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Construction Industries Federation of Namibia

Risk Assessment Code: RIA01 25 July 2016 WHK

Overview

Explaining the legal and specified requirements pertaining to conducting occupational health and safety. Introduction to Health and Safety, Legislative history, The constitution, Understanding the Act and Regulations, Department of Labour/Legislation, Important Sections of the Act, OHS Act and Regulations COID, Act. The course is aimed at teaching the participant how to perform Occupational Health and Safety (OHS) inspections, identifying and providing a remedy for the hazards to interpret OHS Act to be able to perform OHS audits.

Syllabus

Legal and specified requirements pertaining to conducting occupational health and safety (OHS) inspections, Planning OHS inspections and workplace hazard identification, Conducting inspections to identify hazards, Reporting on OHS inspections and remedying workplace hazards and associated risks, Interpret the Occupational Health and Safety Act with regard to planned inspections, hazard identification and the assessment of risks, Formulate and prepare inspection checklists and tools in order to carry out specific audits, pertaining to hazards, in the workplace, Complete a workplace audit, listing hazards identified, Report on and recommend remedial action, hazards identified and assess the risks accordingly

Logistics

The fee includes: all course material, refreshments and lunch.
Course Timings: 08:00 -17:00 daily (unless informed otherwise)
Venue: CIF House, Corner of Stein and Schwabe Street, Klein Windhoek

Conditions

Cancellation by Client: The client refers to the company making the booking on behalf of their employees. If the client has registered an employee for any of our courses, and the client or the employee would need to cancel, the CIF must be notified 20 working days before the scheduled training, to ensure full reimbursement of the registration fee.

For any cancellation notice received 10 and 20 working days before the scheduled training, a cancellation fee that is equal to 50% of the registration fee per person, applies. For any cancellations in less than 10 working days before the course date, no reimbursements are possible; and the client must pay the full registration fee for the registered employee.

Please note that the CIF adheres to the stipulated cancellation policy as no-shows or late cancellation will lead to losses for the CIF. All cancellation notices must be sent per e-mail to training@cifnamibia.com. The name & dates of the course you are cancelling must be provided, as well as the full details of the registrant.

Cancellation by the CIF: The CIF reserves the right to cancel or reschedule a course upon 10 working days notice prior to the scheduled training in case there are insufficient number of participants. In this case, the CIF will refund in full any payment made for the scheduled training. Though, please take note the CIF cannot be held responsible for any costs or any other losses, which may result in the event that the CIF needs to cancel or reschedule a class due to insufficient number of participants.

As the CIF needs to rely on third party trainers, The CIF also reserves the right to cancel a course without any prior notice, in the event of unavailability of the scheduled trainer. In this event of cancellation by the CIF, any payment made for the scheduled training will be refunded in full. In this case, the CIF will also reimburse related transportation costs and accommodation expenses for one night, which may result in the event that the CIF cancels or reschedules a class, provided relevant documentation is received by the CIF.

Registration Fee

To maximise the effectiveness of our training course, the CIF limits the number of attendees per class. Thus, there will be only limited spaces available and we encourage you to book early to avoid any disappointment. Please take note, 15% VAT will be charged extra.

The costs for this course per delegate are as follows:

Members: N\$1478.26 + N\$221.74 = N\$1700

Non-Members: N\$1739.13 + N\$260.87 = N\$2000

Please take note that all paid bookings will be honoured first. All payments must be received before the training commences. Invoices will be e-mailed or faxed to you one week before the start of the course.

Certification

Attendance Certificate

Payments

Upon receipt of an invoice from the CIF, all payments should be done per cheque or online. Please forward your proof of payment to: secretary@cifnamibia.com

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