

OHSCompliance Practical Checklist

SHE Representative Training South Africa: Duties, Inspections and Evidence

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How to use this checklist:

- Use it before requesting a quote, uploading a safety file or preparing for a client review.
- Do not upload private learner records, ID numbers or certificate copies through public channels.

Client audit readiness:

- Confirm the SHE representative appointment area and reporting line.
- Give representatives a checklist that matches their real workplace.
- Record inspection findings with owner, priority and due date.
- Link representative issues to committee notes or management review.

Documents to prepare:

- SHE representative appointment: Shows who is formally responsible for consultation support. Owner: Employer
- Inspection checklist: Guides consistent workplace checks. Owner: SHE representative. Update: After each insp
- Issue register: Tracks findings until close-out. Owner: SHE representative or supervisor. Update: After ever
- Meeting or management notes: Shows concerns are reviewed and actioned. Owner: Committee chair or manager. Up

Related service: Legal Compliance Training South Africa

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Privacy warning: keep learner IDs, signatures and certificate copies out of public submissions unless a secure