

# **MAINTAIN OCCUPATIONAL HEALTH, SAFETY AND GENERAL HOUSEKEEPING**

**SAQA ID: 8016**

**NQF LEVEL: 03**

**CREDITS: 08**

## **OUTLINE**

### **MODULE 1 - Identify hazards**

- Different hazards are identified and categorised according to specific area, job category, work procedure, machinery or substances used.
- Workplace inspections are undertaken in specific work areas/procedures.
- Information on specific Occupational Risk Exposure Profiles is contributed (OREP) in reports.
- Individual and categories of employees are assisted in contributing to their OREPs.
- Employees are assisted in hazard identification (informal on the job hazard education/training for other employees).
- Hazard identification is communicated in specific areas and jobs with employees and management.
- The links between work, health, safety and the environment are explained (public safety).

### **MODULE 2 - Evaluate and report hazards.**

- Hazards are evaluated and prioritised (in particular area, work procedures and job categories) according to the risk of exposure and the risk of detrimental health outcome (occupational injury or disease).
- Recommendations on hazards drafted in H&S structures are reported on and discussed.
- Participation in incident investigations is secured.
- Incident investigation outcomes are communicated with employees.
- A rudimentary knowledge of Risk Assessment (R.A.) and ability to contribute information to R.A is displayed.
- Employees are informed of hazard evaluation activities, results and R.A. reports.

### **MODULE 3 - Apply preventative measures (including training) in the workplace**

- Control measures in place are identified and explained.
- The principle of the hierarchy of control measures to the workplace are applied.
- Hazard control measures are communicated, in specific areas and jobs with employees and management.
- The control measures in place for particular area, work procedure, machinery or substance are described, evaluated and reported on.
- Informal, on the job peer learning is facilitated from shared experiences.
- Useful OH&S training materials and resources are identified and evaluated.
- Relevant OH&S training is undertaken.
- OH&S training needs are identified.

#### **MODULE 4 - Explain, use and comply with relevant legislation and regulations.**

- The responsibilities, duties and rights of individuals in the workplace and the relevant internal and external bodies are described correctly.
- The OH&S information relevant to the workplace are located and explained.
- Relevant COIDA Act rights and procedures are explained and interpreted.
- Employees are informed of their OH&S rights.
- Employees are advised of the duties, functions and responsibilities of the employer and the H&S role players in the workplace.
- Information is utilised from the legislation to perform responsibilities/duties to engage.
- Employers' representatives on OH&S related issues are identified.
- The Department of Labour (DoL) representatives, OH practitioners and occupational hygienists responsible for measuring or undertaking surveillance programmes are engaged with
- Workplace compliance with regulations and legislation is assessed and reported on.

#### **MODULE 5 - Gather and organise OHS information from the workplace**

- Meetings and interviews with employees are conducted to gather OH&S needs and information.
- Information from reports, meetings and inspections is summarised to address H&S issues with affected employees.

#### **DURATION:**

Theoretical training: 3 days

#### **RATIO:**

Theoretical training: 15 learners per Facilitator/Assessor

For more information on this workshop or to reserve your spot, please contact:

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