing with HSE-related issues, establishing facts relating to the issues, resolution of the issues, the importance of resolving the issues

**Complying with the activities within HSE structures, such as the extent of participation, consultative requirements of HSE representatives, the importance of participating in activities, and measuring participation of the HSE representatives in the activities**