



	<b>Curriculum Document</b>			
<b>Curriculum Code</b>	<b>Curriculum Title</b>			<b>Logo</b>
226302001	Occupational Health and Safety Practitioner			
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## **SECTION 1: CURRICULUM SUMMARY**

### **1. Occupational Information**

#### **1.1 Associated Occupation**

226302: Safety, Health and Quality Practitioner

#### **1.2 Occupation or Specialisation Addressed by this Curriculum**

226302001: Occupational Health and Safety Practitioner

#### **1.3 Alternative Titles used by Industry**

- Safety Coordinator
- Safety and Health Advisor
- Occupational safety and Health assistant

## **2. Curriculum Information**

### **2.1 Curriculum Structure**

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- 226302001-KM-01, Fundamentals of Occupational Health and Safety, NQF Level 2, Credits 9
- 226302001-KM-02, Fundamentals of Communication, NQF Level 3, Credits 6
- 226302001-KM-03, Occupational Health and Safety applications, NQF Level 4, Credits 17
- 226302001-KM-04, Occupational Health and Safety Management, NQF Level 5, Credits 38
- 226302001-KM-05, Operations Management and Supervision, NQF Level 5, Credits 6

Total number of credits for Knowledge Modules: 76

Practical Skill Modules:

- 226302001-PM-01, Represent the needs of employees with regard to Occupational Health and Safety matters , NQF Level 3, Credits 8
- 226302001-PM-02, Inspect work places, identify hazards and risks and take immediate action to ensure health and safety in the workplace, NQF Level 3, Credits 4
- 226302001-PM-03, Consult with employees and raise their needs and issues at, NQF Level 2, Credits 4
- 226302001-PM-04, Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work , NQF Level 4, Credits 16
- 226302001-PM-05, Coordinate the work activities of occupational, health and safety representatives, NQF Level 4, Credits 6

- 226302001-PM-06, Develop a risk profile and legal register for a designated work area , NQF Level 5, Credits 6
- 226302001-PM-07, Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes , NQF Level 5, Credits 4
- 226302001-PM-08, Advise on the establishment maintenance and improvement of emergency response and preparedness , NQF Level 5, Credits 8
- 226302001-PM-09, Manage the effectiveness of operational Occupational Health and Safety systems, NQF Level 5, Credits 6

Total number of credits for Practical Skill Modules: 62

This qualification also requires the following Work Experience Modules:

- 226302001-WM-, Exposure to the workplace examination processes, NQF Level 2, Credits 12
- 226302001-WM-02, Exposure to the processes of representing the occupational health and safety needs of employees, NQF Level 3, Credits 4
- 226302001-WM-03, Exposure to occupational risk management processes, NQF Level 4, Credits 12
- 226302001-WM-04, Exposure to the processes of selecting, appointing and managing occupational health and safety representatives, NQF Level 4, Credits 8
- 226302001-WM-05, Exposure to the processes of developing and implementing occupational health and safety systems, NQF Level 5, Credits 48
- 226302001-WM-06, Exposure to the processes of monitoring and improving occupational health and safety systems, NQF Level 5, Credits 34

Total number of credits for Work Experience Modules: 118

## 2.2 Entry Requirements

Relevant work experience or an appropriate NQF level 4 qualification. (The technical work content is not covered in this qualification. Learners need to acquire the required technical skills, knowledge and experience through gaining work experience or qualifications in related technical occupations. Each industry will prescribe the technical requirements relevant to that industry.

## 3. Assessment Quality Partner Information

Name of body: DQS South Africa

Address of body: 2nd Floor, Process House 279 Kent Avenue Randburg 2194

Contact person name: Wesley Longueira

Contact person work telephone number: +27 (0)11 787-0

## 4. Part Qualification Curriculum Structure

### Part Qualification 1:

#### Title:

Occupational Health and Safety Representative, NQF Level 2, Credits 32

**Purpose:**

The Occupational Health and Safety Representative: Serve as a link between employees and management regarding safety and health aspects in the workplace, they monitor and inspect the workplace, record and investigate incidents and ensure that the Occupational Health and safety needs of employees are prioritised and dealt with.

**Applicable Modules (Rules of Combination)**

Knowledge Modules:

- 226302001-KM-01, Fundamentals of Occupational Health and Safety, NQF Level 2, Credits 9
- 226302001-KM-02, Fundamentals of Communication, NQF Level 3, Credits 6

Total number of credits for Knowledge Modules: 15

Practical Skill Modules:

- 226302001-PM-01, Represent the needs of employees with regard to Occupational Health and Safety matters , NQF Level 3, Credits 8
- 226302001-PM-02, Inspect work places, identify hazards and risks and take immediate action to ensure health and safety in the workplace, NQF Level 3, Credits 4
- 226302001-PM-03, Consult with employees and raise their needs and issues at, NQF Level 2, Credits 4

Total number of credits for Practical Skill Modules: 16

This qualification also requires the following Work Experience Modules:

- 226302001-WM-, Exposure to the workplace examination processes, NQF Level 2, Credits 12
- 226302001-WM-02, Exposure to the processes of representing the occupational health and safety needs of employees, NQF Level 3, Credits 4

Total number of credits for Work Experience Modules: 16

Assessment Qualification Standards:

- Facilitate and support actions to eliminate or control hazards in order to minimise risks in a designated work area.

**Part Qualification 2:****Title:**

Full Time Representative/OHS Assistant, NQF Level 3, Credits 49

**Purpose:**

The purpose of this part qualification is to enable full time Occupational Health and Safety Representatives/Assistant OHS Officers to master all the knowledge practical skills and work experience to function effectively within industry

**Applicable Modules (Rules of Combination)**

Knowledge Modules:

- 226302001-KM-03, Occupational Health and Safety applications, NQF Level 4, Credits 17

Total number of credits for Knowledge Modules: 17

Practical Skill Modules:

- 226302001-PM-04, Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work , NQF Level 4, Credits 16
- 226302001-PM-05, Coordinate the work activities of occupational, health and safety representatives, NQF Level 4, Credits 6

Total number of credits for Practical Skill Modules: 22

This qualification also requires the following Work Experience Modules:

- 226302001-WM-03, Exposure to occupational risk management processes, NQF Level 4, Credits 12
- 226302001-WM-04, Exposure to the processes of selecting, appointing and managing occupational health and safety representatives, NQF Level 4, Credits 8

Total number of credits for Work Experience Modules: 20

Assessment Qualification Standards:

- Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems.



## **SECTION 2: OCCUPATIONAL PROFILE**

### **1. Occupational Purpose**

Serve as a facilitator and advisor to employees and management regarding safety and health aspects in the workplace including the monitoring and inspecting of the workplace, the recording and investigation of incidents and accidents. They also implement and maintain Occupational Health and Safety systems in order to ensure a safe and healthy work environment.

### **2. Occupational Tasks**

- Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work (NQF Level 3)
- Facilitate and support actions to eliminate or control hazards in order to minimise risks in a designated work area (NQF Level 4)
- Represent the needs of employees with regard to Occupational Health and Safety matters (NQF Level 3)
- Participate in the planning and implementation of operational occupational health and safety management systems (NQF Level 5)
- Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems (NQF Level 5)

### **3. Occupational Task Details**

#### **3.1. Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work (NQF Level 3)**

##### **Unique Product or Service:**

Occupational health and safety hazards identified and risks determined

##### **Occupational Responsibilities:**

- Conduct and participate in workplace risk assessments
- Conduct ongoing day to day observations of work environments

##### **Occupational Contexts:**

- Exposure to the processes of inspecting workplaces and conducting risk assessments

#### **3.2. Facilitate and support actions to eliminate or control hazards in order to minimise risks in a designated work area (NQF Level 4)**

##### **Unique Product or Service:**

Workplace hazards and risks mitigated

##### **Occupational Responsibilities:**

- Recommend actions to deal with hazards and mitigate risks
- Stop work that is done in an unsafe environment or executed unsafely.

- Present to decision makers improved ways of dealing with hazards.

**Occupational Contexts:**

- Exposure to the processes of taking actions to eliminate, control and manage hazards and minimise risks

**3.3. Represent the needs of employees with regard to Occupational Health and Safety matters (NQF Level 3)**

**Unique Product or Service:**

Employees represented regarding occupational Health and safety issues

**Occupational Responsibilities:**

- Consult with employees and raise their needs and issues at Health and Safety Meetings
- Participate in the development of the code of practice and standard operating procedures.

**Occupational Contexts:**

- Exposure to the processes of representing the needs of employees regarding Occupational Health and Safety

**3.4. Participate in the planning and implementation of operational occupational health and safety management systems (NQF Level 5)**

**Unique Product or Service:**

Operational Occupational Health and Safety system planned and implemented

**Occupational Responsibilities:**

- Develop a risk profile and legal register for a designated work area
- Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes
- Advise on the establishment maintenance and improvement of emergency response and preparedness

**Occupational Contexts:**

- Exposure to the processes of planning and implementing operational occupational Health and safety management systems

**3.5. Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems (NQF Level 5)**

**Unique Product or Service:**

Effectively operating operational Occupational Health and Safety systems.

**Occupational Responsibilities:**

- Manage the effectiveness of operational Occupational Health and Safety systems
- Participate in processes to continually improve operational Occupational Health and Safety systems

**Occupational Contexts:**

- Exposure to the processes of continually monitoring and improving Occupational Health and safety systems

## **SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS**

### **SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS**

List of Knowledge Modules for which Specifications are included

- 226302001-KM-01, Fundamentals of Occupational Health and Safety, NQF Level 2, Credits 9
- 226302001-KM-02, Fundamentals of Communication, NQF Level 3, Credits 6
- 226302001-KM-03, Occupational Health and Safety applications, NQF Level 4, Credits 17
- 226302001-KM-04, Occupational Health and Safety Management, NQF Level 5, Credits 38
- 226302001-KM-05, Operations Management and Supervision, NQF Level 5, Credits 6

## **1. 226302001-KM-01, Fundamentals of Occupational Health and Safety, NQF Level 2, Credits 9**

### **1.1 Purpose of the Knowledge Modules**

The main focus of the learning in this knowledge module is to build an understanding of the key quality and safety issues that impact on the productivity of employees. The learning includes the key issues relevant to the procedural and legal aspects required to monitor work progress and the use of equipment and instruments.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: Roles and responsibilities of the Occupational Health and safety representative as set out in the relevant legislation (Intermediate) (30%)
- KM-01-KT02: Legislative requirements related to Occupational health and safety (Basic) (10%)
- KM-01-KT03: Definitions of and difference between Occupational Health, Occupational Safety and Environmental management. (Basic) (10%)
- KM-01-KT04: Concept of behavioural safety management (Basic) (10%)
- KM-01-KT05: Concepts and principles of emergency preparedness and response (Basic) (20%)
- KM-01-KT06: The principles of hazards identification and risks assessment(Basic) (5%)
- KM-01-KT07: Principles of safe working practices in and around the place of work (Intermediate) (5%)
- KM-01-KT08: Techniques of accident and incident investigation (5%)
- KM-01-KT09: Roles and responsibilities of the various stakeholders in a workplace regarding Occupational Health and Safety (Intermediate) (5%)

### **1.2 Guidelines for Topics**

#### **1.2.1. KM-01-KT01: Roles and responsibilities of the Occupational Health and safety representative as set out in the relevant legislation (Intermediate) (30%)**

##### ***Topic elements to be covered include:***

- KT0101 Explain the purpose of the Occupational health and Safety representative: a. Functions as described in the legislation; b. Rights and duties of the employer and employees regarding occupational health and safety; c. Rights and powers of health safety representatives.
- KT0102 Describe the process for appointing Occupational Health and safety representatives: a. Negotiation and consultation process; b. designation of the working places; c. Qualification requirements of representatives; d. Election and appointment of the representatives.
- KT0103 Explain the functions of the occupational Health and safety Committees: a. Structure of the various committees; b. Rights and powers of the Occupational Health and Safety committees; c. Legal obligation to support the work of the committees. e. The importance of compliance with the relevant legislation

##### ***Internal Assessment Criteria and Weight***

- IAC0101 Given scenarios relating to the work of Occupational Health and Safety representatives in various occupational settings be able to: a. Identify where the legal rights and duties of the Occupational Health and Safety representative is being ignored and/or exceeded; b. Indicate if the

correct processes are being used to select and appoint the Occupational Health and safety representative and how these processes can be improved; c. Identify where the incorrect structuring of Occupational Health and Safety Committees are hampering the effective functioning of the Occupational Health and Safety representative and how these deviations present a risk to the organisation.

**(Weight 30%)**

#### **1.2.2. KM-01-KT02: Legislative requirements related to Occupational health and safety (Basic) (10%)**

**Topic elements to be covered include:**

- KT0201 Explain the purpose and structure of the relevant legislation applicable to a specific workplace. a. Identify sections of the act and the regulations relevant to the learners place of work; b. Explain the objectives of the act.
- KT0202 . Explain the difference between the various legislative instruments: a. Act b. Regulation; c. Code of Practice; d. Policy; e. Procedure; f. Standards

**Internal Assessment Criteria and Weight**

- IAC0201 Given descriptions of various working environments and a list of the relevant legislation with the purpose of each of the pieces of legislation. Be able to: a. Correctly identify the sections of legislation that will be applicable to managing Occupational Health and Safety in each of the work environments; b. With reference to the learning material correctly explain the difference between the various types and levels of legislation.

**(Weight 10%)**

#### **1.2.3. KM-01-KT03: Definitions of and difference between Occupational Health, Occupational Safety and Environmental management. (Basic) (10%)**

**Topic elements to be covered include:**

- KT0301 1. Define and describe occupational health, safety and environmental control: a. Objectives of each of the functions; b. Key roles and responsibilities of the various disciplines.

**Internal Assessment Criteria and Weight**

- IAC0301 Explain what the different roles and responsibilities are of all the sub disciplines related to Occupational Health, Safety and Environment. (Including Occupational Hygiene, Medicine etc.)

**(Weight 10%)**

#### **1.2.4. KM-01-KT04: Concept of behavioural safety management (Basic) (10%)**

**Topic elements to be covered include:**

- KT0401 Explain what is meant by behaviour and how the behaviour of people influence their health and safety
- KT0402 Describe the factors that influence the behaviour of people and give examples of this in a work environment

- KT0403 Identify and explain the role of behavioral modification in influencing the overall health and safety of employees
- KT0404 Explain what contribution leadership can make towards creating a culture where unacceptable behaviour regarding health and safety issues are not tolerated

***Internal Assessment Criteria and Weight***

- IAC0401 Given at least three different safety behaviour scenarios be able to; a. Identify the correct safety behaviours; b. Identify incorrect safety behaviours; c. Describe what must be done to improve the safety behaviours.

***(Weight 10%)***

**1.2.5. KM-01-KT05: Concepts and principles of emergency preparedness and response (Basic) (20%)**

***Topic elements to be covered include:***

- KT0501 Explain the definition of an emergency and give examples of typical emergencies that could occur in the workplace;
- KT0502 Explain the difference between preparedness and response and give examples of typical preparedness and response actions;
- KT0503 Describe the roles of the various role players to ensure that an organisation is adequately prepared for emergencies;
- KT0504 Describe the roles of the various role players when an emergency occur.

***Internal Assessment Criteria and Weight***

- IAC0501 Given different business scenarios and descriptions of various emergencies be able to; a. Indicate what emergency plans must be in place in the typical businesses; b. Identify what was done correctly when dealing with the different emergencies; c. Describe the responsibilities of the various role players in the given emergencies.

***(Weight 20%)***

**1.2.6. KM-01-KT06: The principles of hazards identification and risks assessment(Basic) (5%)**

***Topic elements to be covered include:***

- KT0601 Give practical examples to explain what a hazard is and how hazards relate to risks
- KT0602 . Explain the concept of priority setting and relate it to the process of hazard and risk rating

***Internal Assessment Criteria and Weight***

- IAC0601 Given scenarios of typical workplace situations learners will indicate all the hazards in the given scenario and describe the risks that these hazards bring about (Weight: 100%)

***(Weight 5%)***

**1.2.7. KM-01-KT07: Principles of safe working practices in and around the place of work (Intermediate) (5%)**

***Topic elements to be covered include:***

- KT0701 Explain what is meant by a working practice using practical examples (NQF Level: 2)
- KT0702 Explain the concept of habits and how good and bad habits can be established with specific reference to occupational health and safety situations (NQF Level: 2)

***Internal Assessment Criteria and Weight***

- IAC0701 Using experiences from personal work life learners describe typical safe and unsafe work practices (Weight: 5%)

***(Weight 5%)***

**1.2.8. KM-01-KT08: Techniques of accident and incident investigation (5%)**

***Topic elements to be covered include:***

- KT0801 Explain the difference between an accident and incident (NQF Level: 2)
- KT0802 Describe the generally accepted hierarchy of how incidents lead to accidents (NQF Level: 2)
- KT0803 Explain the basic process of accident and incident investigation (NQF Level: 2)

***Internal Assessment Criteria and Weight***

- IAC0801 Using a practical workplace example describe the process of investigating accidents and incidents (Weight: 5%)

***(Weight 5%)***

**1.2.9. KM-01-KT09: Roles and responsibilities of the various stakeholders in a workplace regarding Occupational Health and Safety (Intermediate) (5%)**

***Topic elements to be covered include:***

- KT0901 List the key stakeholders that are involved in the prevention of accidents and incidents in the workplace (NQF Level: 2)
- KT0902 Describe the role of each of the key stakeholders in preventing accidents and incidents
- KT0903 Explain the consequences when a stakeholder does not execute their duty in accident/incident prevention (NQF Level: 2)
- KT0904 Explain the role of the safety representative when one of the other stakeholders do not do what is expected of them (NQF Level: 2)

***Internal Assessment Criteria and Weight***

- IAC0901 Given a list of stakeholders accurately indicate what each of them must do to prevent accidents and incidents (Weight: 100%)

***(Weight 5%)***



### 1.3 Provider Programme Accreditation Criteria

#### *Physical Requirements:*

- Providers must have access to:
  - a. Back up facilitators;
  - b. A physical address and access to proper lecture facilities, audio visual aids and equipment with appropriate contingencies;
  - c. Maximum facilitator/learner ratio should not exceed 1:15;
  - d. Venues must have adequate seating, and ergonomic requirements to cater for the number of learners.
  - e. Facilities must be provided for break away sessions and all the simulations and other resources as stipulated in the module specifications.
  - f. Appropriate learning resources must be available and accessible to meet the requirements as set out in the curriculum.
  - g. All learners must be provided with easy access to the required learning materials and resources.
  - h. Providers must have the administrative ability to maintain records of all learners and monitor the progress of the learners.
  - i. Providers must have adequate policies and procedures in place to review and manage the progress of learners and learners must have access to their progress reports.
  - j. Providers must be able to access and comply with reporting requirements as set by the External assessment Quality Partner.

#### *Human Resource Requirements:*

- Facilitators of learning must:
  - a. Be in possession of a recognized qualification in the field of OHS at a level of at least NQF 3 or equivalent;
  - b. Have completed at least three years relevant work experience;
  - c. Be in possession of a recognised Adult Learning qualification at the level of at least a Facilitator Certificate. ☐ or prove this through relevant recognition of prior learning.
  - e. Appropriate arrangements must be in place to conduct learner assessments in a fair and equitable manner.

#### *Legal Requirements:*

- The providers must prove an acceptable arrangement of co-operation with recognised employers to facilitate the practical skills and assist learners to get exposure to the work experience components;
- b. Facilities must comply with all relevant regulatory requirements;
- c. Providers must obtain and retain ISO certification.

### 1.4 Exemptions

- No exemptions were identified providers must apply to the AQP to have programmes recognised for purposes of exemption.

## **2. 226302001-KM-02, Fundamentals of Communication, NQF Level 3, Credits 6**

### **2.1 Purpose of the Knowledge Modules**

The main focus of the learning in this knowledge module is to build an understanding of the theory that underpins the effective application of basic communication skills with specific relevance to the occupational health and safety environment

The learning will enable learners to demonstrate an understanding of:

- KM-02-KT01: Concepts and theories of coaching, influencing people in an assertive manner and dealing with conflict. (Intermediate) (50%)
- KM-02-KT02: Principles and ethics of auditing (Advanced) (50%)

### **2.2 Guidelines for Topics**

#### **2.2.1. KM-02-KT01: Concepts and theories of coaching, influencing people in an assertive manner and dealing with conflict. (Intermediate) (50%)**

##### ***Topic elements to be covered include:***

- KT0101 Explain a basic communication model and describe workplace strategies to overcome the typical barriers to communication; (NQF Level: 3)
- KT0102 Describe what is meant by coaching, influencing people, assertiveness and conflict; (NQF Level: 3)
- KT0103 Explain a basic model for coaching; (NQF Level: 3)
- KT0104 Explain what is meant by communication behaviours and communication processes and identify the basic communication behaviours that will enhance effective communication; (NQF Level: 3)
- KT0105 Describe the difference between assertiveness and aggressiveness and give examples of each; (NQF Level: 3)
- KT0106 Describe basic strategies for preventing and managing conflict; (NQF Level: 3)
- KT0107 Explain the need for dealing with issues in an assertive manner; (NQF Level: 3)
- KT0108 Describe the concepts and principles of effective communication and internal consulting

##### ***Internal Assessment Criteria and Weight***

- IAC0101 Given a range of individual and group communication, conflict and understanding gap scenarios be able to: a. Indicate how the model of communication applies to solving communication and conflict problems; b. Draw up appropriate coaching plans for subordinates; c. Indicate the process of effectively influencing people to work according to standards. (Weight: 100%)

***(Weight 50%)***

#### **2.2.2. KM-02-KT02: Principles and ethics of auditing (Advanced) (50%)**

##### ***Topic elements to be covered include:***

- KT0201 Explain what is meant by ethics and why ethical behaviour is always important

- KT0202 Describe the consequences of unethical behaviour on occupational health and safety; (NQF Level: 3)
- KT0203 Describe how an occupational health and safety monitoring system relies on ethical behavior to ensure its effectiveness. (NQF Level: 3)

### ***Internal Assessment Criteria and Weight***

- IAC0201 Given various scenarios reflecting conduct within a workplace during auditing learners will indicate ethical and unethical behaviour and they will accurately explain the potential impact of such behaviour on the organisation (Weight: 100%)

***(Weight 50%)***

## **2.3 Provider Programme Accreditation Criteria**

### ***Physical Requirements:***

- Providers must have access to:
  - a. Back up facilitators;
  - b. A physical address and access to proper lecture facilities, audio visual aids and equipment with appropriate contingencies;
  - c. Maximum facilitator/learner ratio should not exceed 1:15;
  - d. Venues must have adequate seating, and ergonomic requirements to cater for the number of learners.
  - e. Facilities must be provided for break away sessions and all the simulations and other resources as stipulated in the module specifications.
  - f. Appropriate learning resources must be available and accessible to meet the requirements as set out in the curriculum.
  - g. All learners must be provided with easy access to the required learning materials and resources.
  - h. Providers must have the administrative ability to maintain records of all learners and monitor the progress of the learners.
  - i. Providers must have adequate policies and procedures in place to review and manage the progress of learners and learners must have access to their progress reports.
  - j. Providers must be able to access and comply with reporting requirements as set by the External assessment Quality Partner.

### ***Human Resource Requirements:***

- Facilitators of learning must:
  - a. Be in possession of a recognized qualification in the field of OHS at a level of at least NQF 3 or equivalent;
  - b. Have completed at least three years relevant work experience;

- c. Be in possession of a recognised Adult Learning qualification at the level of at least a Facilitator Certificate. or prove this through relevant recognition of prior learning.
- e. Appropriate arrangements must be in place to conduct learner assessments in a fair and equitable manner.

*Legal Requirements:*

- The providers must prove an acceptable arrangement of co-operation with recognised employers to facilitate the practical skills and assist learners to get exposure to the work experience components;
- b. Facilities must comply with all relevant regulatory requirements;
- c. Providers must obtain and retain ISO certification.

## **2.4 Exemptions**

- No exemptions were identified providers must apply to the AQP to have programmes recognised for purposes of exemption.

### **3. 226302001-KM-03, Occupational Health and Safety applications, NQF Level 4, Credits 17**

#### **3.1 Purpose of the Knowledge Modules**

The main focus of the learning in this knowledge module is to build an understanding of the key theories, concepts and principles required to process the required data and provide Occupational Health and Industrial Hygiene services in the capacity as a Safety and Health Officer.

The learning will enable learners to demonstrate an understanding of:

- KM-03-KT01: Principles, concepts and processes of hazard identification, risk assessment and control (Intermediate) (10%)
- KM-03-KT02: Techniques of accident and incident investigation (10%)
- KM-03-KT03: Principles of occupational hygiene measuring instruments and the interpretation of the readings in terms of the threshold limits of such measurements (Basic) (10%)
- KM-03-KT04: Principles of safe working practices in and around the place of work (Intermediate) (10%)
- KM-03-KT05: Criteria and standards for effective documentation and document control (Advanced) (20%)
- KM-03-KT06: Concepts and principles of cause and effect analysis and how this applies to occupational hazard identification and risk assessment. and incident and accident investigation.(Advanced) (10%)
- KM-03-KT07: Principles, concepts and processes of hazard identification, risk assessment and control(Intermediate) (10%)
- KM-03-KT08: Concepts, principles and leading practices associated with continuous improvement (Intermediate) (10%)
- KM-03-KT09: Concepts and principles of change management and how to apply these principles when implementing new systems. (Intermediate) (10%)

#### **3.2 Guidelines for Topics**

##### **3.2.1. KM-03-KT01: Principles, concepts and processes of hazard identification, risk assessment and control (Intermediate) (10%)**

***Topic elements to be covered include:***

- KT0101 Describe the process of hazard identification and risk assessment giving practical examples of how it is done in different work environments; a. Steps for identifying hazards; b. Different processes of classifying hazards; c. Typical process for identifying the related risks; d. Methods of classifying and describing significant risks; e. Scope (stakeholders, techniques and area); f. Various process steps for conducting the assessment g. Implementation steps; h. Monitoring and reporting process. (NQF Level: 4)
- KT0102 Explain the difference and interrelationship between hazards and risks: a. Definition of a Hazard; b. Definition of a Risk; c. The cause and effect relationship between hazards and risks; (NQF Level: 4)
- KT0103 Describe what is meant by controls and give examples of controls to prevent hazards from causing incidents as well as controls to mitigate the consequences when a hazard does cause an

accident/incident. Explain the hierarchy of control of hazards and risks: a. Description as per the Health and safety regulations. (NQF Level: 4)

- KT0104 Explain the legal requirements regarding hazard identification and risk assessment. Describe the various sources of hazards: a. Different types of hazards; b. The impact of the various hazards; c. The sources of the different types of hazards; d. Energy as a source of hazard (what this is and how it works) (NQF Level: 4)

***Internal Assessment Criteria and Weight***

- IAC0101 Given various scenarios of work situations with different hazards and potential risks. Be able to: Without reference to the learning material: a. Identify the various hazards; b. Classify the hazards in terms of the potential for causing injury or damage; c. Describe the associated risks and d. Indicate the relevant controls that can be put in place.

***(Weight 10%)***

**3.2.2. KM-03-KT02: Techniques of accident and incident investigation (10%)**

***Topic elements to be covered include:***

- KT0201 Explain the difference between accidents and incidents; (NQF Level: 4)
- KT0202 Use examples to explain the interrelationship of accidents and incidents giving the typical statistical model of how incidents eventually lead to accidents; (NQF Level: 4)
- KT0203 Describe the legal requirements regarding the need to investigate and report on all accidents and incidents; (NQF Level: 4)
- KT0204 Describe the typical process for investigating accidents and incidents; (NQF Level: 4)
- KT0205 Describe the criteria for effective accident and incident investigation. (NQF Level: 4)

***Internal Assessment Criteria and Weight***

- IAC0201 Given various accident and incident investigation scenarios identify the extent to which the investigations were effective and the appropriate criteria for effective investigations was met and motivate the reasons why the criteria is important

***(Weight 10%)***

**3.2.3. KM-03-KT03: Principles of occupational hygiene measuring instruments and the interpretation of the readings in terms of the threshold limits of such measurements (Basic) (10%)**

***Topic elements to be covered include:***

- KT0301 Explain the potential occupational health hazards and routes of entry into the body;
- KT0302 Identify the typical occupational hygiene measurements that is taken within industry; (NQF Level: 4)
- KT0303 Identify the instruments that are used to take typical occupational hygiene measurements with regards to: a. Airborne pollutants; b. Biological agents; c. Dermal exposure and surface contamination; d. Physical agents; e. Ergonomics; f. Air velocity and pressure; g. Water quality; h. Chemical agents; etc (NQF Level: 4)

- KT0304 Explain where the threshold limits for the various occupational hygiene measurements can be obtained. a. Legal requirements; b. Roles of the various stakeholders in determining the levels; c. Role of safety representatives and employees in ensuring that they work in safe and healthy environments. (NQF Level: 4)

***Internal Assessment Criteria and Weight***

- IAC0301 Given several occupational hygiene reports covering different stressors be able to: a. Determine the extent of legal compliance; b. Grounds for referral for professional inputs.

***(Weight 10%)***

**3.2.4. KM-03-KT04: Principles of safe working practices in and around the place of work (Intermediate) (10%)**

***Topic elements to be covered include:***

- KT0401 Identify and explain the safety practices required for working environments. (NQF Level: 4)
- KT0402 Identify and explain the health and safety practices relevant to the machinery, tools and equipment used in work environments. (NQF Level: 4)
- KT0403 Identify and explain the specific safety practices required for the range of work activities relevant to a specific work area. (NQF Level: 4)
- KT0404 Identify and explain the emergency preparedness and response relevant to work areas. (NQF Level: 4)

***Internal Assessment Criteria and Weight***

- IAC0401 Given various scenarios of safe and unsafe acts and work conditions with different practices being applied be able to: a. Identify correct safe work practices; b. Identify equipment that is unsafe or defective; c. Identify relevant emergency preparedness responses

***(Weight 10%)***

**3.2.5. KM-03-KT05: Criteria and standards for effective documentation and document control (Advanced) (20%)**

***Topic elements to be covered include:***

- KT0501 Explain the document and record classification process for Occupational Health and Statutory documentation and records (Long retention period); b. Confidential documents and records; c. Resources and reference material; d. Other media (manuals, DVDs drawings etc.) (NQF Level: 4)
- KT0502 Describe the principles for record keeping and archiving documents. (NQF Level: 4)
- KT0503 Describe the principles for backup and retention of critical documents and records. a. Retention periods; b. Review and updates; c. Disposals (NQF Level: 4)
- KT0504 . Explain the principles of document and record security: a. Statutory requirements; b. Classified documents; c. Unclassified documents. d. Access control; e. Physical security (NQF Level: 4)



- KT0505 Describe the criteria for the quality of Occupational Health and Safety documentation. (NQF Level: 4)

***Internal Assessment Criteria and Weight***

- IAC0501 Given a range of Occupational health and Safety media, reports and documents. Be able to: a. Classify the documents regarding the need for security and retention; b. Identify deficiencies in the document control systems used; c. Indicate appropriate actions to improve the controls of the documents and media; d. Indicate how to continually optimise the effectiveness of document control.

***(Weight 20%)***

**3.2.6. KM-03-KT06: Concepts and principles of cause and effect analysis and how this applies to occupational hazard identification and risk assessment. and incident and accident investigation.(Advanced) (10%)**

***Topic elements to be covered include:***

- KT0601 Define what is meant by cause and effect and give examples of how this applies to hazard identification, risk assessment and accident/incident investigation. (NQF Level: 4)
- KT0602 Explain how a cause and effect analysis works and how it applies to risk assessment, hazard identification and incident/accident investigation. (NQF Level: 4)
- KT0603 Explain what is meant by preventative, corrective and contingency actions and give examples of how this is applied in hazard identification, risk assessment and accident/incident investigations. a. Cover pre-contact, contact and post contact controls. (NQF Level: 4)

***Internal Assessment Criteria and Weight***

- IAC0601 Given descriptions of various accidents and incidents in different industries and work environments. Be able to: a. Indicate how these situations explain the concept of cause and effect b. Describe how a cause and effect analysis should be done in each of the given situations; c. Through examples explain each step in a typical cause and effect process.

***(Weight 10%)***

**3.2.7. KM-03-KT07: Principles, concepts and processes of hazard identification, risk assessment and control(Intermediate) (10%)**

***Topic elements to be covered include:***

- KT0701 Describe the process of hazard identification and risk assessment giving practical a. Steps for identifying hazards; b. Different processes of classifying hazards; c. Typical process for identifying the related risks; d. Methods of classifying and describing significant risks; e. Scope (stakeholders, techniques and area); f. Various process steps for conducting the assessment g. Implementation steps; h. Monitoring and reporting process. (NQF Level: 4)
- KT0702 Explain the difference and interrelationship between hazards and risks: a. Definition of a Hazard; b. Definition of a Risk; c. The cause and effect relationship between hazards and risks; (NQF Level: 4)
- KT0703 Describe what is meant by controls and give examples of controls to prevent hazards from causing incidents as well as controls to mitigate the consequences when a hazard does cause an

accident/incident. Explain the hierarchy of control of hazards and risks: a. Description as per the Health and safety regulations. (NQF Level: 4)

- KT0704 Explain the legal requirements regarding hazard identification and risk assessment. Describe the various sources of hazards: a. Different types of hazards; b. The impact of the various hazards; c. The sources of the different types of hazards; d. Energy as a source of hazard (what this is and how it works) (NQF Level: 4)

***Internal Assessment Criteria and Weight***

- IAC0701 Given various scenarios of work situations with different hazards and potential risks. Be able to: Without reference to the learning material: a. Identify the various hazards; b. Classify the hazards in terms of the potential for causing injury or damage; c. Describe the associated risks and d. Indicate the relevant controls that can be put in place.

***(Weight 10%)***

**3.2.8. KM-03-KT08: Concepts, principles and leading practices associated with continuous improvement (Intermediate) (10%)**

***Topic elements to be covered include:***

- KT0801 Describe what is meant by continuous improvement and how it manifests in the plan, do, check, act cycle: a. Comparison with the management functions (POLC); b. Discuss the principles of effective controls within the management functions (ISMECC)
- KT0802 Give examples of continuous improvement processes in various work places.
- KT0803 Describe the advantages and implications of the effective use of continuous improvement processes.
- KT0804 Explain the typical practices associated with continuous improvement processes: a. Occurrence management; b. Deviation and non conformance management; c. Lessons learnt and organisation wide implementation; d. Modification management; e. Proper commissioning and change management.
- KT0805 Explain the importance of standards and specifications in ensuring continuous improvement.

***Internal Assessment Criteria and Weight***

***(Weight 10%)***

**3.2.9. KM-03-KT09: Concepts and principles of change management and how to apply these principles when implementing new systems. (Intermediate) (10%)**

***Topic elements to be covered include:***

- KT0901 Define change and give reasons why the implementation of changes in an organisation must be managed;
- KT0902 Explain the typical responses of people to change and how they impact on the effectiveness of implementing changes in organisations.
- KT0903 Describe a typical change management process and give examples of what must be done to help people understand and accept change.

- KT0904 Give examples of the use of change management in relation to occupational health and safety issues.

### ***Internal Assessment Criteria and Weight***

***(Weight 10%)***

### **3.3 Provider Programme Accreditation Criteria**

#### ***Physical Requirements:***

- Providers must have access to:
  - a. Back up facilitators;
  - b. A physical address and access to proper lecture facilities, audio visual aids and equipment with appropriate contingencies;
  - c. Maximum facilitator/learner ratio should not exceed 1:15;
  - d. Venues must have adequate seating, and ergonomic requirements to cater for the number of learners.
  - e. Facilities must be provided for break away sessions and all the simulations and other resources as stipulated in the module specifications.
  - f. Appropriate learning resources must be available and accessible to meet the requirements as set out in the curriculum.
  - g. All learners must be provided with easy access to the required learning materials and resources.
  - h. Providers must have the administrative ability to maintain records of all learners and monitor the progress of the learners.
  - i. Providers must have adequate policies and procedures in place to review and manage the progress of learners and learners must have access to their progress reports.
  - j. Providers must be able to access and comply with reporting requirements as set by the External assessment Quality Partner.

#### ***Human Resource Requirements:***

- Facilitators of learning must:
  - a. Be in possession of a recognized qualification in the field of OHS at a level of at least NQF 3 or equivalent;
  - b. Have completed at least three years relevant work experience;
  - c. Be in possession of a recognised Adult Learning qualification at the level of at least a Facilitator Certificate. ☐ or prove this through relevant recognition of prior learning.
  - e. Appropriate arrangements must be in place to conduct learner assessments in a fair and equitable manner.

#### ***Legal Requirements:***

- The providers must prove an acceptable arrangement of co-operation with recognised employers to facilitate the practical skills and assist learners to get exposure to the work experience components;
- b. Facilities must comply with all relevant regulatory requirements;
- c. Providers must obtain and retain ISO certification.

### **3.4 Exemptions**

- No exemptions were identified providers must apply to the AQP to have programmes recognised for purposes of exemption.

## **4. 226302001-KM-04, Occupational Health and Safety Management, NQF Level 5, Credits 38**

### **4.1 Purpose of the Knowledge Modules**

The main focus of the learning in this knowledge module is to build an understanding of the theories and concepts associated with the establishment and management of occupational health and safety systems and processes

The learning will enable learners to demonstrate an understanding of:

- KM-04-KT01: The application of monitoring, evaluation and corrective action in occupational health and safety. (Intermediate) (20%)
- KM-04-KT02: Structure of the regulatory requirements regarding occupational health and safety and how it links to the occupational health and safety management system. (Advanced) (20%)
- KM-04-KT03: Occupational health and safety management systems and the key components of an effective system. (Advanced) (5%)
- KM-04-KT04: Fundamentals of Safety aspects related to industry and operations (10%)
- KM-04-KT05: Concepts and principles of interpreting and using occupational hygiene survey results. (Intermediate) (10%)
- KM-04-KT06: Concepts and principles of corporate and organisational governance and the regulatory requirements associated with governance. (Intermediate) (10%)
- KM-04-KT07: Concepts and principles of developing an emergency preparedness plan and process for different organisations and key approval, rehearsal and implementation steps. (Advanced) (5%)
- KM-04-KT08: Principles of developing and implementing operational controls.(Advanced) (5%)
- KM-04-KT09: Principles of effective auditing and inspection practices (5%)
- KM-04-KT10: Concept of integrated risk management and the role of the occupational health and safety function in risk management. (Intermediate) (5%)
- KM-04-KT11: Economics of occupational health and safety and how this impacts on the value chain (Intermediate) (5%)

### **4.2 Guidelines for Topics**

#### **4.2.1. KM-04-KT01: The application of monitoring, evaluation and corrective action in occupational health and safety. (Intermediate) (20%)**

***Topic elements to be covered include:***

- KT0101 Identify and describe the various monitoring tools used in occupational health and safety management: a. Inspection schedules and checklists; b. Critical equipment lists; c. Measuring equipment list; d. Measurement procedures and statistical trends; e. Calibration schemes and records; f. Maintenance system activities and results; g. Completed checklists (system audit outputs); h. Evidence of risk profiles and non-conformance reports. (NQF Level: 5)
- KT0102 Describe the evaluation processes used in occupational health and safety: a. What must be evaluated; b. Developing a protocol for evaluation; c. The criteria for conducting the evaluation; d. Process for collecting the relevant data; e. Data analysis and interpretation methods; f. Reporting processes and formats. (NQF Level: 5)

- KT0103 Describe the processes for defining and implementing corrective actions: a. The typical management processes for implementing recommendations; b. Consequences when recommendations are not implemented; c. Mechanisms to monitor the effective implementation of recommendations; d. Close out reports. (NQF Level: 5)
- KT0104 Describe the criteria for well-designed OHS policies, procedures and standards. (NQF Level: 5)

***Internal Assessment Criteria and Weight***

***(Weight 20%)***

**4.2.2. KM-04-KT02: Structure of the regulatory requirements regarding occupational health and safety and how it links to the occupational health and safety management system. (Advanced) (20%)**

***Topic elements to be covered include:***

- KT0201 . Explain the role and function of a legal register in facilitating legal compliance. (NQF level 5)
- KT0202 Explain the different levels of regulatory requirements (Laws, Conventions, treaties, policies, procedures, codes etc): a. International b. National; c. Provincial d. Local e. Organisational (NQF Level: 5)
- KT0203 Explain and give examples of the origin and structure of legislation: a. How laws originate; b. Different types of legislation; c. Principles of prosecution; d. Basic legal liability; e. Basic rule for the interpretation of legislation. (NQF Level: 5)

***Internal Assessment Criteria and Weight***

- IAC0201 Given a range of different business environments be able to identify and describe the applicable regulatory requirements and indicate what must be included in the legal registers for the various scenarios.

***(Weight 20%)***

**4.2.3. KM-04-KT03: Occupational health and safety management systems and the key components of an effective system. (Advanced) (5%)**

***Topic elements to be covered include:***

- KT0301 Identify all the requirements applicable to Health and Safety risk management. a. Legal (National, provincial and local); b. Specified internal requirements; c. Specified external requirement. (NQF Level: 6)
- KT0302 Interpret and explain the use of risk profiles when developing policies and procedures for Occupational Health and safety (NQF Level: 6)
- KT0303 Explain the generic processes for developing, approving and legitimizing policies, procedures and standards for OHS. (NQF Level: 6)
- KT0304 Describe and give examples of the consequences of inadequate communication of OHS policies, procedures and standards. (NQF Level: 6)

- KT0305 Explain what is meant by a system and what the difference is between systems and processes; (NQF Level: 6)
- KT0306 List the typical components of an effective OHS system: a. Hazard and risk identification; b. Development of systems for compliance; c. Communication and implementation of system requirements; d. Evaluation and correction of deviations. (NQF Level: 6)
- KT0307 Describe the South African national standard for OHS management systems. (SANS OHSAS 18001) and indicate how this aligns with the generic components of an effective OHS safety management system. (NQF Level: 6)

***Internal Assessment Criteria and Weight***

- IAC0301 Given a range of occupational circumstances relevant to different industries identify the key components of a required Occupational Health and Safety management system and develop a proposed system

***(Weight 5%)***

**4.2.4. KM-04-KT04: Fundamentals of Safety aspects related to industry and operations (10%)**

***Topic elements to be covered include:***

- KT0401 Describe the key technical aspects relevant to various industries and processes; (NQF Level:6)
- KT0402 Describe the basic value chain relevant to a range of operations and industries; (NQF Level: 6)
- KT0403 Describe the minimum technical standards relevant to various industries; (NQF Level: 6)

***Internal Assessment Criteria and Weight***

- IAC0401 Given typical business situations identify and describe the required health and safety measures and indicate how to go about determining the key technical health and safety aspects required using applicable frameworks and related technical knowledge.

***(Weight 10%)***

**4.2.5. KM-04-KT05: Concepts and principles of interpreting and using occupational hygiene survey results. (Intermediate) (10%)**

***Topic elements to be covered include:***

- KT0501 Describe the various Occupational Hygiene Monitoring techniques. RANGE: a. Thermal stress; b. Airborne pollutants; c. Noise; d. Vibrations; e. Radiation. (NQF Level: 5)
- KT0502 Identify the relevant monitoring techniques to use depending on the different routes of entry. (NQF Level: 5)
- KT0503 Interpret the results, in terms of Exposure Limits, of various Occupational Hygiene Measurements and indicate actions to deal with unacceptable results. RANGE: a. Occupational Exposure Limit, Time Weighted Average, Short Term Exposure Limits, Ceiling Limit. (NQF Level: 5)

- KT0504 Describe the different Occupational Hygiene Exposure limits. RANGE: Occupational Exposure Limit, Time Weighted Average, Short Term Exposure Limits, Ceiling Limit (NQF Level: 5)

***Internal Assessment Criteria and Weight***

***(Weight 10%)***

**4.2.6. KM-04-KT06: Concepts and principles of corporate and organisational governance and the regulatory requirements associated with governance. (Intermediate) (10%)**

***Topic elements to be covered include:***

***Internal Assessment Criteria and Weight***

- IAC0601 Given several scenarios depicting deficiencies with instrumentation, measurement techniques, misinterpretation of results and poor reporting be able to: a. Identify the actual deficiencies; b. Recommend preventative and corrective actions.

***(Weight 10%)***

**4.2.7. KM-04-KT07: Concepts and principles of developing an emergency preparedness plan and process for different organisations and key approval, rehearsal and implementation steps. (Advanced) (5%)**

***Topic elements to be covered include:***

- KT0701 Describe the critical steps in the cycle for establishing, implementing and maintaining emergency preparedness and response. a. Identify potential for emergency situations; b. Establish emergency response procedures; c. Identify required equipment; d. Identify response training requirements; e. Define periodic testing procedures; f. Establish review procedures. (NQF Level: 6)
- KT0702 Describe the considerations when designing and developing emergency preparedness and response: a. statutory requirements; b. SANS specifications; c. Threat analysis (Potential for emergency situations); d. Liaison with relevant parties. (NQF Level: 6)

***Internal Assessment Criteria and Weight***

- IAC0701 Given various industry requirements and descriptions of various emergency preparedness and response plans be able to: a. Develop comprehensive audit evaluation checklists (50 items); b. Assess the effectiveness of the given response and preparedness plans.

***(Weight 5%)***

**4.2.8. KM-04-KT08: Principles of developing and implementing operational controls.(Advanced) (5%)**

***Topic elements to be covered include:***

- KT0801 Explain the concept of safe work practices and how this relates to the standardisation of the right way of doing work; (NQF Level: 6)
- KT0802 Describe and give examples of the main categories of work that must be controlled from an occupational health and safety perspective: a. Plant; b. Machinery; c. Premises d. Tools and Equipment; e. Materials and substances; f. Workplace; g. People h. Activities (NQF Level: 6)



- KT0803 Identify and describe the principles for instituting operational controls in each of the identified categories. a. Design and specification controls; b. Procurement controls; c. Pre, post and operational use controls; d. Commissioning and training controls; e. Planned maintenance, inspection and test controls; f. Decommissioning, rehabilitation and closure; g. Waste and disposal. (NQF Level: 6)

***Internal Assessment Criteria and Weight***

- IAC0801 Given various business environments and the project life cycle. Be able to: a. Through a process of identification and assessment describe the typical deficiencies related to each stage in the life cycle relevant to people, equipment, plant and machinery and the environment that will result in poor operational control.

***(Weight 5%)***

**4.2.9. KM-04-KT09: Principles of effective auditing and inspection practices (5%)**

***Topic elements to be covered include:***

- KT0901 Describe the context and scope of various audits and inspections. (NQF Level: 5)
- KT0902 Explain and compare the critical quality requirements for audits and inspections. (NQF Level: 5)
- KT0903 Explain the respective steps of an effective audit and inspection process (NQF Level: 5)
- KT0904 Explain the criteria for the effective communication of audit and inspection results (NQF Level: 5)
- KT0905 List and describe other ways of measuring for compliance. (NQF Level: 5)
- KT0906 Describe how, when and what to measure for compliance by means of audits and inspections (NQF Level: 5)

***Internal Assessment Criteria and Weight***

- IAC0901 Given a specific industry scenario related to modification and construction activities prepare a comprehensive internal audit plan covering all regulatory and risk management aspects of Occupational Health and Safety

***(Weight 5%)***

**4.2.10. KM-04-KT10: Concept of integrated risk management and the role of the occupational health and safety function in risk management. (Intermediate) (5%)**

***Topic elements to be covered include:***

- KT1001 Explain the concept of risk management: a. what a baseline risk assessment is; b. Issue based risk assessment; c. Continuous risk assessment in accordance with the applicable International standards (OHSAS 18001, ISO 14001, ISO 9001) (NQF Level: 6)
- KT1002 List all the elements that must be considered in an integrated risk management system. a. Hazard Identification and analysis; b. Risk assessment processes; c. Risk quantification; d. Design and implementation of control measures; e. The need for effective risk communication and liaison with interested and affected parties. (NQF Level: 6)

- KT1003 Explain the principles and effects of cross impact analysis in risk assessment a. Give examples of where cross impact analysis is used in risk assessment; b. Explain the various techniques for conducting cross impact analysis. (NQF Level: 6)
- KT1004 Explain the basic principles of the economics of mitigation and control of risks. a. Legal liability; b. reasonably practicable; c. Economic viability; d. Prioritization; e. Hierarchy of controls (NQF Level: 6)
- KT1005 Describe the various risk assessment techniques. a. HIRA; b. HAZOPS; c. Fault tree; d. Inspections and audits; e. Bow-tie analysis; f. FMEA (NQF Level: 6)

***Internal Assessment Criteria and Weight***

- IAC1001 Given various risk situations learners will be able to: a. Identify and describe the appropriate risk assessment processes to deal with the risks;

***(Weight 5%)***

**4.2.11. KM-04-KT11: Economics of occupational health and safety and how this impacts on the value chain (Intermediate) (5%)**

***Topic elements to be covered include:***

- KT1101 Calculate and explain the short, medium and long term costs of accidents and incidents: a. Direct and indirect costs; (Humane aspects, Socio economic impact of accidents and incidents, Ill Health as a result of exposure etc.) (NQF Level: 5)
- KT1102 Identify the potential economic value of effectively managing Occupational Health and Safety. (NQF Level: 5)
- KT1103 Explain and give examples of the elements of a typical Occupational Health and Safety budget; (NQF Level: 5)
- KT1104 Describe the process for developing and managing an appropriate Occupational Health and Safety budget. (NQF Level: 5)
- KT1105 Describe the impact of occupational health and safety performance on the value chain of a typical business. (NQF Level: 5)

***Internal Assessment Criteria and Weight***

- IAC1101 Given an integrated case exercise (Reports, statistics and data) be able to demonstrate the understanding as described in the learning activity guidelines.

***(Weight 5%)***

**4.3 Provider Programme Accreditation Criteria**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

**4.4 Exemptions**



## **5. 226302001-KM-05, Operations Management and Supervision, NQF Level 5, Credits 6**

### **5.1 Purpose of the Knowledge Modules**

The main focus of the learning in this knowledge module is to build an understanding of providing learners an opportunity to build their understanding of the key concepts and principles that underpin operations management

The learning will enable learners to demonstrate an understanding of:

- KM-05-KT01: Theories, concepts and principles of strategic planning and how this applies to occupational health and safety management. (Intermediate) (25%)
- KM-05-KT02: Learning and development process and cycle and how this is used to improve the effectiveness of occupational health and safety (Intermediate) (25%)
- KM-05-KT03: Concepts and principles of change management and how to apply these principles when implementing new systems. (Intermediate) (25%)
- KM-05-KT04: Concepts, principles and leading practices associated with continuous improvement (Intermediate) (25%)

### **5.2 Guidelines for Topics**

#### **5.2.1. KM-05-KT01: Theories, concepts and principles of strategic planning and how this applies to occupational health and safety management. (Intermediate) (25%)**

*Topic elements to be covered include:*

- KT0101 Describe the basic business system; (NQF Level: 6)
- KT0102 Describe the fundamental business planning process and describe the role of strategy in it; (NQF Level: 6)
- KT0103 Explain what is meant by: Strategy, vision, mission and business objectives; (NQF Level: 6)
- KT0104 Describe how the fundamental business processes are applied within the occupational health and safety environment. (NQF Level: 6)
- KT0105 Describe the concepts and principles of integrated value chain management. (NQF Level: 6)

#### **Internal Assessment Criteria and Weight**

- IAC0101 Given a range of OHS related problems in various business operations be able to: a. Describe the origin and impact of these problems in relation to the business system; b. Indicate the role that planning played in these problems and what needs to be changed in the planning processes to prevent similar problems in the future.

**(Weight 25%)**

#### **5.2.2. KM-05-KT02: Learning and development process and cycle and how this is used to improve the effectiveness of occupational health and safety (Intermediate) (25%)**

*Topic elements to be covered include:*

- KT0201 Explain the typical Learning and development life cycle ADDI; (NQF Level: 5)

- KT0202 Describe the impact of each element of the learning and development life cycle on Occupational Health and safety; (NQF Level: 5)
- KT0203 Describe the criteria for effective learning material (NQF Level: 5)
- KT0204 Explain the basic principles of adult learning (NQF Level: 5)

***Internal Assessment Criteria and Weight***

- IAC0202 Given various organisational OHS learning and development needs, competency profiles and descriptions of different learning and development structures, strategies and resources. Be able to: a. Identify possible deficiencies in the learning and development processes; b. Describe actions to deal with the given learning and development challenges

***(Weight 25%)***

**5.2.3. KM-05-KT03: Concepts and principles of change management and how to apply these principles when implementing new systems. (Intermediate) (25%)**

***Topic elements to be covered include:***

- KT0301 Define change and give reasons why the implementation of changes in an organisation must be managed; (NQF Level: 5)
- KT0302 Explain the typical responses of people to change and how they impact on the effectiveness of implementing changes in organisations. (NQF Level: 5)
- KT0303 Describe a typical change management process and give examples of what must be done to help people understand and accept change. (NQF Level: 5)
- KT0304 Give examples of the use of change management in relation to occupational health and safety issues. (NQF Level: 5)

***Internal Assessment Criteria and Weight***

- IAC0301 Given various occupational scenarios where new systems and/or processes are being introduced, use the change management principles to develop an appropriate programme to ensure the smooth implementation of these processes.

***(Weight 25%)***

**5.2.4. KM-05-KT04: Concepts, principles and leading practices associated with continuous improvement (Intermediate) (25%)**

***Topic elements to be covered include:***

- KT0401 Describe what is meant by continuous improvement and how it manifests in the plan, do, check, act cycle: a. Comparison with the management functions (POLC); b. Discuss the principles of effective controls within the management functions (ISMECC) (NQF Level: 5)
- KT0402 Give examples of continuous improvement processes in various work places. (NQF Level: 5)
- KT0403 Describe the advantages and implications of the effective use of continuous improvement processes. (NQF Level: 5)

- KT0404 Explain the typical practices associated with continuous improvement processes: a. Occurrence management; b. Deviation and non-conformance management; c. Lessons learnt and organisation wide implementation; d. Modification management; e. Proper commissioning and change management. (NQF Level: 5)
- KT0405 Explain the importance of standards and specifications in ensuring continuous improvement (NQF Level: 5)

***Internal Assessment Criteria and Weight***

- IAC0401 Given a range of organisational occupational health and safety scenarios describe the leading practices that can be applied to ensure continuous improvement

***(Weight 25%)***

**5.3 Provider Programme Accreditation Criteria**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

**5.4 Exemptions**

## SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS

### List of Practical Skill Module Specifications

- 226302001-PM-01, Represent the needs of employees with regard to Occupational Health and Safety matters , NQF Level 3, Credits 8
- 226302001-PM-02, Inspect work places, identify hazards and risks and take immediate action to ensure health and safety in the workplace, NQF Level 3, Credits 4
- 226302001-PM-03, Consult with employees and raise their needs and issues at, NQF Level 2, Credits 4
- 226302001-PM-04, Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work , NQF Level 4, Credits 16
- 226302001-PM-05, Coordinate the work activities of occupational, health and safety representatives, NQF Level 4, Credits 6
- 226302001-PM-06, Develop a risk profile and legal register for a designated work area , NQF Level 5, Credits 6
- 226302001-PM-07, Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes , NQF Level 5, Credits 4
- 226302001-PM-08, Advise on the establishment maintenance and improvement of emergency response and preparedness , NQF Level 5, Credits 8
- 226302001-PM-09, Manage the effectiveness of operational Occupational Health and Safety systems, NQF Level 5, Credits 6

## **1. 226302001-PM-01, Represent the needs of employees with regard to Occupational Health and Safety matters , NQF Level 3, Credits 8**

### **1.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to represent the occupational health and safety needs of employees in a work place

The learner will be required to:

- PM-01-PS01: Conduct a workplace health and safety meeting with team members, make inputs at meetings and record the results of meetings.
- PM-01-PS02: Remove employees from unsafe or unhealthy workplaces

### **1.2 Guidelines for Practical Skills**

#### **1.2.1. PM-01-PS01: Conduct a workplace health and safety meeting with team members, make inputs at meetings and record the results of meetings.**

##### ***Scope of Practical Skill***

Given Various inspection reports, appropriate and inappropriate documents tabled, presentations, incident reports, occupational hygiene monitoring reports, risk assessment reports and minutes of previous meetings, different workplace scenarios, relevant regulatory requirements, an organisational structure and a diverse team of workplace stakeholders the learner must be able to:

- PA0101 Develop a meeting terms of reference, agenda, meeting schedule, attendance register, meeting minute keeping template and meeting notification letters;
- PA0102 Analyse the given information and prepare for making presentations at the meeting;
- PA0103 Conduct/ chair the safety meeting
- PA0104 Take minutes of a safety meeting
- PA0105 Make presentations to safety meetings

##### ***Applied Knowledge***

- AK0101 Meeting procedures and the relevant regulatory requirements regarding occupational health and safety meetings
- AK0102 The use of the permissibility of information tabled at occupational health and safety meetings;
- AK0103 The importance of confidentiality of information discussed at meetings
- AK0104 The need for compliance with the distribution of minutes.

##### ***Internal Assessment Criteria***

- IAC0101 Evaluate: a. That all required participants for the meeting are identified; b. Relevance of the terms of reference and the agenda of the meeting related to the given information; c. Correct list of discussion documents; d. Effectiveness of the time planning for the meeting.
- IAC0102 Observe the use of proper behaviours, techniques and processes for chairing occupational health and safety meetings: a. The effectiveness of dealing with conflict in the meetings; b. Effectiveness of meeting time management; c. The extent to which the learner listens to inputs in the



meeting; d. The effectiveness of the formulation of resolutions; e. The extent to which the learner involves all participants in the meeting. f. The extent to which the learner identifies and deals with the barriers to meeting effectiveness

- IAC0103 Evaluate the accuracy and correctness of the minutes of the meetings
- IAC0104 Observe the effective use of presentation techniques; a. Appropriateness of the media used in the presentations; b. Time management of the presentation; c. Use of the proper sequencing of the presentation; d. Use of proper body language in conducting the presentation

### **1.2.2. PM-01-PS02: Remove employees from unsafe or unhealthy workplaces**

#### ***Scope of Practical Skill***

Given a simulated unsafe work environment with a number of employees the learner must be able to:

- PA0201 Identify the hazards and the risks
- PA0202 Communicate the situation to the appropriate levels of management
- PA0203 Instruct employees to safely shut down machines and equipment
- PA0204 Remove employees to a safe place

#### ***Applied Knowledge***

- AK0201 Observation techniques
- AK0202 Techniques for evacuating people

#### ***Internal Assessment Criteria***

- IAC0201 Observe the extent to which the learner applies the correct procedures for evacuating employees from the unsafe area

### **1.3 Provider Programme Accreditation Criteria**

#### ***Physical Requirements:***

- Providers must have access to:
  - a. Back up facilitators;
  - b. A physical address and access to proper lecture facilities, audio visual aids and equipment with appropriate contingencies;
  - c. Maximum facilitator/learner ratio should not exceed 1:15;
  - d. Venues must have adequate seating, and ergonomic requirements to cater for the number of learners.
  - e. Facilities must be provided for break away sessions and all the simulations and other resources as stipulated in the module specifications.
  - f. Appropriate learning resources must be available and accessible to meet the requirements as set out in the curriculum.

- g. All learners must be provided with easy access to the required learning materials and resources.
- h. Providers must have the administrative ability to maintain records of all learners and monitor the progress of the learners.
- i. Providers must have adequate policies and procedures in place to review and manage the progress of learners and learners must have access to their progress reports.
- j. Providers must be able to access and comply with reporting requirements as set by the External assessment Quality Partner.

*Human Resource Requirements:*

- Facilitators of learning must:
  - a. Be in possession of a recognized qualification in the field of OHS at a level of at least NQF 3 or equivalent;
  - b. Have completed at least three years relevant work experience;
  - c. Be in possession of a recognised Adult Learning qualification at the level of at least a Facilitator Certificate. or prove this through relevant recognition of prior learning.
  - e. Appropriate arrangements must be in place to conduct learner assessments in a fair and equitable manner.

*Legal Requirements:*

- The providers must prove an acceptable arrangement of co-operation with recognised employers to facilitate the practical skills and assist learners to get exposure to the work experience components;
- b. Facilities must comply with all relevant regulatory requirements;
- c. Providers must obtain and retain ISO certification.

#### **1.4 Exemptions**

- No exemptions were identified providers must apply to the AQP to have programmes recognised for purposes of exemption.

## **2. 226302001-PM-02, Inspect work places, identify hazards and risks and take immediate action to ensure health and safety in the workplace, NQF Level 3, Credits 4**

### **2.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to Practice the skills required to eliminate and/or control hazards in a designated work area.

The learner will be required to:

- PM-02-PS01: Inspect a range of work places, identify the hazards and determine the associated risks, indicating what actions must be taken to eliminate, mitigate and control the risks. (Includes reporting and record keeping)

### **2.2 Guidelines for Practical Skills**

#### **2.2.1. PM-02-PS01: Inspect a range of work places, identify the hazards and determine the associated risks, indicating what actions must be taken to eliminate, mitigate and control the risks. (Includes reporting and record keeping)**

##### ***Scope of Practical Skill***

Given various examples of work places (Photos, videos etc) and descriptions of different workplace scenarios (Health and safety sub Management system, current report formats, work conditions etc.). Within a simulated and then a controlled work situation. the learner must be able to:

- PA0101 Anticipate and identify all the actual and potential hazards in the examples;
- PA0102 Determine the characteristics of the hazards identified. (Physical, chemical, biological, radiological, mechanical, psychological, ergonomically, electrical, etc.)
- PA0103 Classify the hazards according to the types of hazards and the potential impact of the hazards. (Health, environment, safety, quality, etc)
- PA0104 Identify and immediately act on the risks that require immediate action and recommend possible improvement actions.
- PA0105 Complete a report informing decision makers about the hazards and required immediate actions.

##### ***Applied Knowledge***

- AK0101 Principles of hazard identification; b. Characteristics of various types of hazards; c. Basic relevant occupational legislation; d. Minimum technical standards relevant to the described work environments.
- AK0102 Principles of effective communication;

##### ***Internal Assessment Criteria***

- IAC0101 Observe the extent to which the learner: a. follows the given process for hazard identification; b. The use of specific questioning techniques for understanding the situation
- IAC0102 Evaluate the effectiveness of the context and content of the report related to the given scenarios. (All hazards identified all required immediate actions initiated, all non-compliance issues identified)

## 2.3 Provider Programme Accreditation Criteria

### *Physical Requirements:*

- Providers must have access to:
  - a. Back up facilitators;
  - b. A physical address and access to proper lecture facilities, audio visual aids and equipment with appropriate contingencies;
  - c. Maximum facilitator/learner ratio should not exceed 1:15;
  - d. Venues must have adequate seating, and ergonomic requirements to cater for the number of learners.
  - e. Facilities must be provided for break away sessions and all the simulations and other resources as stipulated in the module specifications.
  - f. Appropriate learning resources must be available and accessible to meet the requirements as set out in the curriculum.
  - g. All learners must be provided with easy access to the required learning materials and resources.
  - h. Providers must have the administrative ability to maintain records of all learners and monitor the progress of the learners.
  - i. Providers must have adequate policies and procedures in place to review and manage the progress of learners and learners must have access to their progress reports.
  - j. Providers must be able to access and comply with reporting requirements as set by the External assessment Quality Partner.

### *Human Resource Requirements:*

- Facilitators of learning must:
  - a. Be in possession of a recognized qualification in the field of OHS at a level of at least NQF 3 or equivalent;
  - b. Have completed at least three years relevant work experience;
  - c. Be in possession of a recognised Adult Learning qualification at the level of at least a Facilitator Certificate. ☐ or prove this through relevant recognition of prior learning.
  - e. Appropriate arrangements must be in place to conduct learner assessments in a fair and equitable manner.

### *Legal Requirements:*

- The providers must prove an acceptable arrangement of co-operation with recognised employers to facilitate the practical skills and assist learners to get exposure to the work experience components;
- b. Facilities must comply with all relevant regulatory requirements;
- c. Providers must obtain and retain ISO certification.

## 2.4 Exemptions

- No exemptions were identified providers must apply to the AQP to have programmes recognised for purposes of exemption.

### **3. 226302001-PM-03, Consult with employees and raise their needs and issues at, NQF Level 2, Credits 4**

#### **3.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to consult with and represent the needs of employees relating to OHS issues

The learner will be required to:

- PM-03-PS01: Give feedback on Occupational Health and Safety issues to employees

#### **3.2 Guidelines for Practical Skills**

##### **3.2.1. PM-03-PS01: Give feedback on Occupational Health and Safety issues to employees**

##### ***Scope of Practical Skill***

Given a group of employees within a simulated work environment and the results of safety meetings, management instructions and discussion notes the learner must be able to:

- PA0101 Conduct one on one and small group discussions to provide feedback
- PA0102 Deal with issues and questions
- PA0103 Make note of issues raised
- PA0104 Test understanding and acceptance
- PA0105 Agree next steps and follow up feedback

##### ***Applied Knowledge***

- AK0101 Communication and listening techniques
- AK0102 Techniques for testing understanding and acceptance

##### ***Internal Assessment Criteria***

- IAC0101 Observe the extent to which the learner use appropriate communication skills to give and receive feedback
- IAC0102 Evaluate the accuracy of feedback recorded
- IAC0103 Evaluate the effectiveness of feedback given

#### **3.3 Provider Programme Accreditation Criteria**

##### ***Physical Requirements:***

- Providers must have access to:
  - a. Back up facilitators;
  - b. A physical address and access to proper lecture facilities, audio visual aids and equipment with appropriate contingencies;
  - c. Maximum facilitator/learner ratio should not exceed 1:15;

- d. Venues must have adequate seating, and ergonomic requirements to cater for the number of learners.
- e. Facilities must be provided for break away sessions and all the simulations and other resources as stipulated in the module specifications.
- f. Appropriate learning resources must be available and accessible to meet the requirements as set out in the curriculum.
- g. All learners must be provided with easy access to the required learning materials and resources.
- h. Providers must have the administrative ability to maintain records of all learners and monitor the progress of the learners.
- i. Providers must have adequate policies and procedures in place to review and manage the progress of learners and learners must have access to their progress reports.
- j. Providers must be able to access and comply with reporting requirements as set by the External assessment Quality Partner.

*Human Resource Requirements:*

- Facilitators of learning must:
  - a. Be in possession of a recognized qualification in the field of OHS at a level of at least NQF 3 or equivalent;
  - b. Have completed at least three years relevant work experience;
  - c. Be in possession of a recognised Adult Learning qualification at the level of at least a Facilitator Certificate. or prove this through relevant recognition of prior learning.
  - e. Appropriate arrangements must be in place to conduct learner assessments in a fair and equitable manner.

*Legal Requirements:*

- The providers must prove an acceptable arrangement of co-operation with recognised employers to facilitate the practical skills and assist learners to get exposure to the work experience components;
- b. Facilities must comply with all relevant regulatory requirements;
- c. Providers must obtain and retain ISO certification.

### **3.4 Exemptions**

- No exemptions were identified providers must apply to the AQP to have programmes recognised for purposes of exemption.

#### **4. 226302001-PM-04, Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work , NQF Level 4, Credits 16**

##### **4.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to determine hazards and conduct appropriate risk assessments

The learner will be required to:

- PM-04-PS01: Inspect a range of work places, identify the hazards and determine the associated risks, indicating what actions must be taken to eliminate, mitigate and control the risks. (Includes reporting and record keeping)
- PM-04-PS02: Facilitate a process using a range of incident investigation techniques to determine the root causes or failures of controls and recommend corrective actions to prevent future incidents and complete the reports.

##### **4.2 Guidelines for Practical Skills**

**4.2.1. PM-04-PS01: Inspect a range of work places, identify the hazards and determine the associated risks, indicating what actions must be taken to eliminate, mitigate and control the risks. (Includes reporting and record keeping)**

###### ***Scope of Practical Skill***

Given various examples of work places (Photos, videos etc) and descriptions of different workplace scenarios (Health and safety sub Management system, current report formats, work conditions etc.). Within a simulated and controlled situation the learner must be able to:

- PA0101 Anticipate and identify all the actual and potential hazards in the examples;
- PA0102 Assess current management system effectiveness
- PA0103 Rate the risks according to probability, severity, frequency and consequence. (According to ISO 31001 requirements)
- PA0104 Describe the risks associated with all the hazards identified
- PA0105 Classify the hazards according to the types of hazards and the potential impact of the hazards. (Health, environment, safety, quality, etc)
- PA0106 Complete a report informing decision makers about the hazards and required immediate actions.
- PA0107 Identify and immediately act on the risks that require immediate action and recommend possible improvement actions.
- PA0108 Classify the hazards according to the types of hazards and the potential impact of the hazards. (Health, environment, safety, quality, etc)
- PA0109 Determine the characteristics of the hazards identified. (Physical, chemical, biological, radiological, mechanical, psychological, ergonomically, electrical, etc.)
- PA0110 Develop a prioritised action plan to achieve the required risk reduction and measures to ensure continuous effectiveness

###### ***Applied Knowledge***



- AK0101 a. Principles of hazard identification; b. Characteristics of various types of hazards; c. Basic relevant occupational legislation; d. Minimum technical standards relevant to the described work environments.
- AK0102 a. At least two different hazard analysis methodologies; b. At least two different hazard classification methodologies; c. Quantitative and qualitative risk assessment methodologies; d. The interrelationship between hazards. e. The relevant regulatory requirements associated with the hazard identification processes. (Need for ongoing review of the risk assessments)

### ***Internal Assessment Criteria***

- IAC0101 Observe the extent to which the learner: a. Follows the given process for hazard identification; b. The use of specific questioning techniques for understanding the situation.
- IAC0102 Evaluate the effectiveness of the context and content of the report related to the given scenarios. (All hazards identified all required immediate actions initiated, all non-compliance issues identified)
- IAC0103 Observe the extent to which the learner: a. Follows the given processes for hazard identification, hazard analysis, risk assessment and the establishment of risk control measures; b. The use of specific techniques for gathering and analysing meaningful information.
- IAC0104 Evaluate a. That the report is contextually correct and complete relevant to the given scenarios; b. The level of scientific validity of the report (Repeatability, validity, accuracy, correct terminology, properly referenced)

### **4.2.2. PM-04-PS02: Facilitate a process using a range of incident investigation techniques to determine the root causes or failures of controls and recommend corrective actions to prevent future incidents and complete the reports.**

#### ***Scope of Practical Skill***

Given A scenario containing a range of serious accidents and incidents covering a range of impacts, photos, copies of inspections, insurance claims, descriptions of damage caused, injury reports, eye witness statements, first responder reports, copies of the minutes of safety meetings, site audit reports, training records, legal appointments the learner must be able to:

- PA0201 Verify that the correct emergency response procedures were followed. Check that the accident area is secured, preserved and safe for entry;
- PA0202 Identify the required plant and process information required to analyse the causes of the accident/incident.
- PA0203 Inspect and collect circumstantial evidence and appropriate photos/videos evidence from the scene of the accident/incident; (Draw diagrams of the incident, capture information to describe the sequence of events)
- PA0204 Classify the level of accident/incident, determine the type of investigation required, draft a preliminary report and prepare for the investigation (determine the correct stakeholders, put together an investigation kit);
- PA0205 Identify and source all the relevant documentation, data, records and witnesses for the accident/incident investigation;
- PA0206 Recommend the establishment of a committee to conduct the investigation into the accident/incident and make sure that the final team is made up of all the required members

- PA0207 Collect, record and file all evidence to have it ready for further investigation
- PA0208 Establish a forum and communication structures required to complete the investigation, report and implementation of all corrective actions.
- PA0209 Compile a close out report

### ***Applied Knowledge***

- AK0201 . a. The types of evidence required when investigating an accident/incident. b. The regulatory requirements that must/will be followed in cases of serious injury and/or death of a person; c. The regulatory requirements for notification and investigation of all serious incidents (Chemical spills, transportation aviation, nuclear, maritime etc.) d. Regulatory requirements regarding the record keeping, filing and release of information regarding accident/incident investigations.

### ***Internal Assessment Criteria***

- IAC0201 Evaluate the reports and documents produced and check that all required regulatory requirements were met and that it meets the leading practice standards for accident/incident investigation
- IAC0202 Observe the appropriate use of interview skills
- IAC0203 Evaluate the quality of evidence collection

## **4.3 Provider Programme Accreditation Criteria**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

## **4.4 Exemptions**

## **5. 226302001-PM-05, Coordinate the work activities of occupational, health and safety representatives, NQF Level 4, Credits 6**

### **5.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to coordinate the work activities of subordinates

The learner will be required to:

- PM-05-PS01: Conduct performance improvement discussions with peers and subordinates.
- PM-05-PS02: Plan, schedule and review the work of Occupational Health and Safety Representatives

### **5.2 Guidelines for Practical Skills**

#### **5.2.1. PM-05-PS01: Conduct performance improvement discussions with peers and subordinates.**

##### ***Scope of Practical Skill***

Given Scenarios relating to good and poor performance of peers and subordinates as well as a group of employees the learner must be able to:

- PA0101 Identify the unacceptable performance;
- PA0102 Conduct a discussion to identify and agree the reasons for the unacceptable performance;
- PA0103 Agree steps to improve the performance;
- PA0104 Agree follow up actions

##### ***Applied Knowledge***

- AK0101 The principles that performance happens within a system and that all elements of the system must be evaluated to determine the causes of poor performance; b. Principles of effective communication.

##### ***Internal Assessment Criteria***

- IAC0101 Observe the extent to which the learner follows the given processes to investigate the performance problems;
- IAC0102 Observe the interpersonal skills used in the interviews;
- IAC0103 Evaluate the effectiveness of the final agreements to resolve the problems

#### **5.2.2. PM-05-PS02: Plan, schedule and review the work of Occupational Health and Safety Representatives**

##### ***Scope of Practical Skill***

Given a simulated work environment with various tasks that must be executed the learner must be able to:

- PA0201 Describe the tasks with specific objectives
- PA0202 Do priority setting

- PA0203 Deal with barriers to effectiveness
- PA0204 Mobilise the correct resources
- PA0205 Create realistic work schedules

#### ***Applied Knowledge***

- AK0201 Planning and scheduling techniques
- AK0202 Time management techniques

#### ***Internal Assessment Criteria***

- IAC0201 Evaluate the appropriateness of the objectives and priorities
- IAC0202 Evaluate the feasibility of the schedule and the appropriateness of actions to deal with the barriers to efficiency

### **5.3 Provider Programme Accreditation Criteria**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

### **5.4 Exemptions**

## **6. 226302001-PM-06, Develop a risk profile and legal register for a designated work area , NQF Level 5, Credits 6**

### **6.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to develop risk profiles and legal registers for a range of work places

The learner will be required to:

- PM-06-PS01: Analyse a specific work area/section, develop a risk profile, legal register and plan the implementation of an appropriate occupational health and safety management system.

### **6.2 Guidelines for Practical Skills**

#### **6.2.1. PM-06-PS01: Analyse a specific work area/section, develop a risk profile, legal register and plan the implementation of an appropriate occupational health and safety management system.**

##### ***Scope of Practical Skill***

Given details regarding a specific work environment (photos, videos, models etc.), a description of the activities that must be executed in the environment, copies of the relevant regulatory requirements. Within a simulated/controlled work environment the learner must be able to:

- PA0101 Develop a risk profile
- PA0102 Develop a legal register
- PA0103 Use a given Occupational Health and Safety system identify the implementation requirements, steps and criteria;

##### ***Applied Knowledge***

- AK0101 At least two different techniques of compiling risk profiles (Quantification techniques, and qualitative techniques) b. planning and scheduling techniques; c. Different analysis processes and techniques (Categorisation, classification, scale of seriousness)d. Management principles as set out in OHSAS 18001; e. Implications of the various regulatory requirements on the development of the risk profile and legal register.

##### ***Internal Assessment Criteria***

- IAC0101 Observe the extent to which the learner follow the given processes for: a. Hazard Identification; b. Hazard Analysis; c. Risk assessment; d. Establishment of risk control measures.
- IAC0102 Observe the extent to which the learner follows a systematic approach for the identification of requirements, steps and criteria for the implementation of the risk profiling and safety management system
- IAC0103 Evaluate the scientific validity of the report (Repeatability, validity, accuracy, correct terminology, proper references

### **6.3 Provider Programme Accreditation Criteria**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

## **6.4 Exemptions**

## **7. 226302001-PM-07, Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes , NQF Level 5, Credits 4**

### **7.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to execute the required administration and improve the documents and systems.

The learner will be required to:

- PM-07-PS01: Use computer based packages to develop presentations, create and analyse spreadsheets, produce memorandums, reports and use electronic mail systems

### **7.2 Guidelines for Practical Skills**

#### **7.2.1. PM-07-PS01: Use computer based packages to develop presentations, create and analyse spreadsheets, produce memorandums, reports and use electronic mail systems**

##### ***Scope of Practical Skill***

Given a range of Occupational Health and safety statistics, raw, data and various documents and access to appropriate software packages and typical OHS report templates the learner must be able to:

- PA0101 Build a range of spreadsheets to capture and process the data;
- PA0102 Extract the data from the given information and populate the spreadsheets;
- PA0103 Develop graphs for inclusion in reports;
- PA0104 Populate the given templates;
- PA0105 Modify and improve the templates.

##### ***Applied Knowledge***

- AK0101 a. The basic principles of report writing; b. Principles underpinning the development and modification of computer based spreadsheets; c. Limitations and protocols when working with computer software packages; d. Principles of data preparation and validation.

##### ***Internal Assessment Criteria***

- IAC0101 Evaluate the practicality and accuracy of the completed spreadsheets and reports;
- IAC0102 Evaluate the extent to which the work was completed within a reasonable time period;
- IAC0103 Evaluate the feasibility and value add of modifications to spreadsheets and report templates.

### **7.3 Provider Programme Accreditation Criteria**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

### **7.4 Exemptions**





## **8. 226302001-PM-08, Advise on the establishment maintenance and improvement of emergency response and preparedness , NQF Level 5, Credits 8**

### **8.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to establish, maintain and improve emergency preparedness in organisations

The learner will be required to:

- PM-08-PS01: Analyse the needs of an organisation and develop a training matrix for all the required occupational health and safety learning. Evaluate current learning programmes to determine the relevance and sufficiency of the learning provided to meet occupational health and safety needs.
- PM-08-PS02: Develop an emergency preparedness plan and process for different organisations and define the key approval, rehearsal and implementation steps

### **8.2 Guidelines for Practical Skills**

**8.2.1. PM-08-PS01: Analyse the needs of an organisation and develop a training matrix for all the required occupational health and safety learning. Evaluate current learning programmes to determine the relevance and sufficiency of the learning provided to meet occupational health and safety needs.**

#### ***Scope of Practical Skill***

Given a. the organogram of an organisation; b. The numbers of people at different levels in the organisation; c. Description of the operational processes and the work activities being executed; d. Learning and development structures, policies, procedures and training programmes; e. Required regulatory requirements; f. Legal register; g. Base line risk assessment; h. Examples of OHS related learning material; i. Training and other reports the learner must be able to:

- PA0101 Develop a training matrix for all OHS learning requirements;
- PA0102 Evaluate the relevance and sufficiency of existing learning material and recommend improvements to learning material.
- PA0103 Conduct an evaluation of the effectiveness of the given organisational OHS training programmes and recommend improvements.
- PA0104 Assess the appropriateness of the learning providers

#### ***Applied Knowledge***

- AK0101 a. The application of relevant regulatory requirements; b. Learning and development needs analysis processes and methodologies; c. The role of training in the implementation of an effective OHS management system.

#### ***Internal Assessment Criteria***

- IAC0101 Evaluate the extent to which the training matrix meets the risk profile requirements and describes the learning needs in terms of all the organisational levels.
- IAC0102 Evaluate the extent to which the training matrix meets the risk profile requirements and describes the learning needs in terms of all the organisational levels.
- IAC0103 Evaluate the extent to which the report on the relevance and sufficiency of the learning material identifies all deficiencies and opportunities.

- IAC0104 Evaluate that the correct criteria was used to identify the appropriateness of the providers.

### **8.2.2. PM-08-PS02: Develop an emergency preparedness plan and process for different organisations and define the key approval, rehearsal and implementation steps**

#### ***Scope of Practical Skill***

Given information (photo etc) of an operation, organisational organogram, relevant regulatory requirements regarding disaster management for that environment, existing disaster management plans, base line risk assessment for the operation, other relevant reports: the learner must be able to:

- PA0201 Conduct a risk assessment to determine all potential emergency situations. (Natural, social, environmental, political etc.)
- PA0202 Develop an emergency preparedness and response procedures and plans (include the approval and review processes) covering all the risks identified in the assessment. (Includes codes of practice)
- PA0203 Develop an appropriate emergency management structure, communication process and protocols.
- PA0204 Schedule and plan the required emergency preparedness and response exercises;
- PA0205 Execute, evaluate and report on an emergency preparedness and response exercise.

#### ***Applied Knowledge***

- AK0201 a. The appropriate incorporation of the regulatory requirements into the emergency preparedness and response plans; b. Methods and techniques to anticipate and recognise hazards, risks and emergency situations; c. Criteria for an effective emergency preparedness and response plan. d. Which regulatory requirements apply to different emergency scenarios.e. The roles and responsibilities of various stakeholders in dealing with emergency situations (Different stakeholders and how to link up with them)

#### ***Internal Assessment Criteria***

- IAC0201 Observe the extent to which the emergency response exercise was conducted according to a leading practice checklist
- IAC0202 Evaluate that the risk assessment covers both internal and external emergency risks and hazards and that all categories of emergency risks and hazards have been considered.
- IAC0203 Evaluate that the procedures and plans adequately cover all issues identified in the emergency risk profile. (Equipment, control rooms, structures, duties and responsibilities, required skills, physical requirements of team members, physical positioning of escape routes and assembly points, all regulatory requirements, etc.)
- IAC0204 Evaluate the extent to which the report identifies deficiencies and recommends appropriate improvements.

### **8.3 Provider Programme Accreditation Criteria**

#### ***Physical Requirements:***

#### ***Human Resource Requirements:***

*Legal Requirements:*

#### **8.4 Exemptions**

## **9. 226302001-PM-09, Manage the effectiveness of operational Occupational Health and Safety systems, NQF Level 5, Credits 6**

### **9.1 Purpose of the Practical Skill Modules**

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to manage the effectiveness of an operational OHS system

The learner will be required to:

- PM-09-PS01: Develop reports and make presentations of occupational health and safety issues to diverse groups of decision makers.

### **9.2 Guidelines for Practical Skills**

#### **9.2.1. PM-09-PS01: Develop reports and make presentations of occupational health and safety issues to diverse groups of decision makers.**

##### ***Scope of Practical Skill***

Given a template for OHS reports, a range of raw OHS data and other reports including (inspection results, audit results, incident investigation reports, complaints, statistics, medical surveillance etc.) and a group of diverse decision makers the learner must be able to:

- PA0101 Evaluate accident and incident investigation reports and assess the effectiveness of actions taken relevant to root cause analysis.
- PA0102 Gather, analyse and interpret the provided information.
- PA0103 Use statistical analysis processes to analyse trends and present occupational health and safety data as meaningful information;
- PA0104 Populate the report template with the appropriate information.
- PA0105 Describe findings, observations, reach conclusions and develop appropriate corrective recommendations
- PA0106 Prepare for and make a presentations of the report to decision makers.

##### ***Applied Knowledge***

- AK0101 Report writing techniques
- AK0102 Presentation techniques
- AK0103 The sources of relevant OHS information and the parameters of the various indicators.

##### ***Internal Assessment Criteria***

- IAC0101 Evaluate the extent to which the supporting material was used to effectively in getting the message across.
- IAC0102 Evaluate the level of scientific validity of the report (repeatability, validity, accuracy, correct use of terminology and proper references.)
- IAC0103 Evaluate if the report accurately contextualize the findings and recommendations relevant to the given environment.
- IAC0104 Observe the use of effective presentation techniques

### **9.3 Provider Programme Accreditation Criteria**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

### **9.4 Exemptions**

## SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS

### List of Work Experience Module Specifications

- 226302001-WM-, Exposure to the workplace examination processes, NQF Level 2, Credits 12
- 226302001-WM-02, Exposure to the processes of representing the occupational health and safety needs of employees, NQF Level 3, Credits 4
- 226302001-WM-03, Exposure to occupational risk management processes, NQF Level 4, Credits 12
- 226302001-WM-04, Exposure to the processes of selecting, appointing and managing occupational health and safety representatives, NQF Level 4, Credits 8
- 226302001-WM-05, Exposure to the processes of developing and implementing occupational health and safety systems, NQF Level 5, Credits 48
- 226302001-WM-06, Exposure to the processes of monitoring and improving occupational health and safety systems, NQF Level 5, Credits 34

## **1. 226302001-WM-, Exposure to the workplace examination processes, NQF Level 2, Credits 12**

### **1.1 Purpose of the Work Experience Modules**

The focus of the work experience is on providing the learner an opportunity to:

gain experience in the activities required to inspect work places and identify workplace hazards and risks

The learner will be required to:

- WM--WE01: Inspect work places and identify hazards and risks over a period of three months

### **1.2 Guidelines for Work Experiences**

#### **1.2.1. WM--WE01: Inspect work places and identify hazards and risks over a period of three months**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

##### ***Supporting Evidence***

### **1.3 Contextualised Workplace Knowledge**

1 Organisation specific workplace OHS standards

2 Organisation specific OHS policy

3 Organisation specific workplace rules and decision making protocols

### **1.4 Criteria for Workplace Approval**

##### ***Physical Requirements:***

- The organisation must have access to operating work environment where the experience as stated in the curriculum can be gained;
- The organisation should provide all the resources and opportunities required to execute the work experience as set out in the curriculum;
- Learners must be provided authorised access to all the work areas required to gain the experience as set out in the curriculum.
- 

##### ***Human Resource Requirements:***

- The log book of learners must be signed off by a qualified practitioner that meets the requirements to be registered as a practitioner by a professional body and/or legal appointment and an authorised representative from the organisation where the experience is gained;
- The organisation should have a recognised Health and Safety Management System;
- The employer must have a mentorship/coaching process in place to support learners;
- Employers must with relevant providers develop a scheduled programme to ensure that the learner is exposed to all the work experience as set out in the curriculum.

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*Legal Requirements:*

- The organisation must comply with all the relevant regulatory requirements
- The employer must be a legally registered company;
- There must be a legal/contractual agreement between the learner the organisation and relevant providers.

**1.5 Additional Assignments to be Assessed Externally**

None



## **2. 226302001-WM-02, Exposure to the processes of representing the occupational health and safety needs of employees, NQF Level 3, Credits 4**

### **2.1 Purpose of the Work Experience Modules**

The focus of the work experience is on providing the learner an opportunity to:

gain experience in the activities required to identify and represent the OHS needs of employees in a specific work area

The learner will be required to:

- WM-02-WE01: Participate in Occupational Health and Safety meetings

### **2.2 Guidelines for Work Experiences**

#### **2.2.1. WM-02-WE01: Participate in Occupational Health and Safety meetings**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Conduct discussions with employees
- WA0102 Participate in safety meetings
- WA0103 Provide feedback to employees

##### ***Supporting Evidence***

- SE0101 Minutes of meetings
- SE0102 Meeting attendance lists

### **2.3 Contextualised Workplace Knowledge**

1 Audit reports signed off by management.

2 Performance against action plans

3 Resource budgets and action plans

### **2.4 Criteria for Workplace Approval**

##### ***Physical Requirements:***

- 
- All documents completed and approved by management requirements to be registered as a practitioner by a professional body and/or legal appointment and an authorised representative from the organisation where the experience is gained;
- All documents completed and approved by management requirements to be registered as a practitioner by a professional body and/or legal appointment and an authorised representative from the organisation where the experience is gained;
- 
-

#### *Human Resource Requirements:*

- 
- The log book of learners must be signed off by a qualified practitioner that meets the requirements to be registered as a practitioner by a professional body and/or legal appointment and an authorised representative from the organisation where the experience is gained;
- The organisation should have a recognised Health and Safety Management System;
- The employer must have a mentorship/coaching process in place to support learners;
- Employers must with relevant providers develop a scheduled programme to ensure that the learner is exposed to all the work experience as set out in the curriculum.
- 
- The log book of learners must be signed off by a qualified practitioner that meets the requirements to be registered as a practitioner by a professional body and/or legal appointment and an authorised representative from the organisation where the experience is gained;
- The organisation should have a recognised Health and Safety Management System;
- The employer must have a mentorship/coaching process in place to support learners;
- Employers must with relevant providers develop a scheduled programme to ensure that the learner is exposed to all the work experience as set out in the curriculum.
- 

#### *Legal Requirements:*

- 
- The organisation must comply with all the relevant regulatory requirements
- The employer must be a legally registered company;
- There must be a legal/contractual agreement between the learner the organisation and relevant providers.
- 
- The organisation must comply with all the relevant regulatory requirements
- The employer must be a legally registered company;
- There must be a legal/contractual agreement between the learner the organisation and relevant providers.
- 

#### **2.5 Additional Assignments to be Assessed Externally**

None

### **3. 226302001-WM-03, Exposure to occupational risk management processes, NQF Level 4, Credits 12**

#### **3.1 Purpose of the Work Experience Modules**

The focus of the work experience is on providing the learner an opportunity to:

gain experience in executing the key activities required to manage and mitigate risks for a designated area in a work environment

The learner will be required to:

- WM-03-WE01: Over a period of three months inspect work places, identify hazards and risks and recommend corrective actions
- WM-03-WE02: Participate in accident/incident investigations

#### **3.2 Guidelines for Work Experiences**

##### **3.2.1. WM-03-WE01: Over a period of three months inspect work places, identify hazards and risks and recommend corrective actions**

###### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Conduct hazard identification
- WA0102 Conduct risk assessments
- WA0103 Make and discuss recommendations to mitigate risks
- WA0104 Identify and deal with issues requiring immediate action.

###### ***Supporting Evidence***

- SE0101 . Completed risk assessment documents

##### **3.2.2. WM-03-WE02: Participate in accident/incident investigations**

###### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Participate in accident and incident investigations
- WA0202 Collect evidence
- WA0203 Record meetings and discussion
- WA0204 Assist with the compilation of reports

###### ***Supporting Evidence***

- SE0201 Completed documents
- SE0202 Supervisor report

### 3.3 Contextualised Workplace Knowledge

1 Site specific policies and standards

### 3.4 Criteria for Workplace Approval

#### *Physical Requirements:*

- The organisation must have access to operating work environment where the experience as stated in the curriculum can be gained;
- The organisation should provide all the resources and opportunities required to execute the work experience as set out in the curriculum;
- Learners must be provided authorised access to all the work areas required to gain the experience as set out in the curriculum.
- 

#### *Human Resource Requirements:*

- The log book of learners must be signed off by a qualified practitioner that meets the requirements to be registered as a practitioner by a professional body and/or legal appointment and an authorised representative from the organisation where the experience is gained;
- The organisation should have a recognised Health and Safety Management System;
- The employer must have a mentorship/coaching process in place to support learners;
- Employers must with relevant providers develop a scheduled programme to ensure that the learner is exposed to all the work experience as set out in the curriculum.
- 

#### *Legal Requirements:*

- The organisation must comply with all the relevant regulatory requirements
- The employer must be a legally registered company;
- There must be a legal/contractual agreement between the learner the organisation and relevant providers.
- 

### 3.5 Additional Assignments to be Assessed Externally

None

#### **4. 226302001-WM-04, Exposure to the processes of selecting, appointing and managing occupational health and safety representatives, NQF Level 4, Credits 8**

##### **4.1 Purpose of the Work Experience Modules**

The focus of the work experience is on providing the learner an opportunity to:

gain experience in the activities associated with the appointment and management of OHS representatives

The learner will be required to:

- WM-04-WE01: Discuss the nomination of Occupational Health and Safety representatives with constituency groups
- WM-04-WE02: Coach newly appointed and practicing Occupational Health and Safety representatives and/or employees in the duties required from them

##### **4.2 Guidelines for Work Experiences**

###### **4.2.1. WM-04-WE01: Discuss the nomination of Occupational Health and Safety representatives with constituency groups**

###### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Explain the appointment of OHS representatives to various constituency groups
- WA0102 Facilitate the nomination processes for OHS representatives

###### ***Supporting Evidence***

- SE0101 Minutes of meetings

###### **4.2.2. WM-04-WE02: Coach newly appointed and practicing Occupational Health and Safety representatives and/or employees in the duties required from them**

###### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Identify training needs
- WA0202 Conduct coaching
- WA0203 Observe and report on performance
- WA0204 Deal with issues and concerns

###### ***Supporting Evidence***

- SE0201 Coaching reports

##### **4.3 Contextualised Workplace Knowledge**

##### **4.4 Criteria for Workplace Approval**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

#### **4.5 Additional Assignments to be Assessed Externally**

## **5. 226302001-WM-05, Exposure to the processes of developing and implementing occupational health and safety systems, NQF Level 5, Credits 48**

### **5.1 Purpose of the Work Experience Modules**

The focus of the work experience is on providing the learner an opportunity to:

gain experience in the processes of developing and implementing OHS systems

The learner will be required to:

- WM-05-WE01: Participate in the planning of at least one operational occupational health and safety management system
- WM-05-WE02: Participate in the implementation of systems for a period of six months

### **5.2 Guidelines for Work Experiences**

#### **5.2.1. WM-05-WE01: Participate in the planning of at least one operational occupational health and safety management system**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Audit the organisation against the OHSAS 18001 and make recommendations regarding the effectiveness of implementation. (Gap analysis)
- WA0102 Obtain approval for changes to systems and plan the implementation of these changes
- WA0103 Manage and monitor the implementation of the approved changes.

##### ***Supporting Evidence***

- SE0101 Audit reports signed off by management.
- SE0102 Performance against action plans
- SE0103 Resource budgets and action plans

#### **5.2.2. WM-05-WE02: Participate in the implementation of systems for a period of six months**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0201 Facilitate implementation meetings
- WA0202 Manage implementation processes
- WA0203 Solve implementation problems
- WA0204 Report on system improvements required

##### ***Supporting Evidence***

- SE0201 Learner monthly reports

### **5.3 Contextualised Workplace Knowledge**

### **5.4 Criteria for Workplace Approval**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

### **5.5 Additional Assignments to be Assessed Externally**



## **6. 226302001-WM-06, Exposure to the processes of monitoring and improving occupational health and safety systems, NQF Level 5, Credits 34**

### **6.1 Purpose of the Work Experience Modules**

The focus of the work experience is on providing the learner an opportunity to:

gain experience in managing the effective operation of OHS systems.

The learner will be required to:

- WM-06-WE01: Monitor and manage an OHS management system for a period of one year.

### **6.2 Guidelines for Work Experiences**

#### **6.2.1. WM-06-WE01: Monitor and manage an OHS management system for a period of one year.**

##### ***Scope of Work Experience***

The person will be expected to engage in the following work activities:

- WA0101 Develop a draft annual safety report for the organisation or a designated area of the organisation
- WA0102 Generate monthly safety reports covering (Training, incidents, preventative and corrective actions, non-conformances etc.)
- WA0103 Feedback on management effectiveness on priorities/focus areas and additional priority action plans.
- WA0104 Identify and deal with issues requiring immediate action.
- WA0105 Prepare for and participate in some form of external auditing/inspection/visit.
- WA0106 Develop action plans for the ongoing monitoring of OHS indicators
- WA0107 Participate in management reviews and provide advice on OHS issues

##### ***Supporting Evidence***

- SE0101 All documents completed and approved by management requirements to be registered as a practitioner by a professional body and/or legal appointment and an authorised representative from the organisation where the experience is gained;

### **6.3 Contextualised Workplace Knowledge**

### **6.4 Criteria for Workplace Approval**

*Physical Requirements:*

*Human Resource Requirements:*

*Legal Requirements:*

### **6.5 Additional Assignments to be Assessed Externally**

#### SECTION 4: STATEMENT OF WORK EXPERIENCE

<b>Curriculum Number:</b>	226302001
<b>Curriculum Title:</b>	Occupational Health and Safety Practitioner

<b>Learner Details</b>	
<b>Name:</b>	
<b>ID Number:</b>	

<b>Employer Details</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Supervisor Name:</b>	
<b>Work Telephone:</b>	
<b>E-Mail:</b>	

**226302001-WM-, Exposure to the workplace examination processes, NQF Level 2, Credits 12**

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Organisation specific workplace OHS standards		
2	Organisation specific OHS policy		
3	Organisation specific workplace rules and decision making protocols		

	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature

**226302001-WM-02, Exposure to the processes of representing the occupational health and safety needs of employees, NQF Level 3, Credits 4**

WM-02-WE01	Participate in Occupational Health and Safety meetings		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Conduct discussions with employees		
WA0102	Participate in safety meetings		
WA0103	Provide feedback to employees		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Minutes of meetings		
SE0102	Meeting attendance lists		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Audit reports signed off by management.		
2	Performance against action plans		
3	Resource budgets and action plans		

	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature

**226302001-WM-03, Exposure to occupational risk management processes, NQF Level 4, Credits 12**

WM-03-WE01	Over a period of three months inspect work places, identify hazards and risks and recommend corrective actions		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Conduct hazard identification		
WA0102	Conduct risk assessments		
WA0103	Make and discuss recommendations to mitigate risks		
WA0104	Identify and deal with issues requiring immediate action.		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	. Completed risk assessment documents		
WM-03-WE02	Participate in accident/incident investigations		
	<b>Scope Work Experience</b>	Date	Signature

WA0201	Participate in accident and incident investigations		
WA0202	Collect evidence		
WA0203	Record meetings and discussion		
WA0204	Assist with the compilation of reports		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	Completed documents		
SE0202	Supervisor report		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
1	Site specific polic procedures and standardsies		

	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature
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**226302001-WM-04, Exposure to the processes of selecting, appointing and managing occupational health and safety representatives, NQF Level 4, Credits 8**

WM-04-WE01	Discuss the nomination of Occupational Health and Safety representatives with constituency groups		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Explain the appointment of OHS representatives to various constituency groups		
WA0102	Facilitate the nomination processes for OHS representatives		

	<b>Supporting Evidence</b>	Date	Signature
SE0101	Minutes of meetings		
WM-04-WE02	Coach newly appointed and practicing Occupational Health and Safety representatives and/or employees in the duties required from them		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Identify training needs		
WA0202	Conduct coaching		
WA0203	Observe and report on performance		
WA0204	Deal with issues and concerns		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	Coaching reports		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
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	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature
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**226302001-WM-05, Exposure to the processes of developing and implementing occupational health and safety systems, NQF Level 5, Credits 48**

WM-05-WE01	Participate in the planning of at least one operational occupational health and safety management system		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Audit the organisation against the OHSAS 18001 and make recommendations regarding the effectiveness of		

	implementation. (Gap analysis)		
WA0102	Obtain approval for changes to systems and plan the implementation of these changes		
WA0103	Manage and monitor the implementation of the approved changes.		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	Audit reports signed off by management.		
SE0102	Performance against action plans		
SE0103	Resource budgets and action plans		
WM-05-WE02	Participate in the implementation of systems for a period of six months		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Facilitate implementation meetings		
WA0202	Manage implementation processes		
WA0203	Solve implementation problems		
WA0204	Report on system improvements required		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	Learner monthly reports		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
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	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature
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**226302001-WM-06, Exposure to the processes of monitoring and improving occupational health and safety systems, NQF Level 5, Credits 34**

WM-06-WE01	Monitor and manage an OHS management system for a period of one year.		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Develop a draft annual safety report for the organisation or a designated area of the organisation		
WA0102	Generate monthly safety reports covering (Training, incidents, preventative and corrective actions, non-conformances etc.)		
WA0103	Feedback on management effectiveness on priorities/focus areas and additional priority action plans.		
WA0104	Identify and deal with issues requiring immediate action.		
WA0105	Prepare for and participate in some form of external auditing/inspection/visit.		
WA0106	Develop action plans for the ongoing monitoring of OHS indicators		
WA0107	Participate in management reviews and provide advice on OHS issues		
	<b>Supporting Evidence</b>	Date	Signature
SE0101	All documents completed and approved by management requirements to be registered as a practitioner by a professional body and/or legal appointment and an authorised representative from the organisation where the experience is gained;		

	<b>Contextualised Workplace Knowledge</b>	Date	Signature
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	<b>Additional Assignments to be Assessed Externally</b>	Date	Signature
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