
DRAFT OCCUPATIONAL CURRICULUM -

| Occupational Curriculum Document | | | | |
|---|---|--|--------------|-------------|
| Curriculum Code | Curriculum Title | | | |
| 226302 - 001 | Practitioner: Occupational Health and Safety | | | |
| Document Status | | | | |
| DRAFT | | | | |
| Development Quality Partner | Name | Physical Address | Phone | Logo |
| | Mine Qualifications Authority | 4th Floor Union Corporation Building 74-78 Marshall Street Johannesburg | 011 630 3500 | |



DRAFT OCCUPATIONAL CURRICULUM -

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SECTION I: Curriculum Overview

1. National Occupational Pathway Information

| Occupational Cluster |
|-----------------------------|
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| Occupational Field |
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2. Occupational Information

Related Occupations

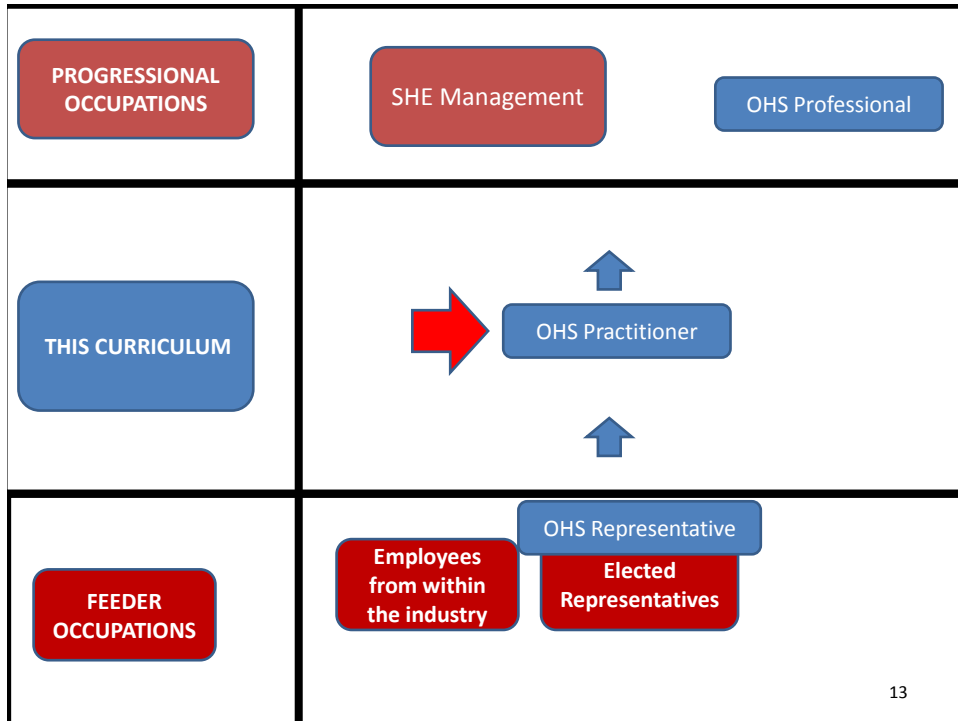
| 26302004 | Practitioner: Occupational Health and Safety |
|---|---|
| Practitioners: Occupational Health and Safety: Serve as a link between employees and management regarding safety and health aspects in the workplace, monitor and inspect the workplace and record and investigate incidents. They also implement and maintain Occupational Health and Safety systems in order to ensure a safe and healthy work environment. | |

Occupation or Specialisation addressed by this Curriculum

Alternative Titles used by Industry

3. Curriculum Information

Relation of this Curriculum to the Occupation and Occupational Progression



| 3.1. CURRICULUM STRUCTURE | | | |
|------------------------------------|---|------------------|----------------|
| Number | Title | NQF Level | Credits |
| KNOWLEDGE SUBJECTS | | | |
| 226302004-KS-1 | Occupational Health and Safety Practice (1) | 3 | 11 |
| 226302004-KS-2 | Occupational Health and Safety Practice (2) | 4 | 34 |
| 226302004-KS-3 | Operation Risk Management and Supervision (2) | 4 | 17 |
| TOTAL CREDITS FOR KNOWLEDGE | | % | 62 |
| PRACTICAL SKILLS | | | |
| 226302004-PM-01 | Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work; | 3 | 0 |

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|------------------------|---|----------|----------|
| 226302004-PM-02 | Represent the needs of employees with regard to Occupational Health and Safety matters | 3 | 0 |
| 226302004-PM-03 | Coordinate the work activities of occupational, health and safety representatives. | 3 | 0 |
| 226302004-PM-04 | Develop a risk profile and legal register for a designated work area; | 4 | |
| 226302004-PM-05 | Conduct OHS induction. | 4 | |
| 226302004-PM-06 | Manage the effectiveness of operational Occupational Health and Safety systems; | 4 | |
| 226302004-PM-07 | Participating in processes to continually improve operational Occupational Health and Safety systems. | 4 | |
| | TOTAL CREDITS FOR PRACTICAL SKILLS | % | |
| WORK EXPERIENCE | | | |
| 226302004-WM-01 | Organisational Risk Management Processes; | 3 | |
| 226302004-WM-02 | Safety representative appointment and management processes; | 4 | |
| 226302004-WM-03 | Hazard identification processes. | 4 | |
| 226302004-WM-04 | Occupational Health and Safety system design and planning processes; | 4 | |
| 226302004-WM-05 | Emergency preparedness processes; | 4 | |
| 226302004-WM-06 | OHS system implementation processes. | 4 | |
| 226302004-WM-07 | Accident and incident reporting processes; | 4 | |
| 226302004-WM-08 | Accident and incident investigating processes. | 4 | |
| | TOTAL CREDITS FOR WORK EXPERIENCE | % | |
| | TOTAL CREDITS FOR THE QUALIFICATION | | |

International Comparability

| Countries where similar Qualifications are found | Title of Qualifications | Level | Duration |
|--|-------------------------|-------|----------|
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3.2. Entry Requirements

| Educational/Physical/Legislative |
|--|
| <ul style="list-style-type: none"> • • • • |

4. Assessment Quality Partner

| Name | Type of Organisation | Contact Details |
|------|----------------------|-----------------|
| | | |

5. Modules of Employable Skills

| Modules of Employable Skills | | |
|------------------------------|--|---------|
| Employable Skill Number | Title | Credits |
| | Occupational Health and Safety Representative | 20 |

| Modules of Employable Skill Title: OHS Representative | | | | |
|---|---|------------------------|------------------------|---------|
| <p>Purpose: The Occupational Health and Safety Representative: Serve as a link between employees and management regarding safety and health aspects in the workplace, monitor and inspect the workplace; and record and investigate incidents to ensure safe and healthy working conditions.</p> | | | | |
| Number of Module | Knowledge Subjects | Practical Skill Module | Work Experience Module | Credits |
| 226302004-KS-1 | Occupational Health and Industrial Hygiene Practice (1) | | | 11 |

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|-----------------|--|---|---|-----------|
| 226302004-PM-01 | | Inspect work places and environments to identify the occupational health and safety hazards | | 4 |
| 226302004-PM-02 | | Represent the needs of employees with regard to Occupational Health and Safety matters | | 4 |
| 226302004-WM-01 | | | Organisational Risk Management Processes; | 4 |
| 226302004-WM-02 | | | Safety representative appointment and management processes; | 4 |
| 226302004-WM-03 | | | Hazard identification processes. | 4 |
| | | | TOTAL | 31 |

SECTION 2: Occupational Profile

Practitioner: Occupational Health and Safety

OFO Code: 226302 - 004

Occupational Purpose:

Practitioners: Occupational Health and Safety: Serve as a link between employees and management regarding safety and health aspects in the workplace, monitor and inspect the workplace and record and investigate incidents. They also implement and maintain Occupational Health and Safety systems in order to ensure a safe and healthy work environment.

Occupational Tasks:

1. Facilitating and supporting actions to eliminate or control hazards in order to minimise risks in a designated work area.
 2. Participating in the planning and implementation of operational occupational health and safety management systems.
 3. Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems.
-

TASK 01. Facilitating and supporting actions to eliminate or control hazards in order to minimise risks in a designated work area. (NQF Level: 3)

Unique Product or Service

Workplace hazards and risks mitigated

Occupational Responsibility

- a. Inspect work places and environments to identify the occupational health and safety hazards and determine the risks associated with the work;
 - b. Represent the needs of employees with regard to Occupational Health and Safety matters.
 - c. Coordinate the work activities of occupational, health and safety representatives.
-

Occupational Context that the learner must be exposed to

- a. Organisational Risk Management Processes;
- b. Safety representative appointment and management processes;
- c. Hazard identification processes.

TASK 02: Participating in the planning and implementation of operational Occupational Health and Safety management systems. (NQF Level: 4)

Unique Product or Service

Operational Occupational Health and Safety system planned and implemented..

Occupational Responsibility

- a. Develop a risk profile and legal register for a designated work area;
 - b. Conduct OHS induction.
-

Occupational Context

- a. Occupational Health and Safety system design and planning processes;
 - b. Emergency preparedness processes;
 - c. OHS system implementation processes.
-

TASK03: Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems. (NQF Level: 4)

Unique Product or Service

Effectively operating operational Occupational Health and Safety systems.

Occupational Responsibility

- a. Manage the effectiveness of operational Occupational Health and Safety systems;
 - b. Participating in processes to continually improve operational Occupational Health and Safety systems.
-

Occupational Context that the learner must be exposed to

- a. Accident and incident reporting processes;
- b. Accident and incident investigating processes.

SECTION 3: Curriculum Component Specifications

SECTION 3A: Subject Specifications

| List of Knowledge Subjects | | | | |
|-----------------------------------|---|---|------------------|----------------|
| | Subject Number | Subject Title | NQF Level | Credits |
| | 226302004-KS-1 | Occupational Health and Industrial Hygiene Practice (1) | 3 | 11 |
| | 226302004-KS-2 | Occupational Health and Industrial Hygiene Practice (2) | 4 | 34 |
| | 226302004-KS-3 | Operations Management and Supervision (1) | 4 | 17 |
| | | | | |
| | | | | |
| | | | | |
| | TOTAL CREDITS FOR KNOWLEDGE SUBJECTS | | | 62 |

226302004-KS-01: Occupational Health and Safety Practice (1)

The focus of the learning in this subject is on building understanding of the key procedural issues that impact on the health and safety of employees. The learning includes the key issues relevant to the procedural and legal aspects required to monitor conditions and the use of equipment and instruments.

KS01:01. Roles and responsibilities of the Occupational Health and safety representative as set out in the relevant legislation (Intermediate) (Credits: 1)

Learning Activity Guidelines:

1. 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 safety representatives.

2. 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.

3. 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.

4. TOPIC ASSESSMENT CRITERIA: 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.

**KS01:02. Legislative requirements related to Occupational health and safety (Basic)
(Credits: 1)**

Learning Activity Guidelines:

1. 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.

2. Explain the difference between the various legislative instruments: a. Act b. Regulation; c. Code of Practice; d. Policy; e. Procedure; f. Standards.

3. TOPIC ASSESSMENT CRITERIA: 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.

KS01:03. Principles, concepts and processes of hazard identification, risk assessment and control(Intermediate) (Credits: 1)

Learning Activity Guidelines:

1. 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.

2. 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;

3. 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.

4. 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)

5. TOPIC ASSESSMENT CRITERIA: 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.

KS01:04. Principles of healthy and safe working practices in and around the place of work (Intermediate) (Credits: 2)

Learning Activity Guidelines:

- 1. Identify and explain the health and safety practices required for working environments.
- 2. Identify and explain the health and safety practices relevant to the machinery, tools and equipment used in work environments.
- 3. Identify and explain the health and safety practices required for the range of work activities relevant to work areas.
- 4. Identify and explain the emergency preparedness and response relevant to work areas.

KS01:05. Definitions of and difference between Occupational Health, Occupational Safety, Occupational Hygiene, occupational medicine and Environmental management. (Basic) (Credits: 2)

Learning Activity Guidelines:

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

KS01:06. Concept of behavioural safety management (Intermediate) (Credits: 2)

Learning Activity Guidelines:

1. Explain what is meant by behaviour and how the behaviour of people influence their health and safety;
 2. Describe the factors that influence the behaviour of people and give examples of this in a work environment;
 3. Identify and explain the role of behavioural modification in influencing the overall health and safety of employees;
 4. Explain what contribution leadership can make towards creating a culture where unacceptable behaviour regarding health and safety issues are not tolerated.
-

KS01:07. Techniques of accident and incident investigation (Intermediate) (Credits: 1)

Learning Activity Guidelines:

1. Explain the difference between accidents and incidents;
 2. Explain the interrelationship of incidents and accidents.
 3. Describe the legal requirements regarding the need to investigate and report on all accidents and incidents;
 4. Describe a typical process for investigating accidents and incidents;
 5. Describe the criteria for effective accident and incident investigation.
-

KS01:08. Concepts and principles of emergency preparedness and response (Intermediate) (Credits: 1)

Learning Activity Guidelines:

1. Explain the definition of an emergency and give examples of typical emergencies that could occur in the workplace;
2. Explain the difference between preparedness and response and give examples of typical preparedness and response actions;
3. Describe the roles of the various role players to ensure that an organisation is adequately prepared for emergencies;

4. Describe the roles of the various role players when an emergency occur.

KS01:09. Principles of occupational hygiene measuring instruments and the interpretation of the readings in terms of the threshold limits of such measurements (Basic) (Credits: 2)

Learning Activity Guidelines:

1. Identify the typical occupational hygiene measurements that is taken within industry;
 2. 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.
 3. Explain where the threshold limits for the various occupational hygiene measurements can be obtained. a. Legal requirements; Roles of the various stakeholders in determining the levels; Role of safety representatives and employees in ensuring that they work in safe and healthy environments.
-

Total Credits: 11

Exemptions

Qualification or Learning programs that can give you exemption for this Module:

| Number | Title | Institution | NQF Level |
|--------|-------|-------------|-----------|
|--------|-------|-------------|-----------|

Critical Knowledge Areas:

The areas of knowledge that must be fully understood to be deemed competent

226302004-KS-02: Occupational Health and Safety practice (2)

The focus of the learning in this subject is on building understanding of the key theories, concepts and principles required to process the required data and provide Occupational Health and Safety services in the capacity as a Health and Safety Practitioner.

KS02:01. The application of monitoring, evaluation and corrective action in occupational health and safety. (Intermediate) (Credits: 2)

Learning Activity Guidelines:

1. 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 including accident and incident analysis; 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.
2. 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.
3. 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.
4. Describe the criteria for well designed OHS policies, procedures and standards.

KS02:02. Occupational health and safety management systems and the key components of an effective system. (Advanced) (Credits: 5)

Learning Activity Guidelines:

1. Identify and analyse all the requirements applicable to Health, Safety and risk management. a. Legal (National, provincial and local); b. Specified internal requirements; c. Specified external requirement.
2. Interpret and explain the use of risk profiles when developing policies and procedures for Occupational Health and safety.
3. Analyse the generic processes of establishing, implementing and maintaining policies, procedures and standards for OHS. (Include the aspects of consultation and obtaining buy in);
4. Describe and give examples of the consequences of inadequate communication of OHS policies, procedures and standards.
5. Explain what is meant by a system and what the difference is between systems and

processes;

6. 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.

7. 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.

KS02:03. Structure of the regulatory requirements regarding occupational health and safety and how it links to an organisational management system. (Advanced) (Credits: 2)

Learning Activity Guidelines:

1. Explain the role and function of a legal register in facilitating legal compliance.
2. Explain the different levels of regulatory requirements (Laws, Conventions, treaties, policies, procedures, codes etc): a. International b. National; c. Provincial d. Local e. Organisational
3. 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 rules for the interpretation of legislation.
4. Describe the incorporation of OHS regulatory requirements into an operating organisational management system.

KS02:04. Fundamental Risk aspects related to the technical components of industry and operations (Intermediate) (Credits: 8)

Learning Activity Guidelines:

1. Describe the key technical aspects relevant to various industries and processes;
2. Describe the basic value chain relevant to a range of operations and industries;
3. Describe the minimum technical standards relevant to various industries;

KS02:05. Concepts and principles of interpreting and using occupational hygiene survey results. (Intermediate) (Credits: 4)

Learning Activity Guidelines:

1. Describe the various Occupational Hygiene Monitoring techniques. RANGE: a. Thermal stress; b. airborne pollutants; c. Noise; d. Vibrations; e. Radiation.
2. Describe the process for developing a monitoring strategy and its implementation;
2. Identify the relevant monitoring techniques used in occupational hygiene surveys.
3. 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.
4. Describe the different Occupational Hygiene Exposure limits. RANGE: Occupational Exposure Limit, Time Weighted Average, Short Term Exposure Limits, Ceiling Limit;
5. Define and advise on programme requirements based on the interpretation of monitoring results.

KS02:06. Criteria and standards for effective documentation and document control (Intermediate) (Credits: 2)

Learning Activity Guidelines:

1. Explain the document and record classification process for Occupational Health and Safety; a. Statutory documentation and records (Long retention period); b. Confidential documents and records; c. Resources and reference material; d. Other media (manuals, DVD's drawings etc.)
2. Describe the principles for record keeping documents. (Includes the full record keeping cycle)
3. Describe the principles for backup and retention of critical documents and records. a. Retention periods; b. Review and updates; c. Disposals
4. Explain the principles of document and record security: a. Statutory requirements; b. Classified documents; c. Unclassified documents. d. Access control; e. Physical security.

KS02:07. Concepts and principles of developing an emergency preparedness plan and process for different organisations and key approval, rehearsal and implementation steps. (Advanced) (Credits: 1)

Learning Activity Guidelines:

1. 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.
2. 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.

KS02:08. Principles of developing and implementing operational controls.(Advanced (Credits: 8)

Learning Activity Guidelines:

1. Explain the concept of safe work practices and how this relates to the standardisation of the right way of doing work;
2. 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
3. Identify and analyse the application of 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; h. Waste and disposal.

KS02:09. Principles of effective auditing and inspection practices (Advanced) (Credits: 2)

Learning Activity Guidelines:

1. Describe the context and scope of various audits and inspections.
2. Explain and compare the critical quality requirements for audits and inspections.
3. Explain the application and implementation of the steps of an effective audit and inspection process.
4. Explain the criteria for the effective communication of audit and inspection results.
5. List and describe other ways of measuring for compliance.
6. Describe How, when and what to measure for compliance by means of audits and inspections

Total Credits: 34

Exemptions

Qualification or Learning programs that can give you exemption for this Module:

| Number | Title | Institution | NQF Level |
|--------|-------|-------------|-----------|
|--------|-------|-------------|-----------|

Critical Knowledge Areas:

The areas of knowledge that must be fully understood to be deemed competent

226302004-KS-03: Operations Risk Management and Supervision (1)

The focus of the learning in this subject is on building understanding of the key concepts and principles underpinning the areas where a Health and Safety practitioner must provide services to ensure the completion of work in accordance with laid down processes, procedures and standards.

KS03:01. Concepts and theories of mentoring and coaching, influencing people in an assertive manner and dealing with conflict. (Intermediate) (Credits: 2)

Learning Activity Guidelines:

1. Explain a basic communication model and the associated communication principles and describe workplace strategies;
2. Describe what is meant by mentoring and coaching, influencing people, assertiveness and conflict;
3. Explain a basic model for mentoring and coaching;
4. Explain what is meant by communication behaviours and communication processes and identify the basic communication behaviours that will enhance effective communication;
5. Describe the difference between assertiveness and aggressiveness and give examples of each;
6. Describe basic strategies for preventing, resolving and managing conflict;
7. Explain the need for dealing with issues in an assertive manner.
8. Describe the concepts and principles of consulting with interested and affected parties.

KS03:02. Concept of integrated risk management and the role of the occupational health and safety function in risk management. (Intermediate) (Credits: 4)

Learning Activity Guidelines:

1. 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 (ISO 31001, OHSAS 18001, ISO 14001, ISO 9001);
2. 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.
3. 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.
4. Explain the basic principles of the economics of mitigation and control of risks. a. Legal liability; b. Reasonably practicable; c. Economic viability; d. Prioritisation; e. Hierarchy of controls
5. Describe the various risk assessment techniques. a. HIRA; b. HAZOPS; c. Fault tree; d. Inspections and audits; e. Bow-tie analysis; f. FMEA

KS03:03. Economics of occupational health and safety and how this impacts on the value chain (Intermediate) (Credits: 2)

Learning Activity Guidelines:

1. 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.)
2. Identify the potential economic value of effectively managing Occupational Health and Safety.
3. Explain and give examples of the elements of a typical Health and Safety budget
4. Describe the process for developing and managing an appropriate Occupational Health and

Safety budget.

5. Describe the impact of occupational health and safety performance on the value chain of a typical business.
6. Describe the impact of the Occupational health and Safety practitioners role on the success of the business)
7. Explain and give examples of statutory and non statutory insurance that have an impact on the business. (COID, SASRIA, Self insurance, captives and re-insurance.)

KS03:04. 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) (Credits: 1)

Learning Activity Guidelines:

1. Describe the principles of cause and effect analysis and give examples of how this applies to hazard identification, risk assessment and accident/incident investigation.
2. 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.

KS03:05. Theories, concepts and principles of business management and how occupational health and safety management is integrated into business management. (Intermediate) (Credits: 2)

Learning Activity Guidelines:

1. Describe the typical management cycle. (PLOC).
2. Identify the critical management performance and improvement indicators for an organisation;
3. Explain the terminology used in management: (Strategy, vision, mission, business objectives, sustainable development, PPP bottom-line etc.)
4. Describe how the fundamental business processes are applied within the occupational health and safety environment.
5. Describe the concepts and principles of integrated occupational Health and Safety management.
6. Explain the importance of ensuring that Occupational health and Safety aspects form part of

the ongoing management conversation through proper reporting.

KS03:06. Learning and development process and cycle and how this is used to improve the effectiveness of occupational health and safety (Intermediate) (Credits: 1)

Learning Activity Guidelines:

1. Explain the typical Learning and development life cycle; (Identify learning needs, design interventions develop solutions implement solutions and evaluate results)
 2. Describe the impact of each element of the learning and development life cycle on Occupational Health and safety;
 3. Describe the criteria for effective learning processes;
 4. Explain the basic principles of adult learning.
 5. Explain the role of the Occupational Health and safety practitioner in monitoring and confirming the competency of people.
-

KS03:07. Principles of ethics (Advanced) (Credits: 1)

Learning Activity Guidelines:

1. Explain what is meant by ethics and why ethical behaviour is always important;
 2. Describe the consequences of unethical behaviour on occupational health and safety;
 3. Describe how an occupational health and safety monitoring system relies on ethical behavior and sound corporate governance to ensure its effectiveness.
 4. Explain the impact of ethics in auditing and the leading role that the practitioner must take in ensuring ethical behaviour in auditing.
-

KS03:08. Concepts, principles and leading practices associated with continuous improvement (Intermediate) (Credits: 3)

Learning Activity Guidelines:

1. 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)
2. Give examples of continuous improvement processes in various work places.
3. Describe the advantages and implications of the effective use of continuous improvement processes.
4. 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.
5. Explain the importance of standards, specifications and certification in ensuring continuous improvement.

KS03:09. Concepts and principles of change management and how to apply these principles. (Intermediate) (Credits: 1)

Learning Activity Guidelines:

1. Define change and give reasons why the implementation of changes in an organisation must be managed; (Equipment, processes and systems)
2. Explain the typical responses of people to change and how they impact on the effectiveness of implementing changes in organisations.
3. Describe a typical change management process and give examples of what must be done to help people understand and accept change.
4. Give examples of the use of change management in relation to occupational health and

safety issues.

Total Credits: 17

Exemptions

Qualification or Learning programs that can give you exemption for this Module:

| Number | Title | Institution | NQF Level |
|---------------|--------------|--------------------|------------------|
|---------------|--------------|--------------------|------------------|

Critical Knowledge Areas:

The areas of knowledge that must be fully understood to be deemed competent

Practical Skills Modules

| | | |
|---------|----------------|--|
| 2.2.3.1 | 226302004-PM-1 | 1. Facilitating and supporting actions to eliminate or control hazards in order to minimise risks in a designated work area. |
| 2.2.3.2 | 226302004-PM-2 | 2. Participating in the planning and implementation of operational occupational health and safety management systems. |
| 2.2.3.3 | 226302004-PM-3 | 3. Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems. |

226302004-PM-01: Facilitating and supporting actions to eliminate or control hazards in order to minimise risks in a designated work area.

Scope of the Module

**1. Conduct a workplace accidents and incident investigation.
(Credits: 4)**

Learning Activity Guidelines:

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. Be able to:

1. Verify that the correct emergency response procedures were followed. Check that the accident area is secured, preserved and safe for entry;
2. Identify the required plant and process information required to analyse the causes of the accident/incident.
3. 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)
4. 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);
5. Identify and source all the relevant documentation, data, records and witnesses for the accident/incident investigation;
6. 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.
7. Collect, record and file all evidence to have it ready for further investigation;
8. Establish a forum and communication structures required to complete the investigation, report and implementation of all corrective actions.
9. Compile a close out report.

Guidelines for assessment:

1. APPLIED KNOWLEDGE: Test understanding of: 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.
2. 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.
3. Observe the appropriate use of interview skills
4. Evaluate the quality of evidence collection.

2. Conduct a workplace health and safety meeting with team members make inputs and presentations at meetings and record the results of meetings. (Credits: 4)

Learning Activity Guidelines:

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. Be able to:

1. Develop a meeting terms of reference, agenda, meeting schedule, attendance register, meeting minute keeping template and meeting notification letters;
2. Analyse the given information and prepare for making presentations at the meeting;
3. Conduct/ chair the safety meeting;
4. Take minutes of a safety meeting;
5. Make presentations to safety meetings;

Guidelines for assessment:

1. APPLIED KNOWLEDGE: Test understanding of: a. Meeting procedures and the relevant regulatory requirements regarding occupational health and safety meetings; c. The use of the permissibility of information tabled at occupational health and safety meetings; d. The importance of confidentiality of information discussed at meetings; e. The need for compliance with the distribution of minutes.
2. 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.
3. 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.
4. Evaluate the accuracy and correctness of the minutes of the meetings.
5. 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.

3. Conduct performance improvement discussions with peers and subordinates. (Credits: 0)

4. Inspect a range of work places (Credits: 2)

Learning Activity Guidelines:

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. Be able to:

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

Guidelines for assessment:

1. APPLIED KNOWLEDGE: Test understanding of: 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.
2. 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.
3. 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)

5. 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) (Credits: 8)

Learning Activity Guidelines:

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. Be able to:

1. Anticipate and identify all the actual and potential hazards in the examples;
2. Determine the characteristics of the hazards identified. (Physical, chemical, biological, radiological, mechanical, psychological, ergonomical, electrical, etc.)
3. Classify the hazards according to the types of hazards and the potential impact of the hazards. (Health, environment, safety, quality, etc)
4. Describe the risks associated with all the hazards identified.
5. Rate the risks according to probability, severity, frequency and consequence. (According to ISO 31001 requirements)
6. Identify and immediately act on the risks that require immediate action.
7. Assess current management system effectiveness.
8. Complete a report informing decision makers.
9. Develop a prioritised action plan to achieve the required risk reduction and measures to ensure continuous effectiveness.

Guidelines for assessment:

1. APPLIED KNOWLEDGE: Test understanding of 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)
2. 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.
3. 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)

6. Plan, schedule and review the work of Occupational Health and Safety Representatives (Credits: 0)

Total Credits: 18

Provider Accreditation Requirements:

Human Resources

Physical Resources

Safety, Health and Environment

226302004-PM-2: 2. Participating in the planning and implementation of operational occupational health and safety management systems. (NQF Level:4)

Scope of the Module

1. 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. (Credits: 0)

2. Analyse the needs of an organisation and develop a training matrix for all the required occupational health and safety learning. Evaluate current learning material to determine the relevance and sufficiency of the material to meet occupational health and safety needs.

(Credits: 0)

3. Design and develop appropriate procedures to meet and improve the requirements of the occupational health and safety management system. (Credits: 0)

4. Develop an emergency preparedness plan and process for different organisations and define the key approval, rehearsal and implementation steps. (Credits: 0)

5. Use computer based packages to develop presentations, create and analyse spreadsheets, produce memorandums, reports and use electronic mail systems. (Credits: 0)

Total Credits: 0

Provider Accreditation Requirements:

Human Resources

Physical Resources

Safety, Health and Environment

226302004-PM-3: 3. Monitor and continually improve the effectiveness of operational Occupational Health and Safety systems. (NQF Level:4)

Scope of the Module

1. Develop technical reports and make presentations of technical occupational health and safety issues to diverse groups of decision makers. (Credits: 0)

2. Evaluate accident and incident investigation reports and recommend appropriate corrective actions. (Credits: 0)

3. 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. (Credits: 0)

4. Use statistical analysis processes to analyse trends and present occupational health and safety data as meaningful information. (Credits: 0)

Total Credits: 0

Provider Accreditation Requirements:

Human Resources

Physical Resources

Safety, Health and Environment

Work Experience Modules

| | |
|----------------|---|
| 226302004-WM-1 | Workplace hazards and risks mitigated |
| 226302004-WM-2 | Operational Occupational Health and Safety system planned and implemented.. |
| 226302004-WM-3 | Effectively operating operational Occupational Health and Safety systems. |

226302004-WM-1: Workplace hazards and risks mitigated (NQF Level:3)

Purpose of the Module

1. Coach newly appointed Occupational Health and Safety representatives in the duties required from them. (Credits: 0)

2. Discuss the nomination of Occupational Health and Safety representatives with constituency groups; (Credits: 0)

3. Inspect work places and identify hazards and risks over a period of three months. (Credits: 0)

4. Participate in accident/incident investigations. (Credits: 0)

5. Participate in Hazard and risk identification processes (Credits: 0)

Total Credits: 0

Exemptions

Qualification or Learning programs that can give you exemption for this Module:

| Number | Title | Institution | NQF Level |
|--------|-------|-------------|-----------|
|--------|-------|-------------|-----------|

Contextualised Workplace Knowledge Required

Guidelines for assessment:

Workplace Resources Required

Human Resources

Physical Resources

Safety, Health and Environment

226302004-WM-2: Operational Occupational Health and Safety system planned and implemented.. (NQF Level:4)

Purpose of the Module

1. Exposed to the implementation of systems for a period of six months (Credits: 0)

2. Participating in the planning of at least one operational occupational health and safety management system. (Credits: 0)

Total Credits: 0

Exemptions

Qualification or Learning programs that can give you exemption for this Module:

| Number | Title | Institution | NQF Level |
|---------------|--------------|--------------------|------------------|
|---------------|--------------|--------------------|------------------|

Contextualised Workplace Knowledge Required

Guidelines for assessment:

Workplace Resources Required

Human Resources

Physical Resources

Safety, Health and Environment

226302004-WM-3: Effectively operating operational Occupational Health and Safety systems. (NQF Level:4)

Purpose of the Module

1. Monitoring and managing a system for a period of one year. (Credits: 0)

Total Credits: 0

Exemptions

Qualification or Learning programs that can give you exemption for this Module:

| Number | Title | Institution | NQF Level |
|---|--------------|--------------------|------------------|
| Contextualised Workplace Knowledge Required | | | |
| Guidelines for assessment: | | | |
| Workplace Resources Required | | | |
| Human Resources | | | |
| Physical Resources | | | |
| Safety, Health and Environment | | | |

Assessment Specification

SECTION 4: Statement of Work Experience

Occupational Outcomes to be Externally Assessed

| External Assessment Specification | | | | |
|--|----------------------------|----------------------------|--------------------------|---------------|
| Occupational Outcome | Area to be Assessed | Assessment Criteria | Assessment Method | Weight |
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