

# Safety Officer Skills Programme

## Objective of this Course:

Provide clear understanding of the importance of compliance to safety, health, environmental, legal and other requirements for a specific workplace and the importance of integrating safety, health and environmental considerations into all routine activities at the workplace. Provide clear understanding of the role of the team leader with reference to their job description and the purpose of the team. Provide clear understanding of formal written documents and accepted practice in the organisation. Provides clear direction in the understanding and practical knowledge to conduct specialist investigations into workplace incidents.

## Who must attend?

- Matriculants
- Junior Managers of organisations
- Team Leaders
- Supervisors
- Foremen
- Section Heads
- System Administrators
- Line/Operational Managers
- SHEQ System Coordinators
- Quality Managers
- SHEQ/SHE/Risk Managers

## Duration:

Two-week theory, ten-week workplace practical evaluation, and submission of POE (Portfolio of Evidence) plus safety file.

## Course Contents:

| Module Name        | SAQA ID | Module Description  | NQF Level | Credits |
|--------------------|---------|---|-----------|---------|
| Legal Liability    | 244288  | Demonstrate understanding of occupational health and safety legislation in the workplace.                         | 5         | 8       |
| Management Systems | 244283  | Facilitate the development, implementation and maintenance of a Safety, Health and Environment management system. | 5         | 10      |
| Risk Assessment    | 244287  | Conduct a baseline risk assessment and take appropriate action.   | 5         | 7       |

## X-Factor Safety Consultants (Pty) Ltd

Reg: 2012/169682/07 | Vat: 4390262675 | BEE Level 2

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Directors: P.D Evert | P.L.M Evert

|                                   |        |  |   |   |
|-----------------------------------|--------|--|---|---|
| Incident & Accident Investigation | 244518 | Apply specialist incident investigation techniques to a specific incident in a work environment. | 5 | 6 |
| Plan & Organise                   | 110526 | Plan, organise, implement and control record-keeping systems.                                    | 4 | 4 |
| Team Leader                       | 242821 | Identify responsibilities of a team leader in ensuring that organisational standards are met.    | 5 | 6 |
| SHE Inspection                    | 120333 | Conduct, report and follow up on a pre-use, safety and/or audit inspection.                      | 5 | 5 |

**Assessment of competency:**

Theoretical assessments, practical assessments and the submission of POE (Portfolio of Evidence).

**NQF Level:**

NQF Level 5 Skills Programme

**Credits:**

46

**Minimum Requirements to register for the Skills Programme:**

The delegate that attend this course must:

- Read and Write in English at NQF Level 4;
- Mathematical literacy at NQF Level 4;
- Communication at NQF Level 4

**Benefits to the Learner:**

This course provides a comprehensive study for the learner to prepare him/her to become a Team Leader and Occupational Health and Safety Officer within an organisation.

**Programme Language:**

English

**Programme Cost:**

R23,000.00 Incl. VAT

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