

Health and Safety Supervisor Course

3 Day Course

Module 1: OHS – legal liability

This module is aligned to the following unit standard: Demonstrate knowledge and understanding of relevant current occupational health and safety legislation.

Purpose of the module:

Learners found competent in this unit standard will be able to explain the basic principles of relevant current health and safety legislation and the consequences of non-compliance.

Upon completion of the course delegates will be able to:

- Explain the basic principles of the Act and accompanying Regulations
- Explain the requirements for minimum compliance stipulated in the Act
- Interpret the management controls required to achieve compliance
- Explain the obligations of managers in terms of communication and training

Unit 1: Legislation and safety management in South Africa

- Legislative history / health and safety legislation in South Africa
- Civil and criminal liabilities

Unit 2: Foundations and principles of safety management

- Safety management and the organisation
- Principles of safety management

Unit 3: Overview of the OHS Act

- Overview of the OHS Act (The aim and scope; sections & regulations).
- Significant terms and definitions

Unit 4: The legal responsibilities of interested and affected parties

- Legal structure and responsibilities
- The role of the CEO and the general duties of management
- Health and safety policy
- The general responsibilities of employers towards employees information, communication; training and supervision – including supervision of machinery)
- The general responsibilities of employers towards other persons
- Responsibilities of employees
- Acts or omissions by employees (including the principle of vicarious liability)
- Responsibilities of contractors (contractors agreement; letter of good standing)
- The safety practitioner or safety co-coordinator
- Legal responsibilities of manufacturers, designers, importers, sellers or suppliers regarding the use of articles and substances at work

Unit 5: Applicable SHE legislation

- Health and safety representatives and committees
- Record keeping
- Certain deductions prohibited/ personal safety equipment and facilities
- Exemptions
- Health and safety agreements
- Offences and penalties

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Module 2: Hazard identification & risk assessment

This module is aligned to the following unit standard: Conduct a continuous risk assessment in a workplace.

Upon completion of the course delegates will be able to:

- Explain the legal and specified requirements for conducting continuous risk assessments
- Prepare to conduct a continuous risk assessment
- Conduct a continuous risk assessment
- Initiate remedial action and follow up on continuous risk assessment

Unit 1: Legal requirements for conducting continuous risk assessments

- Legislative procedure
- Company procedures
- What is risk management?
- Identifying work related hazards
- Determine the associated risk(s) to the identified hazards
- Evaluate or assess the risk
- Methods to rate the risk
- Using a risk rating matrix

Unit 2: Preparation for a continuous risk assessment

- Preparing for the assessment
- Decide which risks will be addressed first
- Develop an OHS action plan prior to conducting the assessments
- Your risk assessment planning

Unit 3: Conducting a continuous risk assessment

- HIRA management process
- Systematically identify the hazards
- Hazard Inspections (continuous assessments)
- Workplace inspections
- Consider the following during inspections
- Documentation (documents that are used and worked with during the hazard identification / risk assessment in your own workplace)

Unit 4: Remedial action

- Risk control
- Introduction
- Risk control methods
- Implementing controls
- Monitor and evaluate outcomes
- Outcome measures

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Module 3: Incident & accident investigation

Purpose of the module:

The purpose of incident investigation is to identify the root cause(s) of incidents in order to take corrective action and to implement the necessary controls to prevent further occurrences of such events. Effective recording, reporting and investigation of nonconformity, is an important part of an effective occupational health and safety program. Organisation should establish, implement and maintain procedure(s) to record; investigate and analyse incidents in order to:

- determine underlying Health and Safety deficiencies and other factors that might be causing or contributing to the occurrence of incidents
- identify the need for corrective action
- identify opportunities for preventive action
- identify opportunities for continual improvement
- communicate the results of such investigations

The results of incident investigations shall be documented and maintained.

Upon completion of the course delegates will be able to:

- Describe responsibilities for incidents
- Explain the legislative requirements applicable to the investigation and reporting of incidents
- Explain when and why to report workplace incidents
- Explain why incident investigations should be performed
- Explain when an incident investigation should be performed
- Explain who should perform the incident investigation
- Identify the different types of workplace incidents
- Identify the causes of incidents
- Report the findings of the investigation
- Analyse the facts of the investigation
- Write the incident report
- Make recommendations in order to take corrective action
- Communicate and follow up recommendations
- Evaluate and monitor the effectiveness of the corrective action
- Outline the steps of incident investigation

Part A: Introduction; overview and important information

Unit 1: Introduction and general responsibilities

- Overview
- Purpose of investigations
- Definitions and terminology
- Legal responsibilities
- Chief Directorate OHS
- Powers and rights of inspectors

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Unit 2: Incident investigation overview

- Type of workplace incidents (Including loss control and near-misses)
- Incident ratio study and probability
- Incident cost
- Incident reduction and prevention
- Investigators
- Employee involvement
- Time frame for formal investigations
- Reporting procedures for Occupational Injuries and Diseases
- Correct recording of incidents

Unit 3: Incident investigation process

- The six key questions (Who, what, when, where, why and how)
- Preparing an investigation kit

Part B: Conduction the investigation

- Step 1 - Investigate the incident
- Step 2 - Identify causes
- Step 3 - Report the findings
- Step 4 - Take corrective action
- Step 5 - Implementation
- Step 6 - Evaluate the effectiveness

Module 4: Practical compliance aspects

Purpose of the module:

This module will provide delegates with a better understanding of the main issues involved in health and safety. It is aimed at practical compliance.

Unit 1: Policies; rules and procedures

- Safety rules and procedures
- Health and safety and environmental policies

Unit 2: Symbolic safety signs

- Symbolic safety signs
- Wall charts

Unit 3: General safety issues

- First aid and first aid boxes
- Intoxication
- Housekeeping
- Stacking and storing of articles
- Elevated positions
- Use of ladders
- Stair cases
- Ramps
- Flammable liquids

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Unit 4: Facilities and environmental conditions

- Toilets; bathrooms, showers and change rooms
- Sanitation and conditions of bathrooms and facilities
- Office temperatures
- Ventilation
- Provision of adequate light

Unit 5: Machinery, electrical issues, lifts and escalators

- Use of machinery
- Lifts and escalators
- Electrical issues

Unit 6: Hazardous chemical substances and ergonomics in the workplace

- Hazardous chemical substances (HCS)
- Ergonomics in the workplace

Unit 7: Emergency procedures

- Necessity of emergency preparedness
- Evacuation plans
- Evacuation procedures for building occupants
- What to do in the case of fire
- On hearing the alarm
- Disabled persons and evacuation
- Site specific emergency plan

The course will be useful for:

- The CEO-Section 16(1) or Managing Director,
- Section 16(2) appointees/ Directors,
- Engineers,
- Middle Management and line Management,
- Supervisors,
- Unit Managers,
- GMR 2(1) appointees,
- GMR 2(7) appointees,
- Safety and security officers,
- Compliance officers,
- Safety, health and environmental personnel such as risk managers, loss control officers,
- Facility managers
- Union Representatives

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