

Occupational Curriculum Document				
Curriculum Code	Qualification Title	NQF Level		
226302-001-01-00	National Occupational Certificate: Occupational Health and Safety Officer	4		
	Name	Address	Phone	Logo
Quality Partner: Development	Health and Welfare Sector Education and Training Authority (HWSETA)	Postal address: Private Bag X15 Gardenview 2047 <u>E-mail</u> info@hwseta.org.za	011 547 2600	 <small>Accreditation Number: HW592A0600278</small>
Quality Partner: Assessment	Health and Welfare Sector Education and Training Authority (HWSETA)	Postal address: Private Bag X15 Gardenview 2047 <u>E-mail</u> info@hwseta.org.za	011 547 2600	 <small>Accreditation Number: HW592A0600278</small>

 DQP Representative Signature

 Date

Table of Contents

1	SECTION 1: CURRICULUM SUMMARY	8
1.1	Occupational Information.....	8
1.1.1	Associated Occupation:	8
1.1.2	Occupation or Specialisation Addressed by this Curriculum	8
1.1.3	Part Qualification Addressed by this Curriculum	8
1.1.4	Skills Programmes Addressed by this Curriculum.....	8
1.1.5	Alternative Titles used by Industry	8
1.2	Curriculum Information	8
1.2.1	Curriculum Structure	8
	Knowledge Modules:	8
	Practical Skills Modules:	8
	Work Experience Modules:	9
1.2.2	Entry Requirements	9
1.2.3	Quality Partner: Assessment Information	9
2	SECTION 2: OCCUPATIONAL PROFILE.....	10
2.1	Occupational Purpose	10
2.2	Occupational Tasks.....	10
3	SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS.....	11
3.1	SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS	11
3.1.1	List of Knowledge Modules for which Specifications are included	11
	KNOWLEDGE MODULE 01 DETAILS	<i>Error! Bookmark not defined.</i>
	226302-001-01-KM-01, Fundamentals of Occupational Health and Safety, NQF Level 3, Credits 4. .	11
	MODULE KM01 - GUIDELINES FOR TOPICS	12
	KM-01-KT01: Legislative requirements related to Occupational Health and Safety.....	12
	KM-01-KT02: Definitions of and difference between Occupational Health, Occupational Safety and Environmental Management.	12
	KM-01-KT03: Concept of Behavioural Safety Management.	13
	KM-01-KT04: Roles and responsibilities of the various stakeholders in a workplace regarding Occupational Health and Safety.....	14
	KM-01-KT05: Roles and responsibilities of the Occupational Health and safety representative as set out in the relevant legislation.	14
	KM-01-KT06: Concepts and principles of emergency preparedness and response including the safe evacuation of people from workplaces	15

KM-01-KT07: The principles of hazards identification and risks assessment	17
KM-01-KT08: Principles of safe working practices in and around the place of work	17
KM-01-KT09: Fundamentals of Accident and Incident investigation.	18
Provider Accreditation Requirements	18
KNOWLEDGE MODULE 02	Error! Bookmark not defined.
226302-001-01-KM-02, Fundamentals of representing employees regarding OHS issues, NQF Level 3, Credits 4.....	20
MODULE KM02 - GUIDELINES FOR TOPICS	20
KM-02KT01: The legislative requirements relating to the representation of employees regarding OHS issues.	20
KM-02KT02: Practical implications relating to representing employee's needs.....	20
KM-02KT03: Leading practices for effective employee representation.....	21
KM-02KT04: Methods of making effective representations and giving feedback.	21
KM-02KT05: The procedure for submission of compensation claims for injuries and occupational diseases	21
Provider Accreditation Requirements	22
KNOWLEDGE MODULE 03	Error! Bookmark not defined.
226302-001-01-KM-03, Fundamentals of Communication within the OHS discipline, NQF Level 3, Credits 4.....	23
MODULE KM03 - GUIDELINES FOR TOPICS	23
KM-03-KT01: Concepts and theories of coaching, influencing people in an assertive manner and dealing with conflict.	23
KM-03-KT02: Principles and ethics of auditing	24
Provider Accreditation Requirements	24
KNOWLEDGE MODULE 04	Error! Bookmark not defined.
226302-001-01-KM-04, OHS Administration and Record Management, NQF Level 4, Credits 16.....	26
MODULE KM04 - GUIDELINES FOR TOPICS	26
KM-04-KT01: The purpose of administration and document control and the impact of administration of operational efficiency.	26
Provider Accreditation Requirements	27
KNOWLEDGE MODULE 05	Error! Bookmark not defined.
226302-001-01-KM-05, Occupational Health and Safety applications, NQF Level 4, Credits 22	28
MODULE KM05 - GUIDELINES FOR TOPICS	28
KM-05-KT01: Principles, concepts and processes of hazard identification, risk assessment and control (Intermediate) (10%)	28
KM-05-KT02: Techniques of accident and incident investigation (10%).....	30
KM-05-KT03: Principles of occupational hygiene measuring instruments and the interpretation of the readings in terms of the threshold limits of such measurements (Basic) (10%)	30

3.2.4. KM-05-KT04: Principles of safe working practices in and around the place of work (Intermediate) (10%)	32
KM-05-KT05: Criteria and standards for effective documentation and document control	32
KM-05-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%)	34
KM-05-KT07: Principles, concepts and processes of hazard identification, risk assessment and control(Intermediate) (10%)	34
Provider Accreditation Requirements	36
3.2 SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS.....	37
3.2.1 List of Practical skills modules for which specifications are included	37
3.2.2 DETAILS OF PRACTICAL SKILLS MODULES	37
DETAILS MODULE 01	Error! Bookmark not defined.
226302-001-01-PM-01, Represent the needs of employees with regard to Occupational Health and Safety matters , NQF Level 3, Credits 1	37
GUIDELINES FOR PRACTICAL SKILLS MODULE 01	38
PM-01-01 Conduct meetings with employees to determine specific needs relating to Occupational Health and Safety practices in the workplace.	38
PM-01-02 Investigate stated employee needs.....	39
PM-01-03 Present employee needs during safety meetings.	39
PM-01-04 Follow up on issues raised and escalate unmet needs.	40
PM-01-05 Provide feedback to employees regarding OHS issues raised.....	41
PM-01-06 Remove employees from unsafe or unhealthy workplaces.	41
Provider Accreditation Requirements	42
PRACTICAL SKILLS MODULE 02	Error! Bookmark not defined.
226302-001-01-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 1.	43
GUIDELINES FOR PRACTICAL SKILLS MODULE 02	43
PM-02-01 Identify the legal and regulatory requirements relating to continuous hazard and risk identification in workplaces.	43
PM-02-02 Prepare for and conduct Continuous risk assessment for different workplaces.	44
Provider Accreditation Requirements	44
PRACTICAL SKILLS MODULE 03	Error! Bookmark not defined.
226302-001-01-PM-03, Conduct workplace Inspections, Check the application of fundamental workplace standards and report on compliance variations, NQF Level 3, Credits 10.	46
GUIDELINES FOR PRACTICAL SKILLS MODULE 03	46
PM-03-01 Prepare for and conduct workplace inspections.....	46

PM-03-02 . Monitor, report and make recommendations pertaining to specific requirements in terms of working at heights.	47
PM-03-03 Oversee safe working practices for working in confined spaces.....	47
PM-03-04 Oversee safe working practices when working with, handling and moving material and people in the workplace.....	48
Provider Accreditation Requirements	49
PRACTICAL SKILLS MODULE 04.....	Error! Bookmark not defined.
226302-001-01-PM-04, Administer the key activities of an OHS Function, NQF Level 4, Credits 16.....	50
GUIDELINES FOR PRACTICAL SKILLS MODULE 04	50
PM-04-01 Correctly use manual filing systems.	50
PM-04-02 Access and use the basic functionalities of a desktop computer system. (Basic ability to use MS Office suite).	51
PM-04-03 Administer OHS meetings.	52
PM-04-04 Collate and compile basis OHS reports.	52
PM-04-05 Make presentations to report on OHS performance, activities and corrective actions.....	53
PM-04-06 Prepare for internal and external OHS Audits.....	54
Provider Accreditation Requirements	54
PRACTICAL SKILLS MODULE 05.....	Error! Bookmark not defined.
226302-001-01-PM-05, Participate and contribute towards the development of hazard and risk assessments, NQF Level 4, Credits 6.	56
GUIDELINES FOR PRACTICAL SKILLS MODULE 05	56
PM-05-01: 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)	56
PM-05-02: 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.	57
Provider Accreditation Requirements	58
PRACTICAL SKILLS MODULE 06.....	Error! Bookmark not defined.
226302-001-01-PM-06, Supervise the smooth execution of the activities of an OHS function, NQF Level 4, Credits 4.....	59
GUIDELINES FOR PRACTICAL SKILLS MODULE 06	59
PM-06-01 Conduct and ensure medium and short term planning for an OHS function.	59
PM-06-02 Organise and mobilise all the required resources for an OHS function.	60
PM-06-03 Execute day to day supervisory activities to ensure the effective functioning of an OHS function.	60
PM-06-04 Facilitate effective internal and external reporting for an OHS function.....	61
Provider Accreditation Requirements	62

PRACTICAL SKILLS MODULE 07	Error! Bookmark not defined.
226302-001-01-PM-07, Coordinate the work activities of occupational, health and safety representatives, NQF Level 4, Credits 6	63
GUIDELINES FOR PRACTICAL SKILLS MODULE 07	63
PM-07-01 Facilitate the appropriate selection and appointment of OHS representatives.	63
PM-07-02 Ensure the appropriate training and competency assessment of OHS representatives... ..	64
PM-07-03 Monitor the performance of OHS representatives and provide ongoing coaching and mentorship.	64
Provider Accreditation Requirements	65
3.3 SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS	66
3.3.1 List of Work Experience Module Specifications	66
WORK EXPERIENCE MODULE 01	Error! Bookmark not defined.
226302-001-01-WM-01, Processes of representing employees regarding their workplace OHS needs, NQF Level 3, Credits 4.....	66
226302-001-01WE-01-01 Complete the mandated employee representative training.	66
226302-001-01WE-01-02 Facilitate processes to identify employee needs.	67
226302-001-01WE-01-03 Participate in OHS meetings.	67
226302-001-01WE-01-04 Provide feedback to constituency.	68
WORK EXPERIENCE MODULE 02	Error! Bookmark not defined.
226302-001-01-WM-02, Processes of executing OHS administration and document management, NQF Level 4, Credits 4.	70
WE-02-01 Administer manual filing system.	70
WE-02-02 Update computer based OHS records.	70
WE-02-03 Administer OHS meetings.	71
WE-02-04 Draft OHS reports.	71
WORK EXPERIENCE MODULE 03	Error! Bookmark not defined.
226302-001-01-WM-03, Processes of managing workplace accidents, incidents and other emergencies, NQF Level 4, Credits 8.....	73
WE-03-01 Complete Basic First Aid Training.....	73
WE-03-02 Complete Advanced First Aid Training	73
WE-03-03 Complete emergency awareness training	74
WE-03-04 Meet workplace compliance requirements (Technical aspects)	74
WORK EXPERIENCE MODULE 04	Error! Bookmark not defined.
226302-001-01-WM-04, Incident Investigation processes, NQF Level 4, Credits 10.	76
WE-04-01 Review incident investigation reports.	76
WE-04-02 Review technical work standards.	76
WE-04-03 Review incident investigation best practices.	77
WE-04-04 Debate incident investigation policies and identify potential defects.	77

SECTION 4: STATEMENT OF WORK EXPERIENCE..... 79

226302-001-01-WM-01, Processes of representing employees regarding their workplace OHS needs, NQF Level 3, Credits 4.....	79
226302-001-01-WM-02, Processes of executing OHS administration and document management, NQF Level 4, Credits 4.	82
226302-001-01-WM-03, Processes of managing workplace accidents, incidents and other emergencies, NQF Level 4, Credits 8.....	84
226302-001-01-WM-04, Incident Investigation processes, NQF Level 4, Credits 10.	86

1 SECTION 1: CURRICULUM SUMMARY

1.1 Occupational Information

1.1.1 Associated Occupation:

226302-000-01-00: Occupational Health and Safety Practitioner

1.1.2 Occupation or Specialisation Addressed by this Curriculum

226302-001-01-00: Occupational Health and Safety Officer

1.1.3 Part Qualification Addressed by this Curriculum

226302-001-01-01: Occupational Health and Safety Assistant.

1.1.4 Skills Programmes Addressed by this Curriculum

1.1.5 Alternative Titles used by Industry

- OHS Officer
- OHS Assistant
- OHS Administrator

1.2 Curriculum Information

1.2.1 Curriculum Structure

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

Knowledge Modules:

- 226302-001-01-KM-01, Fundamentals of Occupational Health and Safety, NQF Level 3, Credits 4.
- 226302-001-01-KM-02, Fundamentals of representing employees regarding OHS issues, NQF Level 3, Credits 4.
- 226302-001-01-KM-03, Fundamentals of Communication within the OHS discipline, NQF Level 3, Credits 4.
- 226302-001-01-KM-04, OHS Administration and Record Management, NQF Level 4, Credits 16.
- 226302-001-01-KM-05, Occupational Health and Safety applications, NQF Level 4, Credits 22

Total number of credits for Knowledge Modules: 50

Practical Skills Modules:

- 226302-001-01-PM-01, Represent the needs of employees with regard to Occupational Health and Safety matters, NQF Level 3, Credits 1
- 226302-001-01-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 1.

- 226302-001-01-PM-03, Conduct workplace Inspections, Check the application of fundamental workplace standards and report on compliance variations, NQF Level 3, Credits 10.
- 226302-001-01-PM-04, Administer the key activities of an OHS Function, NQF Level 4, Credits 16.
- 226302-001-01-PM-05, Participate and contribute towards the development of hazard and risk assessments, NQF Level 4, Credits 6.
- 226302-001-01-PM-06, Supervise the smooth execution of the activities of an OHS function, NQF Level 4, Credits 4.
- 226302-001-01-PM-07, Coordinate the work activities of occupational, health and safety representatives, NQF Level 4, Credits 6.

Total number of credits for Practical Skill Modules: 44

Work Experience Modules:

- 226302-001-01-WM-01, Processes of representing employees regarding their workplace OHS needs, NQF Level 3, Credits 4.
- 226302-001-01-WM-02, Processes of executing OHS administration and document management, NQF Level 4, Credits 4.
- 226302-001-01-WM-03, Processes of managing workplace accidents, incidents and other emergencies, NQF Level 4, Credits 8.
- 226302-001-01-WM-04, Incident Investigation processes, NQF Level 4, Credits 10.

Total number of credits for Work Experience Modules: 26

Total number of credits for the qualification: 120

1.2.2 Entry Requirements

NQF Level 3 qualification.

1.2.3 Quality Partner: Assessment Information

- Health and Welfare Sector Education and Training Authority HWSETA

2 SECTION 2: OCCUPATIONAL PROFILE

2.1 Occupational Purpose

The purpose of this qualification is to prepare a learner to function as an Occupational Health and Safety (OHS) Officer.

Occupational health and safety officers monitor compliance with health and safety systems in an organisation. They identify hazards and assess risks to health and safety and recommend the placement of appropriate safety controls in place where required. The core function of these employees are to evaluate compliance with OHS practices, policies and standards. The qualified learner will exhibit the following key attributes: OHS technical expert, active team player, dedicated compliance officer, tenacious and committed facilitator, self-driver with good communication ability, ethical participant.

2.2 Occupational Tasks

- Evaluate and recommend appropriate risk management controls.
- Co-ordinate the Control of all OHS documents for a designated area of the operation.
- Conduct and facilitate appropriate OHS meetings.
- Conduct and oversee workplace inspections.
- Lead investigations into incidents and accidents.
- Participate and contribute towards the development of HAZARD and risk assessments.
- Contribute to the revision and development of workplace standards, and assist with the planning for the implementation of these standards.
- Contribute to production planning by ensuring that the risks are managed appropriately.
- Initiate and drive safety campaigns for designated areas.
- Assist and manage the on-boarding of contractors.
- Report on the OHS status and activities for a designated area of the organisation. This includes the closing out of actions to deal with hazards and risks.

3 SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

3.1 SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS

This qualification is made up of the compulsory Knowledge, Practical Skills and Work Experience Modules:

3.1.1 List of Knowledge Modules for which Specifications are included

- 226302-001-01-KM-01, Fundamentals of Occupational Health and Safety, NQF Level 3, Credits 4.
- 226302-001-01-KM-02, Fundamentals of representing employees regarding OHS issues, NQF Level 3, Credits 4.
- 226302-001-01-KM-03, Fundamentals of Communication within the OHS discipline, NQF Level 3, Credits 4.
- 226302-001-01-KM-04, OHS Administration and Record Management, NQF Level 4, Credits 16.
- 226302-001-01-KM-05, Occupational Health and Safety applications, NQF Level 4, Credits 22

Total number of credits for Knowledge Modules: 50

226302-001-01-KM-01, Fundamentals of Occupational Health and Safety, NQF Level 3, Credits 4.

Purpose of the Knowledge Module

The main focus of the learning in this knowledge module is to build an understanding of the key occupational health 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 in progress and the use of tools, equipment and instruments. The learning also include the foundational knowledge related to the management of basic workplace emergencies.

The learning in this module will enable learners to demonstrate an understanding of:

- KM0101: Basic Legislative requirements related to Occupational Health and Safety.
- KM0102: Definitions of and difference between Occupational Health, Occupational Safety and Environmental management.
- KM0103: Concept of behavioural safety management.
- KM0104: Roles and responsibilities of the various stakeholders in a workplace regarding Occupational Health and Safety.

- KM0105: Roles and responsibilities of the Occupational Health and safety representative as set out in the relevant legislation.
- KM0106: Concepts and principles of emergency preparedness and response including the safe evacuation of people from workplaces.
- KM0107: The principles of hazards identification and risks assessment.
- KM0108: Principles of safe working practices in and around the place of work including fire awareness.
- KM0109: Fundamentals of accident and incident investigation.

MODULE KM01 - GUIDELINES FOR TOPICS

KM-01-KT01: Legislative requirements related to Occupational Health and Safety.

Topic Elements

- KT0101 Briefly reflect on the history and evolution of OHS conditions and practices in the workplace.
- KT0102 Explain the purpose and basic structures of the relevant OHS legislation emphasising the link between the OHS legislation and the SA constitution.
- KT0103 Define the key terminologies and give practical examples of the application of these terms in the workplace.
- KT0104 Explain the roles and responsibilities of employers and employees regarding OHS and emphasise the benefits of diligently executing these roles and the potential consequences of neglecting these responsibilities.
- KT0105 Demonstrate knowledge of and apply regulatory requirements pertaining to crane operation.

Internal Assessment Criteria and Weight

- IAC0101 Recall the key issues of OHS emanating from the historic perspective and contextualise how the evolution of OHS practices are manifesting themselves within the learners work environment.
- AC0102 Identify the relevant OHS legislation applicable to specific workplaces and working conditions.
- AC0103 Identify and describe the key terminologies and give practical examples of the application of these terms in the workplace.
- AC0104 Explain the roles and responsibilities of employers and employees regarding OHS and explain the benefits of compliance and the consequences of non-compliance.

KM-01-KT02: Definitions of and difference between Occupational Health, Occupational Safety and Environmental Management.

Topic elements to be covered include:

- KT0201 Occupational health, safety and environmental control.

- KT0202 Objectives of each of the functions;
- KT0203 Key roles and responsibilities of the various disciplines.
- KT0204 Communicable diseases (such as: sexually transmitted infections including HIV/AIDS, viral infections, TB etc.)

Internal Assessment Criteria

- 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.)
- IAC0302 Illustrate the various applications of the different disciplines in a typical workplace giving practical examples.
- IAC0303 List the Objectives of each of the functions, and indicate how these definitions are catered for in the work done by the various levels of OHS staff in the organisation.
- IAC0304 Explain how communicable diseases are transmitted and what actions should be taken in the workplace to protect the health of workers.

KM-01-KT03: Concept of Behavioural Safety Management.

Topic elements to be covered include:

- KT0301 Behaviour and how the behaviour of people influence their health and safety.
- KT0302 Factors that influence the behaviour of people and give examples of this in a work environment.
- KT0303 The role of behavioural modification in influencing the overall health and safety of employees.
- KT0304 Contribution leadership can make towards creating a culture where unacceptable behaviour regarding health and safety issues are not tolerated.
- KT0305 Stress management techniques as a self-help tool

Internal Assessment Criteria

- IAC0301 Explain what is meant by behaviour and how the behaviour of people influence their health and safety.
- IAC0302 Describe the factors that influence the behaviour of people and give examples of this in a work environment.
- IAC0303 Identify and explain the role of behavioural modification in influencing the overall health and safety of employees.
- IAC0304 Explain what contribution leadership can make towards creating a culture where unacceptable behaviour regarding health and safety issues are not tolerated.
- IAC0305 Demonstrate stress management techniques as a self-help tool
- IAC0306 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.

KM-01-KT04: Roles and responsibilities of the various stakeholders in a workplace regarding Occupational Health and Safety.

Topic elements to be covered include:

- KT0901 Key stakeholders that are involved in the prevention of accidents and incidents in the workplace.
- KT0902 The role of each of the key stakeholders in preventing accidents and incidents.
- KT0903 The consequences when a stakeholder does not execute their duty in accident/incident prevention.
- KT0904 The role of the safety representative when one of the other stakeholders do not do what is expected of them.

Internal Assessment Criteria:

- IAC0901 Given a list of stakeholders accurately indicate what each of them must do to prevent accidents and incidents.
- IAC0902 Elaborate on the consequences when a stakeholder does not execute their duty in accident/incident prevention.
- IAC0903 Give practical examples to explain the role of the safety representative when one of the other stakeholders do not do what is expected of them.

KM-01-KT05: Roles and responsibilities of the Occupational Health and safety representative as set out in the relevant legislation.

Topic elements to be covered include:

- KT0501 Describe the framework of workplace health and safety legislation pertaining to health and safety representatives.
- KT0502 Explain the specified requirements to conduct safety, health and environmental representation activities at a working place.
- KT0503 Explain the process of addressing safety, health and environment related issues within their scope of authority.
- KT0504 Explain how to Comply with the activities within safety, health and environmental structures.
- KT0505 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.

- KT0506 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.
- KT0507 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.
 - d. The importance of compliance with the relevant legislation

Internal Assessment Criteria and Weight

- IAC0501 Describe the framework of workplace health and safety legislation pertaining to health and safety representatives.
- IAC0502 Explain the specified requirements to conduct safety, health and environmental representation activities at a working place.
- IAC0503 Explain the process of addressing safety, health and environment related issues within their scope of authority.
- IAC0504 Explain how to Comply with the activities within safety, health and environmental structures.
- IAC0505 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.

KM-01-KT06: Concepts and principles of emergency preparedness and response including the safe evacuation of people from workplaces.

Topic elements to be covered include:

- KT0601 Definition of an emergency and give examples of typical emergencies that could occur in the workplace.

- KT0602 The difference between preparedness and response and give examples of typical preparedness and response actions.
- KT0603 The roles of the various role players to ensure that an organisation is adequately prepared for emergencies.
- KT0604 The principles and the required steps for the evacuation of people from a workplace.
- KT0604 The roles of the various role players when an emergency occur.
- TK0605 The different types of emergencies that may be encountered in a workplace.
- TK0606 The various responses to an alarm.
- TK0607 The actions required of a safety officer in an assembly area.
- TK0608 The functions of an emergency control centre.
- KT0609 Management of fatigue in the workplace.
- KT0610 Basic health and safety principles in and around the workplace.

Internal Assessment Criteria

- IAC0601 Explain the definition of an emergency and give examples of typical emergencies that could occur in the workplace.
- IAC0602 Explain the difference between preparedness and response and give examples of typical preparedness and response actions.
- IAC0603 Describe the roles of the various role players to ensure that an organisation is adequately prepared for emergencies.
- **IAC0604** Explain the principles and the required steps for the evacuation of people from a workplace.
- **IAC0604** Describe the roles of the various role players when an emergency occurs.
- IAC0605 Explain the different types of emergencies that may be encountered in a workplace.
- IAC0606 Explain the various responses to an alarm.
- IAC0607 Explain actions required of a safety officer in an assembly area.
- IAC0608 Explain the functions of an emergency control centre.
- IAC0609 Explain how to Manage the prevention of fatigue in the workplace.
- IAC0610 Explain basic health and safety principles in and around the workplace.
- IAC0611 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.
 - d. Elaborate in detail on the conditions for the evacuation of people from a workplace.

- e. Elaborate in detail on the steps that must be followed when evacuating people from working places.

KM-01-KT07: The principles of hazards identification and risks assessment.

Topic elements to be covered include:

- KT0701 Definition of a hazard is and how hazards relate to risks.
- **KT0702** The key steps in hazard and risk identification and give practical examples of the application of these steps in the workplace.
- **KT0702** The concept of priority setting and relate it to the process of hazard and risk rating.

Internal Assessment Criteria

- IAC0701 Explain and give practical examples to explain what a hazard is and how hazards relate to risks.
- IAC0702 List and explain the key steps in hazard and risk identification and give practical examples of the application of these steps in the workplace.
- IAC0703 Explain the concept of priority setting and relate it to the process of hazard and risk rating.

KM-01-KT08: Principles of safe working practices in and around the place of work.

Topic elements to be covered include:

- KT0701 Working practice using practical examples.
- KT0702 Concept of habits and how good and bad habits can be established with specific reference to occupational health and safety situations.
- KT0703 Regulatory requirements pertaining to crane operation
- KT0704 Basic health and safety principles in and around the workplace
- KT0705 Most common harmful gases and vapours
- KT0706 Fans, fan measurements and performance
- KT0707 Basic toxicological principles
- KT0708 Human anatomy, physiology and pathology (BEHAVIOURAL ASPECTS - HUMAN FACTORS - ERGONOMICS - REPETATIVE INJURIES)
- KT0709 Uncontrolled explosions.
- KT0710 Fires in working places.
- KT0711 Use of Hand Operated Fire Fighting Equipment.

Internal Assessment Criteria and Weight

- IAC0701 Using experiences from personal work life learners describe typical safe and unsafe work practices.
- IAC0702 Explain what is meant by a working practice using practical examples.
- IAC0703 Explain the concept of habits and how good and bad habits can be established with specific reference to occupational health and safety situations.

- IAC0704 Explain apply regulatory requirements pertaining to crane operation.
- IAC0705 Describe basic health and safety principles in and around the workplace.
- IAC0706 Explain the most common harmful gases and vapours.
- IAC0707 Describe the functions of fans, fan measurements and performance.
- IAC0708 Discuss the basic toxicological principles.
- IAC0709 Explain and discuss human anatomy, physiology and pathology (Behavioural Aspects - Human Factors - Ergonomics - Repetitive Injuries).
- IAC0710 Describe and discuss uncontrolled explosions.
- IAC0711 Describe and discuss fires in working places.
- IAC0712 Explain the Use of Hand Operated Fire Fighting Equipment.

KM-01-KT09: Fundamentals of Accident and Incident investigation.

Topic elements to be covered include:

- KT0901 Difference between an accident and incident.
- KT0902 Generally accepted hierarchy of how incidents lead to accidents.
- KT0903 Basic process of accident and incident investigation.

Internal Assessment Criteria

- IAC0901 Describe the process of investigating accidents and incidents.
- IAC0901 Explain the difference between an accident and incident.
- IAC0902 Describe the generally accepted hierarchy of how incidents lead to accidents.
- IAC0903 Explain the basic process of accident and incident investigation.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:40

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)

- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-KM-02, Fundamentals of representing employees regarding OHS issues, NQF Level 3, Credits 4.

Purpose of the Knowledge Module

The main focus of the learning in this knowledge module is to build an understanding of the theory that underpins the effective representation of employees regarding OHS issues in the workplace. The learning will include the relevant legislative requirements as well as the required communication and facilitation principles.

The learning will enable learners to demonstrate an understanding of the following topics:

- KM-02KT01: The legislative requirements relating to the representation of employees regarding OHS issues.
- KM-02KT02: Practical implications relating to representing employee's needs.
- KM-02KT03: Leading practices for effective employee representation.
- KM-02KT04: Methods of making effective representations and giving feedback.
- KM-02KT05: The procedure for submission of compensation claims for injuries and occupational diseases

MODULE KM02 - GUIDELINES FOR TOPICS

KM-02KT01: The legislative requirements relating to the representation of employees regarding OHS issues.

The topic will cover the following topic elements:

- KT0101: Concept of workplace democracy as per the LRA act.
- KT0102: Determinations regarding representatives in the appropriate OHS act.

Internal Assessment Criteria

- IAC0101: Explain the concept of workplace democracy and debate its application within the OHS environment.
- IAC0102: Identify the specific sections in the relevant legislation and explain what it means. Give practical examples.

KM-02KT02: Practical implications relating to representing employee's needs.

The topic will cover the following topic elements:

- KT0201: Role of the OHS representative.
- KT0202: Responsibilities when representing the needs of others
- KT0203: Potential pitfalls when representing others.
- KT0204: Tactics to avoid pitfalls and remain an effective representative.

Internal Assessment Criteria

- IAC0201: Without reference to learning material explain the legislated roles and responsibilities of the OHS representative.

- IAC0202: Debate ways to become an effective OHS representative.
- IAC0203: Discuss the potential pitfalls when representing others, give examples and debate steps that can be taken to avoid the pitfalls.
- IAC0204: Give practical examples of typical strategies and processes that can be used to avoid pitfalls when representing others to ensure ethical and professional conduct of self and the constituent members.

KM-02KT03: Leading practices for effective employee representation.

The topic will cover the following topic elements:

- KT0301: Examples of success stories.
- KT0302: Examples of failures.
- KT0303: Lessons learnt.

Internal Assessment Criteria

- IAC0301: Given descriptions of typical work situations learners will be able to describe effective ways of making the work of the OHS representative work well.

KM-02KT04: Methods of making effective representations and giving feedback.

The topic will cover the following topic elements: Please correct numbering, dont match

- KT0501: Description of effective feedback.
- KT0502: Tips and hints of providing effective feedback.
- KT0503: Strategies to avoid conflict and unnecessary debates.

Internal Assessment Criteria

- IAC0501: Given typical feedback scenarios learners will be able to identify successful and unsuccessful feedback situations and indicate how feedback should be improved for each of the given scenarios.

KM-02KT05: The procedure for submission of compensation claims for injuries and occupational diseases

The topic will cover the following topic elements:

- KT0501: Definition of a compensation claim.
- KT0502: Information required.
- KT0503: Process for submitting the claim.

Internal Assessment Criteria

- IAC0501: Given various scenarios regarding compensation claims learners will be able to analyse the situations and determine how to ensure that claims are successfully submitted.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:40

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-KM-03, Fundamentals of Communication within the OHS discipline, NQF Level 3, Credits 4.

Purpose of the Knowledge Module

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-03-KT01: Concepts and theories of coaching, influencing people in an assertive manner and dealing with conflict (50%).
- KM-03-KT02: Principles and ethics of auditing (Advanced) (50%).

MODULE KM03 - GUIDELINES FOR TOPICS

KM-03-KT01: Concepts and theories of coaching, influencing people in an assertive manner and dealing with conflict.

Topic elements to be covered include:

- KT0101 Basic communication model and describe workplace strategies to overcome the typical barriers to communication.
- KT0102 Coaching, influencing people, assertiveness and conflict.
- KT0103 Basic model for coaching.
- KT0104 Communication behaviours and communication processes and identify the basic communication behaviours that will enhance effective communication.
- KT0105 The difference between assertiveness and aggressiveness and give examples of each.
- KT0106 Basic strategies for preventing and managing conflict.
- KT0107 The need for dealing with issues in an assertive manner.
- KT0108 Concepts and principles of effective communication and internal consulting.

Internal Assessment Criteria

- IAC0101 Explain a basic communication model and describe workplace strategies to overcome the typical barriers to communication.
- IAC0102 Describe what is meant by coaching, influencing people, assertiveness and Conflict.
- IAC0103 Explain a basic model for coaching.
- IAC0104 Explain what is meant by communication behaviours and communication processes and identify the basic communication behaviours that will enhance effective communication.
- IAC0105 Describe the difference between assertiveness and aggressiveness and give examples of each.

- IAC0106 Describe basic strategies for preventing and managing conflict.
- IAC0107 Explain the need for dealing with issues in an assertive manner.
- IAC0108 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.

KM-03-KT02: Principles and ethics of auditing

Topic elements to be covered include:

- KT0201 Ethics and why ethical behaviour is always important.
- KT0202 The consequences of unethical behaviour on occupational health and safety.
- KT0203 An occupational health and safety monitoring system vs ethical behaviour to ensure its effectiveness.

Internal Assessment Criteria

- IAC0201 Explain what is meant by ethics and why ethical behaviour is always important.
- IAC0202 Describe the consequences of unethical behaviour on occupational health and safety.
- IAC0203 Describe how an occupational health and safety monitoring system relies on ethical behaviour to ensure its effectiveness.
- IAC0204 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.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:40

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-KM-04, OHS Administration and Record Management, NQF Level 4, Credits 16.

Purpose of the Knowledge Module

The main focus of the learning in this knowledge module is to build an understanding of the theory that underpins the effective administration and document management processes that are required to establish and maintain a reliable and sustainable OHS administrative service within an organisation.

The learning will enable learners to demonstrate an understanding of:

- KM-04-KT01: The purpose of administration and document control and the impact of administration on operational efficiency.
- KM-04-KT02: Regulated requirements and leading practices regarding OHS administration within the OHS function.

MODULE KM04 - GUIDELINES FOR TOPICS

KM-04-KT01: The purpose of administration and document control and the impact of administration on operational efficiency.

Topic elements to be covered include:

KT0401 Definition of administration and the key drivers of effective administration

KT0402 The potential positive and negative impact of good and bad administration

KT0403 Benefits of effective administration

KT0404 Definition and examples of document control

KT0405 Key attributes for an effective administrator

KT0406 Possible career opportunities for an effective administrator

Internal Assessment Criteria

- IAC0401 Explain what administration is and what the drivers of effective administration are, give practical examples.
- IAC0402 Discuss examples of the potential positive and negative impact of good and bad administration and indicate how one can improve administration within a work environment.
- IAC0403 Give examples of the benefits of effective administration.
- IAC0404 Explain what document control is.
- IAC0405 Evaluate yourself against the Key attributes for an effective administrator and develop an action plan to improve.
- IAC0406 Learner to discuss their career prospects and develop a personal growth plan.

KM-04-KT02: Regulated requirements and leading practices regarding OHS administration within the OHS function.

Topic elements to be covered include:

- KT0201: Overview of the OHS Legal Framework and regulations with specific reference to administrative responsibilities.
- KT0202: Summary of the application of the OHS Management system and the associated administrative and record-keeping responsibilities.
- KT0203: Fundamentals of Hazard Identification and risk assessment highlighting the associated record-keeping and reporting processes
- KT0204: Leading practices and industry standards for OHS administration.

Internal Assessment Criteria

- IAC0201: Identify and explain the application of OHS legislation and regulations with specific impact on the OHS administrative role.
- IAC0202: Describe the administrative activities associated with a fundamental OHS Management system.
- IAC0203: Describe the role, function and processes of hazard identification and risk assessment.
- IAC0204: Discuss and give examples of OHS administrative best practices.

Provider Accreditation Requirements**Human Resource Requirements**

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:40

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-KM-05, Occupational Health and Safety applications, NQF Level 4, Credits 22

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-05-KT01: Principles, concepts and processes of hazard identification, risk assessment and control
- KM-05-KT02: Techniques of accident and incident investigation
- KM-05-KT03: Principles of occupational hygiene measuring instruments and the interpretation of the readings in terms of the threshold limits of such measurements.
- KM-05-KT04: Principles of safe working practices in and around the place of work.
- KM-05-KT05: Criteria and standards for effective documentation and document control.
- KM-05-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.
- KM-05-KT07: Principles, concepts and processes of hazard identification, risk assessment and control(Intermediate)

MODULE KM05 - GUIDELINES FOR TOPICS

KM-05-KT01: Principles, concepts and processes of hazard identification, risk assessment and control (10%)

Topic elements to be covered include:

- KT0101 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.
- KT0102 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.
- KT0103 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. The hierarchy of control of hazards and risks: a. Description as per the Health and safety regulations.
- KT0104 The legal requirements regarding hazard identification and risk assessment. 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).

Internal Assessment Criteria

- IAC0101 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.
- IAC0102 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.
- IAC0103 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.
- IAC0104 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).
- IAC0105 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.

KM-05-KT02: Techniques of accident and incident investigation (10%)

Topic elements to be covered include:

- KT0201 The difference between accidents and incidents.
- KT0202 The interrelationship of accidents and incidents giving the typical statistical model of how incidents eventually lead to accidents.
- KT0203 The legal requirements regarding the need to investigate and report on all accidents and incidents.
- KT0204 The typical process for investigating accidents and incidents.
- KT0205 The criteria for effective accident and incident investigation.

Internal Assessment Criteria

- IAC0201 Explain the difference between accidents and incidents.
- IAC0202 Use examples to explain the interrelationship of accidents and incidents giving the typical statistical model of how incidents eventually lead to accidents.
- IAC0203 Describe the legal requirements regarding the need to investigate and report on all accidents and incidents.
- IAC0204 Describe the typical process for investigating accidents and incidents.
- IAC0205 Describe the criteria for effective accident and incident investigation.
- IAC0206 Given various accident and incident investigation scenarios identify the extent to which the investigations were effective and the appropriate criteria for effective investigations were met and motivate the reasons why the criteria is important.

KM-05-KT03: Principles of occupational hygiene measuring instruments and the interpretation of the readings in terms of the threshold limits of such measurements (10%)

Topic elements to be covered include:

- KT0301 Potential occupational health hazards and routes of entry into the body;
- KT0302 Typical occupational hygiene measurements that is taken within industry;

- KT0303 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.
- KT0304 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.

Internal Assessment Criteria

- IAC0301 Explain the potential occupational health hazards and routes of entry into the body;
- IAC0302 Identify the typical occupational hygiene measurements that is taken within industry;
- IAC0303 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.
- IAC0304 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.

- IAC0305 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.

3.2.4. KM-05-KT04: Principles of safe working practices in and around the place of work (10%)

Topic elements to be covered include:

- KT0401 The safety practices required for working environments.
- KT0402 Health and safety practices relevant to the machinery, tools and equipment used in work environments.
- KT0403 The specific safety practices required for the range of work activities relevant to a specific work area.
- KT0404 The emergency preparedness and response relevant to work areas.

Internal Assessment Criteria

- IAC0401 Identify and explain the safety practices required for working environments.
- IAC0402 Identify and explain the health and safety practices relevant to the machinery, tools and equipment used in work environments.
- IAC0403 Identify and explain the specific safety practices required for the range of work activities relevant to a specific work area.
- IAC0404 Identify and explain the emergency preparedness and response relevant to work areas.
- IAC0405 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.

KM-05-KT05: Criteria and standards for effective documentation and document control.

Topic elements to be covered include:

- KT0501 The document and record classification process for Occupational Health and Statutory documentation and records (Long retention period);
 - a. Confidential documents and records;
 - b. Resources and reference material;
 - c. Other media (manuals, DVDs drawings etc.)
- KT0502 The principles for record keeping and archiving documents.
- KT0503 The principles for backup and retention of critical documents and records.

- a. Retention periods;
 - b. Review and updates;
 - c. Disposals.
- KT0504 The principles of document and record security:
 - a. Statutory requirements;
 - b. Classified documents;
 - c. Unclassified documents.
 - d. Access control;
 - e. Physical security.
- KT0505 The criteria for the quality of Occupational Health and Safety documentation.

Internal Assessment Criteria

- IAC0501 Explain the document and record classification process for Occupational Health and Statutory documentation and records (Long retention period);
 - a. Confidential documents and records;
 - b. Resources and reference material;
 - c. Other media (manuals, DVDs drawings etc.)
- IAC0502 Describe the principles for record keeping and archiving documents.
- IAC0503 Describe the principles for backup and retention of critical documents and records.
 - a. Retention periods;
 - b. Review and updates;
 - c. Disposals.
- IAC0504 Explain the principles of document and record security:
 - a. Statutory requirements;
 - b. Classified documents;
 - c. Unclassified documents.
 - d. Access control;
 - e. Physical security.
- IAC0505 Describe the criteria for the quality of Occupational Health and Safety documentation.
- IAC0506 Given a range of Occupational health and Safety media, reports and documents.
 - 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.

KM-05-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. (10%)

Topic elements to be covered include:

- KT0601 Cause and effect and application to hazard identification, risk assessment and accident/incident investigation.
- KT0602 Cause and effect analysis works and application to risk assessment, hazard identification and incident/accident investigation.
- KT0603 Preventative, corrective and contingency actions application in hazard identification, risk assessment and accident/incident investigations. a. Cover pre-contact, contact and post contact controls.

Internal Assessment Criteria

- IAC0601 Define what is meant by cause and effect and give examples of how this applies to hazard identification, risk assessment and accident/incident investigation.
- IAC0602 Explain how a cause and effect analysis works and how it applies to risk assessment, hazard identification and incident/accident investigation.
- IAC0603 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.
- IAC0604 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.

KM-05-KT07: Principles, concepts and processes of hazard identification, risk assessment and control (10%)

Topic elements to be covered include:

- KT0701 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.
- KT0702 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.
- KT0703 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.
- KT0704 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)

Internal Assessment Criteria

- IAC0701 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.
- IAC0702 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.
- IAC0703 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.

- IAC0704 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)
- IAC0705 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.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:40

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

3.2 SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS

3.2.1 List of Practical skills modules for which specifications are included

- 226302-001-01-PM-01, Represent the needs of employees with regard to Occupational Health and Safety matters, NQF Level 3, Credits 1
- 226302-001-01-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 1.
- 226302-001-01-PM-03, Conduct workplace Inspections, Check the application of fundamental workplace standards and report on compliance variations, NQF Level 3, Credits 10.
- 226302-001-01-PM-04, Administer the key activities of an OHS Function, NQF Level 4, Credits 16.
- 226302-001-01-PM-05, Participate and contribute towards the development of hazard and risk assessments, NQF Level 4, Credits 6.
- 226302-001-01-PM-06, Supervise the smooth execution of the activities of an OHS function, NQF Level 4, Credits 4.
- 226302-001-01-PM-07, Coordinate the work activities of occupational, health and safety representatives, NQF Level 4, Credits 6.

Total number of credits for Practical Skill Modules: 44

3.2.2 DETAILS OF PRACTICAL SKILLS MODULES

226302-001-01-PM-01, Represent the needs of employees with regard to Occupational Health and Safety matters, NQF Level 3, Credits 1

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to consult with employees, identify their OHS needs and represent them at the various forums as an advocate and facilitator to ensure that these needs are adequately considered and that the issues underpinning these needs are resolved.

The learner will be required to:

- PM-01-PS01 Conduct meetings with employees to determine specific needs relating to Occupational Health and Safety practices in the workplace.
- PM-01-PS02 Investigate stated employee needs.
- PM-01-PS03 Present employee needs during safety meetings.
- PM-01-PS04 Follow up on issues raised and escalate unmet needs.
- PM-01-PS05 Provide feedback to employees regarding OHS issues raised.
- PM-01-PS06 Remove employees from unsafe or unhealthy workplaces.

GUIDELINES FOR PRACTICAL SKILLS MODULE 01

PM-01-PS01 Conduct meetings with employees to determine specific needs relating to Occupational Health and Safety practices in the workplace.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA01-01: Appropriately convene a meeting with employees and set a basic meeting purpose and agenda.
- PA01-02: Guide and facilitate discussions to identify the issues, needs and feelings of the group.
- PA01-03: Probe the issues and identify the real issues and the underpinning needs and potential consequences of these needs.
- PA01-04: Summarise and prioritise the needs.
- PA01-05: Commit to a process for raising the needs with the relevant decision-makers.
- PA01-06: Capture/record the minutes of the discussion.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK01-01: Meeting techniques and processes.
- AK01-02: Facilitation and questioning techniques.
- AK01-03: Probing and basic analysis techniques.
- AK01-04: Techniques for prioritisation.
- AK01-05: Meeting minute-taking techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0101: Meeting is appropriately set up and convened with employees (with agenda and invite).
- IAC0102: Discussions are guided and facilitated to identify the issues, needs and feelings of the group.
- IAC0103: Issues underpinning needs and potential consequences of these needs are probed and identified.
- IAC0104: The needs are summarised and prioritised.
- IAC0105: Process for raising the needs with the relevant decision-makers is committed.
- IAC0106: Minutes of the discussion are captured/recorded.

PM-01-PS02 Investigate stated employee needs.**SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:*****Condition for Performance:***

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA02-01: Check the relevant company policies, procedures and standard operating procedures and compare them with the stated needs.
- PA02-02: Research the history of the stated need investigate the reasons why this need was not addressed previously.
- PA02-03: Discuss with supervision and OHS staff regarding the practicality and cost implications of meeting the needs.
- PA02-04: Give feedback to constituency and discuss alternative ways of dealing with the needs.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK02-01: Analytical thinking.
- AK02-02: Techniques of accessing policies and standards.
- AK02-03: Interpretation techniques.
- AK02-04: Facilitation and communication techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0201: Relevant company policies, procedures and standard operating procedures and compare them with the stated needs are checked and complied with.
- IAC0202: History of the stated OHS needs and the reasons why the needs were not addressed previously is investigated.
- IAC0203: Meeting is held with the supervisor and OHS staff regarding the practicality and cost implications of the OHS needs.
- IAC0204: Feedback is provided and alternative ways of dealing with the OHS needs are discussed with the constituency.

PM-01-PS03 Present employee needs during safety meetings.**SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:*****Condition for Performance:***

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA03-01: Maintain and adapt oral/signed communication.
- PA03-02: Write/present for a defined context.
- PA03-03: Access and use information from texts.
- PA03-04: Engage in sustained oral communication and evaluate spoken texts.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK03-01: Reading techniques.
- AK03-02: Communication techniques.
- AK03-03: Writing techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0301: Oral/signed communication is maintained and adapted.
- IAC0302: Defined context is written/presented.
- IAC0303: Information from texts is accessed and used.
- IAC0304: Sustained oral communication and spoken texts are engaged and evaluated.

PM-01-PS04 Follow up on issues raised and escalate unmet needs.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA04-01: Access and read minutes of safety meetings.
- PA04-02: Set meetings with decision makers and discuss outstanding issues.
- PA04-03: Report and escalate outstanding issues.
- PA04-04: Recognise management and stakeholders where needs are met.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK04-01: Reading techniques.
- AK04-02: Influencing and convincing techniques.
- AK04-03: Conflict handling techniques.
- AK04-04: Patience and tenacity.

Internal Assessment Criteria for the Practical Skill:

- IAC0401: Minutes of safety meetings are accessed and read.
- IAC0402: Meetings are set with decision-makers to discuss outstanding issues.
- IAC0403: Outstanding issues are reported and escalated to higher authority.
- IAC0404: Management and stakeholders are recognised where needs are met.

PM-01-PS05 Provide feedback to employees regarding OHS issues raised.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA05-01: Conduct effective feedback meetings.
- PA05-02: Explain reasons for OHS needs/requests not being met and develop alternative solutions.
- PA05-03: Manage expectations and disappointments.
- PA05-04: Motivate adherence to standards.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK05-01: Listening techniques
- AK05-02: Consultation techniques.
- AK05-03: Conflict resolution techniques.
- AK05-04: Creative problem-solving techniques.
- AK05-05: Compliance monitoring techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0501: Effective feedback meetings are conducted.
- IAC0502: Reasons for OHS needs/requests not being met and alternative solutions are explained and developed respectively.
- IAC0503: Expectations and disappointments are managed.
- IAC0504: Adherence to standards is encouraged and motivated.

PM-01-PS06 Remove employees from unsafe or unhealthy workplaces.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA06-01: Identify unsafe/unhealthy conditions.
- PA06-02: Take preventative actions.
- PA06-03: Report conditions.
- PA06-04: Communicate and facilitate safe evacuation.

- PA06-05: Monitor unsafe/unhealthy working situation and report.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK06-01: Observation and hazard perception techniques
- AK06-02: Environmental monitoring techniques
- AK06-03: Assertiveness techniques.
- AK06-04: Guardianship techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0601: Unsafe/unhealthy conditions are identified.
- IAC0602: Preventative actions are taken.
- IAC0603: Unsafe/unhealthy working conditions are reported.
- IAC0604: Safe evacuation is effectively communicated and facilitated.
- IAC0605: Unsafe/unhealthy working situation is monitored and reported.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:15

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-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 1.

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to inspect workplaces against specific workplace standards and initiate actions to prevent injury and harm to people and equipment.

The learner will be required to:

- PM-02-PS01 Identify the legal and regulatory requirements relating to continuous hazard and risk identification in workplaces.
- PM-02-PS02 Prepare for and conduct Continuous risk assessment for different workplaces.

GUIDELINES FOR PRACTICAL SKILLS MODULE 02

PM-02-PS01 Identify the legal and regulatory requirements relating to continuous hazard and risk identification in workplaces.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA01-01: Access the SOP's and regulatory requirements for a workplace.
- PA01-02: Interpret the risk profile for the workplace.
- PA01-03: Confirm the regulated requirements.
- PA01-04: Check that all requirements are covered by the SOP's.
- PA01-05: Check that appropriate controls are in place.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK01-01: Compliance techniques
- AK01-02: Reading and interpretation techniques
- AK01-03: Risk assessment techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0101: OHS Standard Operating Procedures and regulatory requirements for a workplace are accessed.
- IAC0102: OHS risk profile for the workplace is interpreted.
- IAC0103: Regulated OHS requirements are confirmed.
- IAC0104: All requirements that are covered by the SOPs are checked.

- IAC0105: Appropriate controls in place are checked.

PM-02-PS02 Prepare for and conduct Continuous risk assessment for different workplaces.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA02-01: Study the risk profile for the workplace.
- PA02-02: Prepare equipment and PPE for risk assessment.
- PA02-03: Communicate that risk assessment is taking place and remove people if required.
- PA02-04: Conduct risk assessments, take measurements and complete required documentation
- PA02-05: Initiate actions to deal with the identified and classified risks.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK03-01: Observation techniques
- AK03-02: Techniques for using measuring and testing equipment and tools
- AK03-03: Reporting techniques.
- AK03-04: Risk mitigation processes.

Internal Assessment Criteria for the Practical Skill:

- IAC0201: Risk profile for the workplace is studied.
- IAC0202: Equipment and PPE for risk assessment are prepared.
- IAC0203: Risk assessment process is communicated and people are evacuated if required.
- IAC0204: Risk assessments are conducted, measurements are taken and required documentation is completed
- IAC0205: Actions are initiated to deal with the identified and classified risks.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.

- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:15

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-PM-03, Conduct workplace Inspections, Check the application of fundamental workplace standards and report on compliance variations, NQF Level 3, Credits 10.

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to conduct workplace inspections and to check that the specific work activity requirements and standards are being complied with.

The learner will be required to:

- PM-03-PS01 Prepare for and conduct workplace inspections.
- PM-03-PS02 Monitor, report and make recommendations pertaining to specific.
- PM-03-PS03 Oversee safe working practices for working in confined spaces.
- PM-03-PS04 Oversee safe working practices when working with, handling and moving material and people in the workplace.

GUIDELINES FOR PRACTICAL SKILLS MODULE 03

PM-03-PS01 Prepare for and conduct workplace inspections.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA01-01: Conduct routine inspections on basic machines and hand tools used in the workplace.
- PA01-02: Physically inspect work places and determine deviations from OHS standards.
- PA01-03: Determine the obvious reasons for non-compliance
- PA01-04: Recommend actions to rectify the compliance deviations.
- PA01-05: Capture and report findings.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK01-01: Observation techniques.
- AK03-02: Work processes and inspection techniques.
- AK03-03: Analysis techniques.
- AK03-04: Recording and reporting processes and techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0101: Routine inspections on basic machines and hand tools used in the workplace are conducted.

- IAC0102: Workplaces are physically inspected to determine deviations from OHS standards.
- IAC0103: Obvious reasons for non-compliance are determined.
- IAC0104: Actions to rectify the compliance deviations are recommended.
- IAC0105: Workplace inspection findings are captured and reported.

PM-03-PS02 Monitor, report and make recommendations pertaining to specific requirements in terms of working at heights.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA02-01: Report and submit requirements for working in an elevated position.
- PA02-02: Demonstrate how to correctly inspect, care for and store fall arrest equipment.
- PA02-03: Apply the safe, healthy and environmentally correct principles for working platforms, ladders, scaffolding and walkways in elevated positions.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK03-01: Observation techniques
- AK03-02: Risk perception processes and techniques
- AK03-03: Safe rope handling techniques
- AK03-04: Inspection techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0201: Requirements for working in an elevated position are reported and submitted.
- IAC0202: Correct inspection, care for and storing of fall arrest equipment are demonstrated.
- IAC0203: Safe, healthy and environmentally correct principles for working platforms, ladders, scaffolding and walkways in elevated positions are applied.

PM-03-PS03 Oversee safe working practices for working in confined spaces.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA03-01: Identify hazards of working in confined spaces.
- PA03-02: Identify appropriate protective equipment for working in confined spaces.

- PA03-03: Identify training needs for people who are required to work in confined spaces.
- PA03-04: Plan and implement emergency procedures where work is being done in confined spaces.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK03-01: Hazard perception techniques
- AK03-02: Planning techniques

Internal Assessment Criteria for the Practical Skill:

- IAC0301: Hazards of working in confined spaces are identified and reported.
- IAC0302: Appropriate protective equipment for working in confined spaces is identified and requested.
- IAC0303: Training needs for people who are required to work in confined spaces are analysed.
- IAC0304: Emergency procedures for confined spaces are planned and implemented.

PM-03-PS04 Oversee safe working practices when working with, handling and moving material and people in the workplace.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA04-01: Work with, use and care for materials and resources which are classed as hazardous substances.
- PA04-02: Monitor and report on the safe and healthy movement of people and materials in and around the workplace.
- PA04-03: Evaluate and monitor the safe physical handling and movement of materials in the workplace.
- PA04-04: Recommend actions to improve the safe and healthy movement of materials and people in the workplace.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK03-01: Work-study techniques
- AK03-02: Time and motion study techniques
- AK03-03: Observation techniques
- AK03-04: Ergonomic planning techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0401: Materials and resources which are classed as hazardous substances are worked with, used and cared for.
- IAC0402: Safe and healthy movement of people and materials in and around the workplace is monitored and reported.
- IAC0403: Safe physical handling and movement of materials in the workplace is evaluated and monitored.
- IAC0404: Actions to improve the safe and healthy movement of materials and people in the workplace are recommended.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:15

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-PM-04, Administer the key activities of an OHS Function, NQF Level 4, Credits 16.

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to administer the key OHS activities for a OHS function.

The learner will be required to:

- PM-04-PS01 Correctly use manual filing systems.
- PM-04-PS02 Access and use the basic functionalities of a desktop computer system. (Basic ability to use MS Office suite).
- PM-04-PS03 Administer OHS meetings.
- PM-04-PS04 Collate and compile basis OHS reports.
- PM-04-PS05 Make presentations to report on OHS performance, activities and corrective actions.
- PM-04-PS06 Prepare for internal and external OHS Audits.

GUIDELINES FOR PRACTICAL SKILLS MODULE 04

PM-04-PS01 Correctly use manual filing systems.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA01-01: Create files and categorise them using an acceptable file classification system.
- PA01-02: Apply a logical process for controlling access to files and use an acceptable document control process and codes.
- PA01-03: Apply a logical process for placing new documents in files and recalling files for dated follow-up work.
- PA01-04: Build and maintain easy-to-use filing index.
- PA01-05: Apply an acceptable process for archiving files.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK01-01: Organising techniques.
- AK01-02: Administrative acumen.
- AK01-03: Attention to detail.

Internal Assessment Criteria for the Practical Skill:

- IAC0101: Files are created and categorised using an acceptable file classification system.

- IAC0102: Logical process for controlling access to files and use of an acceptable document control process and codes is applied.
- IAC0103: Logical process for placing new documents in files and recalling files for dated follow-up work is applied.
- IAC0104: Easy-to-use filing index is built and maintained.
- IAC0105: Acceptable process for archiving files is applied.

***PM-04-PS02 Access and use the basic functionalities of a desktop computer system.
(Basic ability to use MS Office suite).***

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA02-01: Use a Graphical User Interface (GUI)-based web browser to search the Internet
- PA02-02: Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
- PA02-03: Use electronic mail to send and receive messages
- PA02-04: Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
- PA02-05: Use a Graphical User Interface (GUI)-based word processor to format documents

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK02-01: Computer operating techniques.
- AK02-02: MS Office or similar package operating techniques.
- AK02-03: Technological orientation.

Internal Assessment Criteria for the Practical Skill:

- IAC0201: Graphical User Interface (GUI)-based web browser to search the Internet is used
- IAC0202: Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets is used
- IAC0203: Electronic mail is used to send and receive messages
- IAC0204: Graphical User Interface (GUI)-based presentation application is used to prepare and produce a presentation according to a given brief

- IAC0205: Graphical User Interface (GUI)-based word processor is used to format documents

PM-04-PS03 Administer OHS meetings.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA03-01: Develop meeting agendas.
- PA03-02: Arrange and schedule meetings.
- PA03-03: Take minutes at meetings.
- PA03-04: Maintain records of attendance at meetings
- PA03-05: Follow up on meeting action lists.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK03-01: Planning and organising techniques.
- AK03-02: Facilitation techniques.
- AK03-03: People management techniques.
- AK03-04: Tenacity and compliance orientation.

Internal Assessment Criteria for the Practical Skill:

- IAC0301: Meeting agendas are developed and drafted.
- IAC0302: Meetings are arranged and scheduled.
- IAC0303: Meeting minutes are captured.
- IAC0304: Records of attendance at meetings are administered and maintained
- IAC0305: Meeting action lists are followed up.

PM-04-PS04 Collate and compile basis OHS reports.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA04-01: Collect data for report purposes
- PA04-02: Collate data and generate consolidated statistics for reporting purposes
- PA04-03: Compile basic reports with findings and recommendations.

- PA04-04: Substantiate report findings with basic action research.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK04-01: Analytical techniques.
- AK04-02: Complexity thinking techniques.
- AK04-03: Report writing acumen.

Internal Assessment Criteria for the Practical Skill:

- IAC0401: Data for report purposes is collected
- IAC0402: Data and consolidated statistics for reporting purposes is collated and generated respectively
- IAC0403: Basic reports with findings and recommendations are compiled.
- IAC0404: Report findings with basic action research are substantiated.

PM-04-PS05 Make presentations to report on OHS performance, activities and corrective actions.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA05-01: Compile visual presentation material
- PA05-02: Prepare presentation handouts
- PA05-03: Make convincing presentations
- PA05-04: Deal with questions and objections
- PA05-05: Facilitate discussions during presentations.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK05-01: Visual presentation building techniques.
- AK05-02: Dynamic presentation techniques.
- AK05-03: Influencing and problem resolution techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0501: visual presentation material are compiled
- IAC0502: Presentation handouts are prepared
- IAC0503: Convincing presentations are made
- IAC0504: Questions and objections are dealt with
- IAC0505: Discussions during presentations are facilitated

PM-04-PS06 Prepare for internal and external OHS Audits.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA06-01: Conduct pre-audit inspection and generate corrective action lists
- PA06-02: Collect and collate all documented evidence and prepare audit files
- PA06-03: Plan and schedule the availability of staff for interface with auditors.
- PA06-04: Organise and Prepare for external auditors regarding parking, office space, meals and accommodation, transport and PPE.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK06-01: Compliance orientation
- AK06-02: Organising ability
- AK06-03: Time management techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0601: pre-audit inspection is conducted to generate corrective action lists
- IAC0602: All documented evidence and prepare audit files are collected and collated
- IAC0603: Availability of staff for interface with auditors is planned and scheduled.
- IAC0604: Parking, office space, meals and accommodation, transport and PPE are organised and prepared for external auditors.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:15

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and

- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-PM-05, Participate and contribute towards the development of hazard and risk assessments, NQF Level 4, Credits 6.

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to develop risk assessment tools for various work places and work activities.

The learner will be required to:

- PM-05-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-05-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.

GUIDELINES FOR PRACTICAL SKILLS MODULE 05

PM-05-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 TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA01-01: Prepare for workplace inspections
- PA01-02: Conduct physical workplace inspections
- PA01-03: Initiate urgent actions to deal with immediate threats.
- PA01-04: Evaluate effectiveness of controls and report on the compliance status of the workplace.
- PA01-05: Facilitate processes to improve risk profiles and compliance status.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK01-01: Compliance orientation
- AK01-02: Organising ability
- AK01-03: Time management techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0101: Workplace inspections are prepared.
- IAC0102: Physical workplace inspections are conducted
- IAC0103: Urgent actions to deal with immediate threats are initiated.

- IAC0104: Effectiveness of controls and report on the compliance status of the workplace are evaluated.
- IAC0105: Processes to improve risk profiles and compliance status are facilitated.

PM-05-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 TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA02-01: Mobilise an appropriate incident investigation team
- PA02-02: Develop an incident investigation plan
- PA02-03: Organise and coordinate the incident investigation logistics
- PA02-04: Manage the investigation activities and ensure compliance with all regulated requirements.
- PA02-05: Capture investigation findings and ensure protection of evidence
- PA02-06: Facilitate incident hearings and execute all required administrative duties.
- PA02-07: Co-ordinate and ensure implementation of incident investigation findings, recommendations and directives.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK02-01: Investigation techniques
- AK02-02: Organising ability
- AK02-03: Compliance and incident investigation management techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0201: Appropriate incident investigation team is mobilised
- IAC0202: Incident investigation plan is developed
- IAC0203: Incident investigation logistics are organised and coordinated
- IAC0204: Investigation activities are managed to ensure compliance with all regulated requirements.
- IAC0205: Investigation findings are captured and evidence is protected.
- IAC0206: Incident hearings and all required administrative duties are facilitated and executed.

- IAC0207: Incident investigation findings, recommendations and directives are coordinated and implemented.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:15

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-PM-06, Supervise the smooth execution of the activities of an OHS function, NQF Level 4, Credits 4.

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to supervise the execution of the activities of an OHS function.

The learner will be required to:

- PM-06-PS01 Conduct and ensure medium and short term planning for an OHS function.
- PM-06-PS02 Organise and mobilise all the required resources for an OHS function.
- PM-06-PS03 Execute day to day supervision activities to ensure the effective functioning of an OHS function.
- PM-06-PS04 Facilitate effective internal and external reporting for an OHS function.

GUIDELINES FOR PRACTICAL SKILLS MODULE 06

PM-06-PS01 Conduct and ensure medium and short term planning for an OHS function.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA01-01: Set planning objectives, develop key performance areas and key success indicators.
- PA01-02: Align the various activities with the performance targets.
- PA01-03: Establish and implement daily, weekly and monthly performance review processes.
- PA01-04: Contribute towards the development of financial budgets required to achieve the targets.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK01-01: Planning techniques.
- AK01-02: Performance contracting techniques.
- AK01-03: Budgeting techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0101: Planning objectives are set up, key performance areas and key success indicators are developed.
- IAC0102: Various activities with the performance targets are aligned.

- IAC0103: Daily, weekly and monthly performance review processes are established and implemented.
- IAC0104: Development of financial budgets required to achieve the targets is contributed.

PM-06-PS02 Organise and mobilise all the required resources for an OHS function.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA02-01: Identify the availability of the required resources.
- PA02-02: Set up appropriate integrated networks to obtain shared resources.
- PA02-03: Set up service level agreements with the internal and external clients.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK02-01: Organising techniques.
- AK02-02: Networking techniques.
- AK02-03: SLA contracting techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0201: Availability of the required resources is identified.
- IAC0202: Appropriate integrated networks to obtain shared resources are set up.
- IAC0203: Service level agreements are set up with the internal and external clients.

PM-06-PS03 Execute day to day supervisory activities to ensure the effective functioning of an OHS function.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA03-01: Conduct team and individual performance reviews.
- PA03-02: Manage internal grievances.
- PA03-03: Manage internal performance issues.
- PA03-04: Provide coaching.
- PA03-05: Facilitate team building and team learning activities.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK03-01: Performance management techniques.
- AK03-02: Grievance handling techniques.
- AK03-03: Team building and motivation techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0301: Team and individual performance reviews are conducted.
- IAC0302: Internal grievances are managed.
- IAC0303: Internal performance issues are managed.
- IAC0304: Coaching are provided.
- IAC0305: Team building and team learning activities are facilitated.

PM-06-PS04 Facilitate effective internal and external reporting for an OHS function.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA04-01: Develop a matrix with all required internal and external reports and reporting dates.
- PA04-02: Develop templates for reports and align the administrative system to populate the reports.
- PA04-03: Capture and check reports. Develop exception reports.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK04-01: Scheduling techniques.
- AK04-02: Systems alignment techniques.
- AK04-03: Reporting techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0401: Matrix with all required internal and external reports and reporting dates is developed.
- IAC0402: Templates for reports and administrative system to populate the reports are develop and aligned.
- IAC0403: Reports are captured and checked.
- IAC0404: Exception reports are developed.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:15

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-PM-07, Coordinate the work activities of occupational, health and safety representatives, NQF Level 4, Credits 6

Purpose of the Practical Skill Module

The focus of the learning in this module is on providing the learner an opportunity to practice the skills required to co-ordinate the work of Health and Safety representatives.

The learner will be required to:

- PM-07-PS01 Facilitate the appropriate selection and appointment of OHS representatives.
- PM-07-PS02 Ensure the appropriate training and competency assessment of OHS representatives.
- PM-07-PS03 Monitor the performance of OHS representatives and provide ongoing coaching and mentorship.

GUIDELINES FOR PRACTICAL SKILLS MODULE 07

PM-07-PS01 Facilitate the appropriate selection and appointment of OHS representatives.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA01-01: Oversee the selection processes as per the legislative requirements.
- PA01-02: Deal with issues emanating from the voting processes.
- PA01-03: Conduct skills audit of newly elected representatives.
- PA01-04: Conduct orientation of newly elected representatives.
- PA01-05: Facilitate the appropriate contracting of the elected representatives.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK01-01: Facilitation techniques.
- AK01-02: Skills auditing techniques.
- AK01-03: Orientation and training techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0101: Selection processes as per the legislative requirements is overseen.
- IAC0102: Issues emanating from the voting processes are dealt with.
- IAC0103: Skills audit of newly elected representatives is conducted.
- IAC0104: Orientation of newly elected representatives is conducted.
- IAC0105: Appropriate contracting of the elected representatives is facilitated.

PM-07-PS02 Ensure the appropriate training and competency assessment of OHS representatives.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA02-01: Conduct diagnostic pre-tests.
- PA02-02: Schedule and conduct training.
- PA02-03: Conduct competency assessments.
- PA02-04: Conduct follow up coaching.
- PA02-05: Register learners on skills programme for credit accumulation.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK02-01: Competency assessment techniques.
- AK02-02: Training techniques.
- AK02-03: Coaching techniques.

Internal Assessment Criteria for the Practical Skill:

- IAC0201: Diagnostic pre-tests are conducted.
- IAC0202: Training is scheduled and conducted.
- IAC0203: Competency assessments is conducted.
- IAC0204: Follow up coaching is conducted.
- IAC0205: Learners on skills programme for credit accumulation are registered.

PM-07-PS03 Monitor the performance of OHS representatives and provide ongoing coaching and mentorship.

SCOPE TO BE COVERED FOR MASTERING THE PRACTICAL SKILL:

Condition for Performance:

Given a simulated or controlled working environment with all the tools, equipment and physical requirements to execute the skill the learners will be able to:

Skills activities that must be mastered:

- PA03-01: Set targets, KPA's and KPI's.
- PA03-02: Set up performance review processes.
- PA03-03: Conduct performance reviews.
- PA03-04: Give performance feedback and provide ongoing coaching.
- PA03-05: Report on performance of the representative system.

Applied knowledge/techniques that must be mastered and applied when executing the skill.

- AK03-01: Performance management techniques.
- AK03-02: Coaching techniques.
- AK03-03: Reporting techniques

Internal Assessment Criteria for the Practical Skill:

- IAC0301: Targets, KPA's and KPI's are set.
- IAC0302: Performance review processes are set up.
- IAC0303: Performance reviews are conducted.
- IAC0304: Performance feedback and ongoing coaching are provided.
- IAC0305: Performance of the representative system is reported.

Provider Accreditation Requirements

Human Resource Requirements

- Facilitator must hold minimum NQF Level 5 qualification in Occupational Health and Safety or related.
- Facilitator must have a minimum of three years practical working experience within the OHS discipline.
- Facilitator must be registered with recognised OHS professional body
- Facilitator-learner ratio is 1:15

Physical Requirements

- Contact learning: Standard classroom training facility including desks, white boards, projectors, ventilation, lumination.
- Online: Computer, virtual software, access to network and
- Learning Material aligned to the curriculum.
- Quality Management System

Legal Requirements

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

3.3 SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS

3.3.1 List of Work Experience Module Specifications

- 226302-001-01-WM-01, Processes of representing employees regarding their workplace OHS needs, NQF Level 3, Credits 4.
- 226302-001-01-WM-02, Processes of executing OHS administration and document management, NQF Level 4, Credits 4.
- 226302-001-01-WM-03, Processes of managing workplace accidents, incidents and other emergencies, NQF Level 4, Credits 8.
- 226302-001-01-WM-04, Incident Investigation processes, NQF Level 4, Credits 10.

Total number of credits for Work Experience Modules: 26

226302-001-01-WM-01, Processes of representing employees regarding their workplace OHS needs, NQF Level 3, Credits 4.

List of Experiences included in this module

- WE-01-01 Complete the mandated employee representative training.
- WE-01-02 Facilitate processes to identify employee needs.
- WE-01-03 Participate in OHS meetings.
- WE-01-04 Provide feedback to constituency.

DETAILS OF WORK EXPERIENCE

WE-01-01 Complete the mandated employee representative training.

Guidelines for Work Experience

- WA0101 Apply the appropriate process steps.
- WA0102 Complete the required documentation.
- WA0103 Follow the required compliance protocols.
- WA0104 Apply the company specific client interaction policies and procedures.
- WA0105 Complete all required reports.
- WA0106 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0101 Organisation specific policies, procedures and standards
- WK0102 Organisation specific system procedures, protocols and standards
- WK0103 Organisation specific compliance requirements

Supporting Evidence

- SE0101 Legally and procedurally required documents and reports.
- SE0102 System entries and reports.
- SE0103 Client feedback.

- SE0104 Supervisor report.

WE-01-02 Facilitate processes to identify employee needs.

Guidelines for Work Experience

- WA0201 Apply the appropriate process steps.
- WA0202 Complete the required documentation.
- WA0203 Follow the required compliance protocols.
- WA0204 Apply the company specific client interaction policies and procedures.
- WA0205 Complete all required reports.
- WA0206 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0201 Organisation specific policies, procedures and standards
- WK0202 Organisation specific system procedures, protocols and standards
- WK0203 Organisation specific compliance requirements

Supporting Evidence

- SE0201 Legally and procedurally required documents and reports.
- SE0202 System entries and reports.
- SE0203 Client feedback.
- SE0204 Supervisor report.

WE-01-03 Participate in OHS meetings.

Guidelines for Work Experience

- WA0301 Apply the appropriate process steps.
- WA0302 Complete the required documentation.
- WA0303 Follow the required compliance protocols.
- WA0304 Apply the company specific client interaction policies and procedures.
- WA0305 Complete all required reports.
- WA0306 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0301 Organisation specific policies, procedures and standards
- WK0302 Organisation specific system procedures, protocols and standards
- WK0303 Organisation specific compliance requirements

Supporting Evidence

- SE0301 Legally and procedurally required documents and reports.
- SE0302 System entries and reports.
- SE0303 Client feedback.
- SE0304 Supervisor report.

WE-01-04 Provide feedback to constituency.

Guidelines for Work Experience

- WA0401 Apply the appropriate process steps.
- WA0402 Complete the required documentation.
- WA0403 Follow the required compliance protocols.
- WA0404 Apply the company specific client interaction policies and procedures.
- WA0405 Complete all required reports.
- WA0406 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0401 Organisation specific policies, procedures and standards
- WK0402 Organisation specific system procedures, protocols and standards
- WK0403 Organisation specific compliance requirements

Supporting Evidence

- SE0401 Legally and procedurally required documents and reports.
- SE0402 System entries and reports.
- SE0403 Client feedback.
- SE0404 Supervisor report.

Criteria for Workplace Approval

Physical requirements

- Access to work environment in order for learner to have exposure with OHS compliance systems and processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

Human Resource Requirements:

- Trainers should be in possession of an NQF Level 5 qualification in OHS with at least 3 years post qualification working experience in OHS environment
- Mentor / Supervisor must be registered with recognised OHS Professional body.
- Mentor/ Supervisor ratio 1 to 5

Legal Requirements:

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-WM-02, Processes of executing OHS administration and document management, NQF Level 4, Credits 4.

List of Experiences included in this module

- WE-02-01 Administer manual filing system.
- WE-02-02 Update computer based OHS records.
- WE-02-03 Administer OHS meetings.
- WE-02-04 Draft OHS reports.

DETAILS OF WORK EXPERIENCE

WE-02-01 Administer manual filing system.

Guidelines for Work Experience

- WA0101 Apply the appropriate process steps.
- WA0102 Complete the required documentation.
- WA0103 Follow the required compliance protocols.
- WA0104 Apply the company specific client interaction policies and procedures.
- WA0105 Complete all required reports.
- WA0106 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0101 Organisation specific policies, procedures and standards
- WK0102 Organisation specific system procedures, protocols and standards
- WK0103 Organisation specific compliance requirements

Supporting Evidence

- SE0101 Legally and procedurally required documents and reports.
- SE0102 System entries and reports.
- SE0103 Client feedback.
- SE0104 Supervisor report.

WE-02-02 Update computer based OHS records.

Guidelines for Work Experience

- WA0201 Apply the appropriate process steps.
- WA0202 Complete the required documentation.
- WA0203 Follow the required compliance protocols.
- WA0204 Apply the company specific client interaction policies and procedures.
- WA0205 Complete all required reports.
- WA0206 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0201 Organisation specific policies, procedures and standards

- WK0202 Organisation specific system procedures, protocols and standards
- WK0203 Organisation specific compliance requirements

Supporting Evidence

- SE0201 Legally and procedurally required documents and reports.
- SE0202 System entries and reports.
- SE0203 Client feedback.
- SE0204 Supervisor report.

WE-02-03 Administer OHS meetings.

Guidelines for Work Experience

- WA0301 Apply the appropriate process steps.
- WA0302 Complete the required documentation.
- WA0303 Follow the required compliance protocols.
- WA0304 Apply the company specific client interaction policies and procedures.
- WA0305 Complete all required reports.
- WA0306 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0301 Organisation specific policies, procedures and standards
- WK0302 Organisation specific system procedures, protocols and standards
- WK0303 Organisation specific compliance requirements

Supporting Evidence

- SE0301 Legally and procedurally required documents and reports.
- SE0302 System entries and reports.
- SE0303 Client feedback.
- SE0304 Supervisor report.

WE-02-04 Draft OHS reports.

Guidelines for Work Experience

- WA0401 Apply the appropriate process steps.
- WA0402 Complete the required documentation.
- WA0403 Follow the required compliance protocols.
- WA0404 Apply the company specific client interaction policies and procedures.
- WA0405 Complete all required reports.
- WA0406 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0401 Organisation specific policies, procedures and standards
- WK0402 Organisation specific system procedures, protocols and standards

- WK0403 Organisation specific compliance requirements

Supporting Evidence

- SE0401 Legally and procedurally required documents and reports.
- SE0402 System entries and reports.
- SE0403 Client feedback.
- SE0404 Supervisor report.

Criteria for Workplace Approval

Physical requirements

- Access to work environment in order for learner to have exposure with OHS compliance systems and processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

Human Resource Requirements:

- Trainers should be in possession of an NQF Level 5 qualification in OHS with at least 3 years post qualification working experience in OHS environment
- Mentor / Supervisor must be registered with recognised OHS Professional body.
- Mentor/ Supervisor ratio 1 to 5

Legal Requirements:

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-WM-03, Processes of managing workplace accidents, incidents and other emergencies, NQF Level 4, Credits 8.

List of Experiences included in this module

- WE-03-01 Complete Basic First Aid Training
- WE-03-02 Complete Advanced First Aid Training
- WE-03-03 Complete emergency awareness training
- WE-03-04 Meet workplace compliance requirements (Technical aspects)

DETAILS OF WORK EXPERIENCE

WE-03-01 Complete Basic First Aid Training

Guidelines for Work Experience

- WA0101 Apply the appropriate process steps.
- WA0102 Complete the required documentation.
- WA0103 Follow the required compliance protocols.
- WA0104 Apply the company specific client interaction policies and procedures.
- WA0105 Complete all required reports.
- WA0106 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0101 Organisation specific policies, procedures and standards
- WK0102 Organisation specific system procedures, protocols and standards
- WK0103 Organisation specific compliance requirements

Supporting Evidence

- SE0101 Legally and procedurally required documents and reports.
- SE0102 System entries and reports.
- SE0103 Client feedback.
- SE0104 Supervisor report.

WE-03-02 Complete Advanced First Aid Training

Guidelines for Work Experience

- WA0201 Apply the appropriate process steps.
- WA0202 Complete the required documentation.
- WA0203 Follow the required compliance protocols.
- WA0204 Apply the company specific client interaction policies and procedures.
- WA0205 Complete all required reports.
- WA0206 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0201 Organisation specific policies, procedures and standards
- WK0202 Organisation specific system procedures, protocols and standards

- WK0203 Organisation specific compliance requirements

Supporting Evidence

- SE0201 Legally and procedurally required documents and reports.
- SE0202 System entries and reports.
- SE0203 Client feedback.
- SE0204 Supervisor report.

WE-03-03 Complete emergency awareness training

Guidelines for Work Experience

- WA0301 Apply the appropriate process steps.
- WA0302 Complete the required documentation.
- WA0303 Follow the required compliance protocols.
- WA0304 Apply the company specific client interaction policies and procedures.
- WA0305 Complete all required reports.
- WA0306 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0301 Organisation specific policies, procedures and standards
- WK0302 Organisation specific system procedures, protocols and standards
- WK0303 Organisation specific compliance requirements

Supporting Evidence

- SE0301 Legally and procedurally required documents and reports.
- SE0302 System entries and reports.
- SE0303 Client feedback.
- SE0304 Supervisor report.

WE-03-04 Meet workplace compliance requirements (Technical aspects)

Guidelines for Work Experience

- WA0401 Apply the appropriate process steps.
- WA0402 Complete the required documentation.
- WA0403 Follow the required compliance protocols.
- WA0404 Apply the company specific client interaction policies and procedures.
- WA0405 Complete all required reports.
- WA0406 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0401 Organisation specific policies, procedures and standards
- WK0402 Organisation specific system procedures, protocols and standards
- WK0403 Organisation specific compliance requirements

Supporting Evidence

- SE0401 Legally and procedurally required documents and reports.
- SE0402 System entries and reports.
- SE0403 Client feedback.
- SE0404 Supervisor report.

Criteria for Workplace Approval**Physical requirements**

- Access to work environment in order for learner to have exposure with OHS compliance systems and processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

Human Resource Requirements:

- Trainers should be in possession of an NQF Level 5 qualification in OHS with at least 3 years post qualification working experience in OHS environment
- Mentor / Supervisor must be registered with recognised OHS Professional body.
- Mentor/ Supervisor ratio 1 to 5

Legal Requirements:

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

226302-001-01-WM-04, Incident Investigation processes, NQF Level 4, Credits 10.

List of Experiences included in this module

- WE-04-01 Review incident investigation reports.
- WE-04-02 Review technical work standards.
- WE-04-03 Review incident investigation best practices.
- WE-04-04 Debate incident investigation policies and identify potential defects.

DETAILS OF WORK EXPERIENCE

WE-04-01 Review incident investigation reports.

Guidelines for Work Experience

- WA0101 Apply the appropriate process steps to review incident investigation reports.
- WA0102 Complete the required documentation.
- WA0103 Follow the required compliance protocols.
- WA0104 Apply the company specific client interaction policies and procedures.
- WA0105 Complete all required reports.
- WA0106 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0101 Organisation specific policies, procedures and standards
- WK0102 Organisation specific system procedures, protocols and standards
- WK0103 Organisation specific compliance requirements

Supporting Evidence

- SE0101 Legally and procedurally required documents and reports.
- SE0102 System entries and reports.
- SE0103 Client feedback.
- SE0104 Supervisor report.

WE-04-02 Review technical work standards.

Guidelines for Work Experience

- WA0201 Apply the appropriate process steps.
- WA0202 Complete the required documentation.
- WA0203 Follow the required compliance protocols.
- WA0204 Apply the company specific client interaction policies and procedures.
- WA0205 Complete all required reports.
- WA0206 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0201 Organisation specific policies, procedures and standards
- WK0202 Organisation specific system procedures, protocols and standards

- WK0203 Organisation specific compliance requirements

Supporting Evidence

- SE0201 Legally and procedurally required documents and reports.
- SE0202 System entries and reports.
- SE0203 Client feedback.
- SE0204 Supervisor report.

WE-04-03 Review incident investigation best practices.

Guidelines for Work Experience

- WA0301 Apply the appropriate process steps.
- WA0302 Complete the required documentation.
- WA0303 Follow the required compliance protocols.
- WA0304 Apply the company specific client interaction policies and procedures.
- WA0305 Complete all required reports.
- WA0306 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0301 Organisation specific policies, procedures and standards
- WK0302 Organisation specific system procedures, protocols and standards
- WK0303 Organisation specific compliance requirements

Supporting Evidence

- SE0301 Legally and procedurally required documents and reports.
- SE0302 System entries and reports.
- SE0303 Client feedback.
- SE0304 Supervisor report.

WE-04-04 Debate incident investigation policies and identify potential defects.

Guidelines for Work Experience

- WA0401 Apply the appropriate process steps.
- WA0402 Complete the required documentation.
- WA0403 Follow the required compliance protocols.
- WA0404 Apply the company specific client interaction policies and procedures.
- WA0405 Complete all required reports.
- WA0406 Respond to queries and requests.

Contextual Workplace Knowledge

- WK0401 Organisation specific policies, procedures and standards
- WK0402 Organisation specific system procedures, protocols and standards
- WK0403 Organisation specific compliance requirements

Supporting Evidence

- SE0401 Legally and procedurally required documents and reports.
- SE0402 System entries and reports.
- SE0403 Client feedback.
- SE0404 Supervisor report.

Criteria for Workplace Approval**Physical requirements**

- Access to work environment in order for learner to have exposure with OHS compliance systems and processes
- Tools and equipment to conduct occupational tasks
- Work experience logbook according to the curriculum
- Daily worksheet

Human Resource Requirements:

- Trainers should be in possession of an NQF Level 5 qualification in OHS with at least 3 years post qualification working experience in OHS environment
- Mentor / Supervisor must be registered with recognised OHS Professional body.
- Mentor/ Supervisor ratio 1 to 5

Legal Requirements:

- Compliance to Safety Health Environmental Risk and Quality (SHERQ)
- Compliance to OHS Act and display relevant labour laws
- Compliance to professional registration with one of the OHS professional bodies.
- CIPC registered entity
- Valid Tax compliance pin

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	226302-001-01-00
Curriculum Title:	National Occupational Certificate: Occupational Health and Safety Officer

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

226302-001-01-WM-01, Processes of representing employees regarding their workplace OHS needs, NQF Level 3, Credits 4.

WM-01-WE01	WE-01-01 Complete the mandated employee representative training.		
	Scope Work Experience	Date	Signature
WA0101	Apply the appropriate process steps		
WA0102	Complete the required documentation		
WA0103	Follow the required compliance protocols		
WA0104	Apply the company specific client interaction policies and procedures		

WA0105	Complete all required reports.		
WA0106	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0101	Legally and procedurally required documents and reports.		
SE0102	System entries and reports.		
SE0102	Client feedback.		
SE0102	Supervisor report.		
WM-01-WE02	WE-01-02 Facilitate processes to identify employee needs.		
	Scope Work Experience	Date	Signature
WA0201	Apply the appropriate process steps		
WA0202	Complete the required documentation		
WA0203	Follow the required compliance protocols		
WA0204	Apply the company specific client interaction policies and procedures		
WA0205	Complete all required reports.		
WA0206	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0201	Legally and procedurally required documents and reports.		
SE0202	System entries and reports.		
SE0203	Client feedback.		
SE0204	Supervisor report.		
WM-01-WE03	WE-01-03 Participate in OHS meetings.		

	Scope Work Experience	Date	Signature
WA0301	Apply the appropriate process steps		
WA0302	Complete the required documentation		
WA0303	Follow the required compliance protocols		
WA0304	Apply the company specific client interaction policies and procedures		
WA0305	Complete all required reports.		
WA0306	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0301	Legally and procedurally required documents and reports.		
SE0302	System entries and reports.		
SE0303	Client feedback.		
SE0304	Supervisor report.		
WM-01-WE04	WE-01-04 Provide feedback to constituency.		
	Scope Work Experience	Date	Signature
WA0401	Apply the appropriate process steps		
WA0402	Complete the required documentation		
WA0403	Follow the required compliance protocols		
WA0404	Apply the company specific client interaction policies and procedures		
WA0405	Complete all required reports.		
WA0406	Respond to queries and requests.		
	Supporting Evidence	Date	Signature

SE0401	Legally and procedurally required documents and reports.		
SE0402	System entries and reports.		
SE0403	Client feedback.		
SE0404	Supervisor report.		

226302-001-01-WM-02, Processes of executing OHS administration and document management, NQF Level 4, Credits 4.

WM-02-WE01	WE-02-01 Administer manual filing system.		
	Scope Work Experience	Date	Signature
WA0101	Apply the appropriate process steps		
WA0102	Complete the required documentation		
WA0103	Follow the required compliance protocols		
WA0104	Apply the company specific client interaction policies and procedures		
WA0105	Complete all required reports.		
WA0106	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0101	Legally and procedurally required documents and reports.		
SE0102	System entries and reports.		
SE0102	Client feedback.		
SE0102	Supervisor report.		
WM-02-WE02	WE-02-02 Update computer based OHS records.		
	Scope Work Experience	Date	Signature

WA0201	Apply the appropriate process steps		
WA0202	Complete the required documentation		
WA0203	Follow the required compliance protocols		
WA0204	Apply the company specific client interaction policies and procedures		
WA0205	Complete all required reports.		
WA0206	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0201	Legally and procedurally required documents and reports.		
SE0202	System entries and reports.		
SE0203	Client feedback.		
SE0204	Supervisor report.		
WM-02-WE03	WE-02-03 Administer OHS meetings. WE-02-04 Draft OHS reports.		
	Scope Work Experience	Date	Signature
WA0301	Apply the appropriate process steps		
WA0302	Complete the required documentation		
WA0303	Follow the required compliance protocols		
WA0304	Apply the company specific client interaction policies and procedures		
WA0305	Complete all required reports.		
WA0306	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0301	Legally and procedurally required documents and reports.		

SE0302	System entries and reports.		
SE0303	Client feedback.		
SE0304	Supervisor report.		

226302-001-01-WM-03, Processes of managing workplace accidents, incidents and other emergencies, NQF Level 4, Credits 8.

WM-03-WE01	WE-03-01 Complete Basic First Aid Training		
	Scope Work Experience	Date	Signature
WA0101	Apply the appropriate process steps		
WA0102	Complete the required documentation		
WA0103	Follow the required compliance protocols		
WA0104	Apply the company specific client interaction policies and procedures		
WA0105	Complete all required reports.		
WA0106	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0101	Legally and procedurally required documents and reports.		
SE0102	System entries and reports.		
SE0102	Client feedback.		
SE0102	Supervisor report.		
WM-01-WE02	WE-03-02 Complete Advanced First Aid Training		
	Scope Work Experience	Date	Signature
WA0201	Apply the appropriate process steps		

WA0202	Complete the required documentation		
WA0203	Follow the required compliance protocols		
WA0204	Apply the company specific client interaction policies and procedures		
WA0205	Complete all required reports.		
WA0206	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0201	Legally and procedurally required documents and reports.		
SE0202	System entries and reports.		
SE0203	Client feedback.		
SE0204	Supervisor report.		
WM-03-WE03	WE-03-03 Complete emergency awareness training		
	Scope Work Experience	Date	Signature
WA0301	Apply the appropriate process steps		
WA0302	Complete the required documentation		
WA0303	Follow the required compliance protocols		
WA0304	Apply the company specific client interaction policies and procedures		
WA0305	Complete all required reports.		
WA0306	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0301	Legally and procedurally required documents and reports.		
SE0302	System entries and reports.		

SE0303	Client feedback.		
SE0304	Supervisor report.		
WM-03-WE04	WE-03-04 Meet workplace compliance requirements (Technical aspects)		
	Scope Work Experience	Date	Signature
WA0401	Apply the appropriate process steps		
WA0402	Complete the required documentation		
WA0403	Follow the required compliance protocols		
WA0404	Apply the company specific client interaction policies and procedures		
WA0405	Complete all required reports.		
WA0406	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0401	Legally and procedurally required documents and reports.		
SE0402	System entries and reports.		
SE0403	Client feedback.		
SE0404	Supervisor report.		

226302-001-01-WM-04, Incident Investigation processes, NQF Level 4, Credits 10.

WM-04-WE01	WE-04-01 Review incident investigation reports.		
	Scope Work Experience	Date	Signature
WA0101	Apply the appropriate process steps		

WA0102	Complete the required documentation		
WA0103	Follow the required compliance protocols		
WA0104	Apply the company specific client interaction policies and procedures		
WA0105	Complete all required reports.		
WA0106	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0101	Legally and procedurally required documents and reports.		
SE0102	System entries and reports.		
SE0102	Client feedback.		
SE0102	Supervisor report.		
WM-04-WE02	WE-04-02 Review technical work standards.		
	Scope Work Experience	Date	Signature
WA0201	Apply the appropriate process steps		
WA0202	Complete the required documentation		
WA0203	Follow the required compliance protocols		
WA0204	Apply the company specific client interaction policies and procedures		
WA0205	Complete all required reports.		
WA0206	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0201	Legally and procedurally required documents and reports.		
SE0202	System entries and reports.		

SE0203	Client feedback.		
SE0204	Supervisor report.		
WM-04-WE03	WE-04-03 Review incident investigation best practices.		
	Scope Work Experience	Date	Signature
WA0301	Apply the appropriate process steps		
WA0302	Complete the required documentation		
WA0303	Follow the required compliance protocols		
WA0304	Apply the company specific client interaction policies and procedures		
WA0305	Complete all required reports.		
WA0306	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0301	Legally and procedurally required documents and reports.		
SE0302	System entries and reports.		
SE0303	Client feedback.		
SE0304	Supervisor report.		
WM-04-WE04	WE-04-04 Debate incident investigation policies and identify potential defects.		
	Scope Work Experience	Date	Signature
WA0401	Apply the appropriate process steps		
WA0402	Complete the required documentation		
WA0403	Follow the required compliance protocols		
WA0404	Apply the company specific client interaction policies and procedures		

WA0405	Complete all required reports.		
WA0406	Respond to queries and requests.		
	Supporting Evidence	Date	Signature
SE0401	Legally and procedurally required documents and reports.		
SE0402	System entries and reports.		
SE0403	Client feedback.		
SE0404	Supervisor report.		