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## OCCUPATIONAL HEALTH AND SAFETY IN THE WORKPLACE SKILLS PROGRAMMES

**NQF LEVEL 4**

**9 CREDITS**

**DURATION: 3 DAYS THEORY**

**9 DAYS PRACTICAL**

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120366 Demonstrate understanding of the implementation of occupational health, safety and environmental legislation in the work place

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### SPECIFIC OUTCOMES

#### **SO 1: Explain the framework of health, safety and environmental legislation at the workplace**

- ❖ Explain the creation and promulgation of legislation in terms of the legislative process.
- ❖ Explain the contravention of legislation in terms of the legal process.
- ❖ Explain the importance of complying with legislation in terms of its consequences to health and safety.
- ❖ Explain the objectives of health, safety and environmental legislation in terms of workplace specific requirements.
- ❖ Identify and list applicable legislation according to workplace specific requirements



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## **SO 2: Explain the requirements of health, safety and environmental policies, procedures and codes of practice**

- ❖ Explain the statutory requirements in terms of its applicability to health, safety and environmental policies, procedures and codes of practice.
- ❖ Explain specific requirements with reference to the contents, outline and updating of policies, procedures and codes of practice.
- ❖ Explain the importance of compliance with policies, procedures and codes of practice in terms of safety, health and legislative requirements.
- ❖ Communicate the requirements of health, safety and environmental policies, procedures and codes of practice to relevant personnel in terms of legislative and specified requirements.

## **SO 3: Explain the implementation and maintenance of health, safety and environmental legislation in a workplace**

- ❖ Explain the allocation of resources to implement and maintain health, safety and environmental legislation at a workplace in terms of statutory requirements.
- ❖ Explain the training and communication required to implement health, safety and environmental legislation in the workplace in terms of specified requirements
- ❖ Set objectives and targets with regard to the implementation of health, safety and environmental legislation at a workplace according to specified requirements
- ❖ Monitor compliance through inspections, measurements, audits and reports in terms of the implementation and maintenance of health, safety and environmental legislation at a workplace.
- ❖ Explain the requirements for maintenance and control of documents and records in terms of health, safety and environmental legislation



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- ❖ Explain the importance of recommending appropriate remedial action to ensure compliance with health, safety and environmental legislation at a working place in terms of the consequences to health, safety, environment and business

### **PROGRAMME STRUCTURE - SKILLS PROGRAMME IN OCCUPATIONAL HEALTH AND SAFETY IN THE WORKPLACE**

The Skills Programme in Occupational Health and Safety in the Workplace is a workshop and portfolio of evidence based course with 9 credits, equivalent to 90 notional/contact hours. 30% of the 110 notional hours (27 hours) is theory and 70% practical (63 hours). For an 8 hour working day the theory aspect should be covered in 3 days and the practical component in 9 days. Occupational Health and Safety learners are expected to attend all the days on which evidence through signed registers (for both theory and practical) and a signed mentorship schedule should be presented for assessment and moderation by Empirical Academy and for verification purposes by the HWSETA.

Upon completion of the theoretical aspect of the course, learners are expected to do practical work. Practical work can be done in 9 consecutive days for a compressed schedule or an expanded programme can be designed and adopted to suit the requirements and the situations of the client though it will affect the duration of course completion. Suitable workplace facilities will be chosen for experiential learning.

### **Assessment Methodology**



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The following methods of assessment have been identified as suitable and acceptable for the assessment of unit standard 120366

- ❖ **Portfolio of Evidence:** The learner will gather factual information on content of the core concepts of the unit standard. A workbook with questions that speak to the specific outcomes of the SAQA unit standard will be answered by the learners to determine if they have satisfactorily achieved the required performance standards.
  
- ❖ **Practicum/Observation:** An appropriate practical skills checklist will be used to assess the learners on basic counselling skills relevant to pronounce their competence on the unit standards, both in class and on the field. Basically, the practical observations will be based on pre, post test and ongoing counselling.

Both the Portfolio of evidence and the practicum will form the summative assessment (end-of-studies assessment) to measure how much the learners have achieved in their learning. Formative assessment methods will be used during the course of the workshop so that learners can learn from their mistakes, remedy them, and advance their learning. More importantly, formative assessment will give feedback than the scores or grades.



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