

Legislation

1. Overview

This programme aims to equip participants with the knowledge and skills to apply basic health and safety legislation and procedures in the workplace. Participants will be able to identify, assess, and control hazards, ensuring a safe and healthy environment for themselves and others. The programme also emphasizes understanding the implications of exposure to hazardous substances and other workplace hazards, including the potential chain of events resulting from failing to manage hazards properly.

2. Learning Outcome:

- Identify hazards in the workplace and understand their potential consequences
- Conduct risk assessments and contribute to the development of a health and safety plan
- Apply statutory requirements, regulations, and standards to ensure workplace compliance
- Understand and implement procedures to minimize or eliminate risks associated with hazardous substances and unsafe practices
- Promote a culture of safety and awareness in the workplace

Qualification:

Certificate of Completion

Duration:

2-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0158

SAQA US:

9964

NQF Level:

2

Credits:

8

Entry Requirements:

Communication & Mathematical Literacy at NQF 1

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled online sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online, (1) Blended & (1) Face-to-face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(9964 US):** Apply health and safety to a work area

4. Topics

Module 1: Introduction to Health and Safety

- Purpose and importance of workplace health and safety
- Key concepts: hazard, risk, accident, incident, near miss
- Legal and ethical responsibilities of employers and employees

Module 2: Hazard Identification

- Types of workplace hazards: physical, chemical, biological, ergonomic, psychosocial
- Methods for identifying hazards
- Reporting procedures and documentation

Module 3: Risk Assessment and Management

- Steps in risk assessment: identification, evaluation, control
- Hierarchy of controls: elimination, substitution, engineering controls, administrative controls, PPE
- Case studies: potential chain of events from unmanaged hazards

Module 4: Health and Safety Plans

- Components of a health and safety program
- Developing a health and safety plan for a work area
- Monitoring and reviewing safety measures

Module 5: Statutory Requirements

- Overview of national legislation relevant to workplace safety
- Acts, regulations, ordinances, by-laws, directives, standards, guidelines, and codes
- Application of statutory requirements in construction and other work areas
- Responsibilities of employers, supervisors, and employees under the law

Module 6: Hazardous Substances and Exposure

- Types of hazardous substances commonly encountered in the workplace
- Safe handling, storage, and disposal
- Health implications of exposure
- Reporting and emergency procedures

We trust that the above is in order and look forward to hearing from you for Implementation

Module 7: Safety Culture and Continuous Improvement

- Promoting a culture of safety among employees
- Roles of safety committees and representatives
- Continuous improvement in health and safety practices
- Case studies and real-world examples

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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