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## Construction Industries Federation of Namibia

### Safety Representative Code: SAR01 Based on demand | Windhoek

#### Overview

The Safety Representative qualification is aimed at supervisors, managers, team leaders and individuals wishing to advance their health and safety knowledge. The qualification is intended for learners already working in the capacity of safety representative, supervisor, manager or team leader and also those who are preparing to start work at this level. Persons gaining this qualification will know that safety representatives have legal and moral obligations to ensure health and safety within a business, and that this includes obligations to employees, contractors, visitors and suppliers. Its syllabus areas are regarded by the industry as being important to developing and maintaining safe working procedures in the workplace.

#### Syllabus

Understand the requirements for health, safety and welfare in the workplace, understand the benefits of using a safety management system, understand the principles of risk assessment, understand the risks and control methods for common workplace hazards, understand the key roles of the safety representative, understand Namibian Legislation in respect to Safety Representatives

#### Minimum requirement for attendance:

Grade 10, 23 points

#### 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

#### 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.

**The costs for this course per delegate are as follows:**  
**Members: N\$1,652.17 + N\$247.83 = N\$1,900.00**  
**Non-Members: N\$1,913.04 + N\$286.96 = N\$2,200.00**

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: [admin@cifnamibia.com](mailto:admin@cifnamibia.com)

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Street Address:  
Corner of Stein & 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](mailto: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.