

SAFETY OFFICER TRAINING COURSE

Course Title	Safety Officer Training Course (OSH-MAN)
Maximum Duration	3 Months
Included in Course	Course Material, Certificate
Place	Online (e-Learning)
Unit Standard (SAQA)	244283 NQF 5 Credits 10 merSETA 17-QA/ACC/1065/15
Course Content – Learner Program Outcomes	

BASIC PRINCIPLES OF SHE

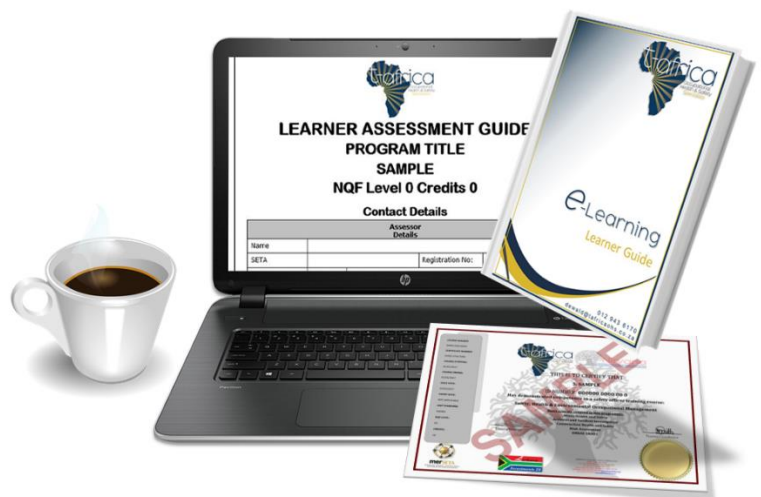
- Introduction
- Nomenclature
- Dr. William Haddon's Theory
- Herbert Heinrich Theory
- Frank Bird's Theory

LEGISLATION

- Introduction
- The legislative system in South Africa
- Basic Legal Concept and Interpretation
- Portable Gas Cylinders
- Electrical Safety
- Lockout Systems
- Fire Prevention
- Safeguarding

OCCUPATIONAL HEALTH

- Instruction
- Occupational Medicine
- Primary Health Care
- Occupational Hygiene-General
- Occupational Hygiene-Chemicals
- Occupational Hygiene-Noise
- Occupational Hygiene- Illumination
- Occupational Hygiene-Thermal stress
- The occupational Health and Safety Act
- Compensation for Occupational Injuries Act



- Occupational Hygiene-Ventilation
- Occupational Hygiene-Vibration

TECHNICAL SAFETY

- Stacking and Storage
- Hand and portable power Tools
- Lifting Equipment
- Ladders
- Scaffolds
- Compressed Air
- Occupational Hygiene-Ergonomics
- Occupational Hygiene-Personal Protective Equipment
- Occupational Hygiene-Hazardous Biological Agents

ENVIRONMENTAL MANAGEMENT

- Industry and the Environment
- Waste Management
- Pollution
- Management of Hazardous Materials
- Measuring, Monitoring and Reporting

MANAGEMENT SYSTEMS

- Management commitment
- Accountability
- Employee Involvement
- Risk management
- Incident Investigation
- Education and Training
- Evaluation

RISK ASSESSMENT (HIRA)

- Identifying Hazards
- Surface Symptoms
- Underlying root Causes
- Identify and Analyse Job & incident Hazardous
- Analyse Probability and Severity to Determine Risk
- Controlling Hazards
- Effective Education and Training
- Personal Protective Equipment
- Hazardous Evaluation
- Identify Hazards Types
- Identify Potential Accidents

CONTRACTOR SAFETY MANAGEMENT

- Contractor Safety Analysis
- Contractor Safety Policy
- Contractor Qualification Procedure
- Contractor Legal Implications
- Control of Contractors

- Contractor Specific Requirements
- General Safety Procedures
- Safety Policies

ACCIDENT INCIDENT INVESTIGATION

- **Incidents and Accidents**
- Definitions
- Statistics
- Frank Bird Ration
- The Domino Effect
- Lack of Control
- Personal and Job Factors
- Unsafe Acts and Conditions
 - Injuries / Damage or Occupational Illness and Business interruptions
 - o The Six steps of Incidents/Accident investigation
 - Recording of Incidents
 - Investigation of incident by a person designated there

COID Act (Compensation for Occupational Injuries and Disease Act 130 of 1992)

- o Incidents covered by the Act
- o Incidents not covered by the Act
- o Benefits to Injured employees

HEALTH AND SAFETY FILE IMPLEMENTATION

- Documentation
- Implementation
- Inductions
- Risk Assessments
- Toolbox Talks
- Certifications
- Site Requirements
- Practical Implementation
- Notifications

Instructions:

Once we have received your proof of payment, you will be added as a member on our website. You will receive log in details. Please read email carefully and follow instructions.

Online you will find your training material, contact details of your facilitator and assessments.

Training Material May be downloaded for your convenience, but you can also keep it digital. This is completely up to you.

Contact details to your facilitator is available weekdays between 08:00 & 16:00 - We suggest you go through your material and set-up an online meeting with your facilitator with all your concerns. Your facilitator will be available on email, Whatsapp & Skype. Please arrange time, date and means of communication well in advance.

Assessments Once you have proper knowledge of your study material, you may contact your facilitator for your assessment. He/She will discuss your concerns and he/she will make sure you are ready for your assessment.

Please **DO NOT** attempt to do your assessment without proper knowledge of your training material. You will only be allowed to submit your assessment **ONCE**. Make sure you completed your whole assessment before clicking the submit button.

Assessments are split into 3 parts - ALL should be completed:

- OHSMAN (Occupational Health, Safety and Environmental Management Systems)
- HIRA (Hazard Identification & Risk Assessments)
- OHSMAN Incident Investigation

CHECKLIST:

1. **STUDIED TRAINING MATERIAL (OSHMAN 368 pages)**
2. **COMPLETE AND SUBMIT OSH-MAN ASSESSMENT**
3. **COMPLETE AND SUBMIT HIRA ASSESSMENT**
4. **COMPLETE AND SUBMIT INCIDENT INVESTIGATION ASSESSMENT**
5. **COMPLETE AND SUBMIT STUDENT FEEDBACK FORM**