

## MODULE 1

### Safety Induction & Legal Liability

- Understanding the Occupational Health & Safety Act (Act 85 of 1993)
- Framework of the Occupational Health & Safety Act (Act 85 of 1993)
- Incidents and the Reporting Thereof
- Occupational and Environmental Health
- Environmental
- Structure of a Management System
- Understanding the Driven Machinery Regulations and the National code of Practice for Training Providers

Unit Standard 120344 NQF Level 4 Credits: 4

### Report Writing

- Using textual features and conventions specific to texts
- Identifying the intended audience for the communication
- Identifying the purpose of a text
- Selecting the appropriate text type, format and layout for the purpose
- Organising and structuring a technical text appropriately
- Using appropriate grammar conventions
- Drafting and editing a technical text
- Recognising errors and checking for accuracy
- Presenting the same information in different ways
- Using plain language in business

## MODULE 2

### The Management of a Safety System

- Understanding the legal framework of Occupational Health, Safety & Environmental Management
- Occupational Health, Hygiene & Environmental Management
- Integrated OHSE Management - Planning
- Implementation & Operation of an OHSE Management System
- Assessing and Management Reviews

Unit Standard 259601 NQF Level 2 Credits: 2

### Hazard Identification & Risk Assessment

- A Conceptual Understanding of Hazard Identification & Risk Assessment
- Hazard Sequence and Incident Prevention Theories
- Preparing for Hazard Identification
- Identifying Hazards and Assessing Risks
- Implementing Corrective Actions
- HIRA Documents and Definitions

Unit Standard 120344 NQF Level 3 Credits: 4

## MODULE 3

### Incident Investigation

- Developing a Conceptual Understanding of Incidents
- Understanding Incident Investigation
- Incident Investigation and Analysis
- Data Gathering, Recording, Information Analysis and Reporting
- Terminology Used in Incident Investigation

Unit Standard 259617 NQF Level 2 Credits: 3

### Emergency Preparedness and Response Procedures

- Planning Emergency Preparedness in the Workplace
- Procedures to follow when the alarm is raised
- The Evacuation Drill and Roll Call - Accounting for Everybody

Unit Standard 259597 NQF Level 2 Credits: 3

Total Credits: 16

Total notional hours: 160 hours, of which 80 hours is spent in class with assessments, and the rest is completed at the workplace via completion of portfolio of assessments.

Total price for all modules is R15,500 excluding VAT. Discounts will be given to bookings larger than 2 individuals

**Training can be done at your premises for a minimum of 4 learners, or you could attend our public courses.  
Please contact us for bookings.**

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*What a Pleasure!*