

Environmental Compliance, Ethics, Health & Safety

1. Overview

The purpose of this programme is to equip participants with the knowledge and practical skills required to understand and apply occupational health and safety legislation, environmental legislation, and environmental ethics within the workplace. Participants will develop the ability to promote legal compliance, ethical decision-making, environmental responsibility, and effective business communication while contributing to safer workplaces and sustainable organisational practices.

2. Programme Outcome:

- Interpret and apply occupational health and safety legislation applicable to their workplace
- Explain the legal responsibilities of employers and employees regarding workplace health and safety
- Understand the role of the Constitution and environmental legislation in protecting the environment
- Interpret the requirements of the National Environmental Management Act (NEMA) and related legislation
- Apply environmental ethics principles to workplace practices and decision-making
- Analyse environmental issues and recommend ethical and sustainable solutions
- Develop a workplace code of environmental ethics
- Communicate effectively using appropriate business communication methods
- Prepare professional business correspondence and communicate with internal and external stakeholders

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0263

SAQA US:

244288, 264458, 13649, 10622

NQF Level:

5

Credits:

30

Entry Requirements:

NQF Level 4 qualification

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 Microsoft Teams 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

3. Programme Content

- **(244288 US):** Demonstrate understanding of occupational health and safety legislation in the workplace
- **(264458 US):** Explain the regulatory framework for environmental management
- **(13649 US):** Apply fundamental knowledge of environmental ethics to a field of work or study
- **(10622 US):** Conduct communication within a business environment

4. Topics

Module 1: Occupational Health and Safety Legislation

- Introduction to Occupational Health and Safety
- Overview of the Occupational Health and Safety Act
- Employer and employee legal responsibilities
- Rights and duties in the workplace
- Common law principles relating to workplace safety
- Principles of the law of delict
- Criminal liability in workplace incidents
- Compensation for Occupational Injuries and Diseases (COIDA)
- Workplace accident reporting procedures
- Hazard identification and legal obligations
- Incident investigations
- Compliance monitoring and reporting
- Promoting a safe workplace culture

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

Module 2: Environmental Regulatory Framework

- Introduction to environmental governance
- The Constitution and environmental rights
- Principles of environmental law
- National Environmental Management Act (NEMA)
- Environmental management principles
- Environmental authorisations and permits
- Waste management legislation
- Air quality legislation
- Water resource legislation
- Biodiversity and conservation legislation
- Environmental compliance responsibilities
- Enforcement and penalties
- Environmental reporting requirements
- Roles of environmental regulatory authorities

Module 3: Environmental Ethics

- Introduction to environmental ethics
- Ethical theories and environmental responsibility
- Sustainable development principles
- Environmental values and decision-making
- Human impacts on the environment
- Ethical dilemmas in environmental management
- Analysing environmental policies and practices
- Corporate environmental responsibility
- Environmental stewardship
- Developing a workplace code of environmental ethics
- Promoting ethical behaviour within organisations
- Integrating ethics into environmental management systems

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Module 4: Business Communication

- Principles of effective communication
- Communication channels in the workplace
- Verbal communication skills
- Professional written communication
- Email etiquette and business correspondence
- Business reports and documentation
- Listening and questioning techniques
- Presentation skills
- Conducting effective meetings
- Communicating with internal and external stakeholders
- Managing communication barriers
- Professional communication etiquette
- Building positive workplace relationships

5. Target Market

This programme is suitable for:

- Environmental Officers and Environmental Practitioners
- Occupational Health and Safety (OHS) Officers
- SHEQ (Safety, Health, Environment and Quality) Officers
- Environmental Compliance Officers
- Sustainability and ESG Practitioners
- Health and Safety Representatives
- Risk and Compliance Officers
- Environmental Health Practitioners
- Municipal Environmental and Waste Management Officials
- Mining, Manufacturing, Construction, and Industrial Personnel
- Facilities and Operations Managers
- Supervisors and Team Leaders
- Environmental Consultants
- Government Departments and Regulatory Authorities
- Non-Governmental Organisations (NGOs) involved in environmental management
- Organisations seeking to strengthen environmental governance, legal compliance, workplace safety, and ethical business practices

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6. 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.

7. 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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