

Occupational Health & Safety Management			
Introduction			
On completion of this programme you will be able to apply the course methodologies and tools to implement, manage and maintain an effective Health and Safety management system.		SAIOSH – 5 CPD Credits	
QCTO Aligned Knowledge Module /Topic	KM-04 PM-06-PS01 PM-08-PS02 PM-09-PS01	Certification	If competent a certificate will be issued.
Target group:	<ul style="list-style-type: none"> ➤ Management, Supervisors, Team Leaders ➤ SHE Officers ➤ SHEQ Committee Members Chairperson 	Entry Level Requirements:	Relevant work experience or an appropriate NQF level 4 qualification. (The technical work content is not covered in this programme). Learners need to acquire the required technical skills, knowledge and experience through gaining work experience or qualifications in related technical occupations. Each industry will prescribe the technical requirements relevant to that industry

Course Outline

The application of monitoring, evaluation and corrective action in occupational health and safety.

- Identifying and describing the various monitoring tools used in occupational health and safety management: a. Inspection schedules and checklists; b. Critical equipment lists; c. Measuring equipment list; d. Measurement procedures and statistical trends; e. Calibration schemes and records; f. Maintenance system activities and results; g. Completed checklists (system audit outputs); h. Evidence of risk profiles and non-conformance reports.
- Describing the evaluation processes used in occupational health and safety: a. What must be evaluated; b. Developing a protocol for evaluation; c. The criteria for conducting the evaluation; d. Process for collecting the relevant data; e. Data analysis and interpretation methods; f. Reporting processes and formats

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- Describing the processes for defining and implementing corrective actions: a. The typical management processes for implementing recommendations; b. Consequences when recommendations are not implemented; c. Mechanisms to monitor the effective implementation of recommendations; d. Close out reports
- Describe the criteria for well-designed OHS policies, procedures and standards.

Structure of the regulatory requirements regarding occupational health and safety and how it links to the occupational health and safety management system.

- Explaining the role and function of a legal register in facilitating legal compliance. (NQF level 5)
- Explaining the different levels of regulatory requirements (Laws, Conventions, treaties, policies, procedures, codes etc): a. International b. National; c. Provincial d. Local e. Organisational (NQF Level: 5)
- Explaining and examples of the origin and structure of legislation: a. How laws originate; b. Different types of legislation; c. Principles of prosecution; d. Basic legal liability; e. Basic rule for the interpretation of legislation.

Occupational health and safety management systems and the key components of an effective system.

- All the requirements applicable to Health and Safety risk management. a. Legal (National, provincial and local); b. Specified internal requirements; c. Specified external requirement.
- Interpreting and explaining the use of risk profiles when developing policies and procedures for Occupational Health and safety
- The generic processes for developing, approving and legitimizing policies, procedures and standards for OHS.
- Describing and examples of the consequences of inadequate communication of OHS policies, procedures and standards.
- Explaining what is meant by a system and what the difference is between systems and processes;
- Lising the typical components of an effective OHS system: a. Hazard and risk identification; b. Development of systems for compliance; c. Communication and implementation of system requirements; d. Evaluation and correction of deviations.
- The South African national standard for OHS management systems. (ISO 45001) and indicate how this aligns with the generic components of an effective OHS safety management system.

Fundamentals of Safety aspects related to industry and operations

- The key technical aspects relevant to various industries and processes
- Describing the basic value chain relevant to a range of operations and industries
- Describing the minimum technical standards relevant to various industries

Concepts and principles of interpreting and using occupational hygiene survey results.

- Describe the various Occupational Hygiene Monitoring techniques. RANGE: a. Thermal stress; b. Airborne pollutants; c. Noise; d. Vibrations; e. Radiation.
- Identify the relevant monitoring techniques to use depending on the different routes of entry
- Interpret the results, in terms of Exposure Limits, of various Occupational Hygiene Measurements and indicate actions to deal with unacceptable results. RANGE: a. Occupational Exposure Limit, Time Weighted Average, Short Term Exposure Limits, Ceiling Limit.
- Describing the different Occupational Hygiene Exposure limits. RANGE: Occupational Exposure Limit, Time Weighted Average, Short Term Exposure Limits, Ceiling Limit

Concepts and principles of corporate and organisational governance and the regulatory requirements associated with governance

- Given several scenarios depicting deficiencies with instrumentation, measurement techniques, misinterpretation of results and poor reporting be able to: a. Identify the actual deficiencies; b. Recommend preventative and corrective actions.

Concepts and principles of developing an emergency preparedness plan and process for different organisations and key approval, rehearsal and implementation steps

- Describe the critical steps in the cycle for establishing, implementing and maintaining emergency preparedness and response. a. Identify potential for emergency situations; b. Establish emergency response procedures; c. Identify required equipment; d. Identify response training requirements; e. Define periodic testing procedures; f. Establish review procedures

- Describe the considerations when designing and developing emergency preparedness and response:
a. statutory requirements; b. SANS specifications; c. Threat analysis (Potential for emergency situations); d. Liaison with relevant parties.

Principles of developing and implementing operational controls

- The concept of safe work practices and how this relates to the standardisation of the right way of doing work.
- Examples of the main categories of work that must be controlled from an occupational health and safety perspective: a. Plant; b. Machinery; c. Premises d. Tools and Equipment; e. Materials and substances; f. Workplace; g. People h. Activities
- The principles for instituting operational controls in each of the identified categories. a. Design and specification controls; b. Procurement controls; c. Pre, post and operational use controls; d. Commissioning and training controls; e. Planned maintenance, inspection and test controls; f. Decommissioning, rehabilitation and closure; g. Waste and disposal.

Principles of effective auditing and inspection practices

- Describe the context and scope of various audits and inspections.
- Explain and compare the critical quality requirements for audits and inspections.
- Explain the respective steps of an effective audit and inspection process
- Explain the criteria for the effective communication of audit and inspection results
- List and describe other ways of measuring for compliance.
- Describe how, when and what to measure for compliance by means of audits and inspections

Concept of integrated risk management and the role of the occupational health and safety function in risk management

- Explain the concept of risk management: a. what a baseline risk assessment is; b. Issue based risk assessment; c. Continuous risk assessment in accordance with the applicable International standards (ISO 45001, ISO 14001, ISO 9001)

- Elements that must be considered in an integrated risk management system. a. Hazard Identification and analysis; b. Risk assessment processes; c. Risk quantification; d. Design and implementation of control measures; e. The need for effective risk communication and liaison with interested and affected parties.
- The principles and effects of cross impact analysis in risk assessment a. Give examples of where cross impact analysis is used in risk assessment; b. Explain the various techniques for conducting cross impact analysis.
- The basic principles of the economics of mitigation and control of risks. a. Legal liability; b. reasonably practicable; c. Economic viability; d. Prioritization; e. Hierarchy of controls
- The various risk assessment techniques. a. HIRA; b. HAZOPS; c. Fault tree; d. Inspections and audits; e. Bow-tie analysis; f. FMEA

Economics of occupational health and safety and how the impact on the value chain

- Calculate and explain the short, medium and long-term costs of accidents and incidents: a. Direct and indirect costs; (Humane aspects, Socio economic impact of accidents and incidents, Ill Health as a result of exposure etc.)
- The potential economic value of effectively managing Occupational Health and Safety.
- Examples of the elements of a typical Occupational Health and Safety budget;
- The process for developing and managing an appropriate Occupational Health and Safety budget.
- The impact of occupational health and safety performance on the value chain of a typical business.

Practical Activities for submission after class training OR after theory has been completed online:

- Analyse a specific work area/section, develop a risk profile, legal register and plan the implementation of an appropriate occupational health and safety management system
- Develop an emergency preparedness plan and process for different organisations and define the key approval, rehearsal and implementation steps
- Develop reports and make presentations of occupational health and safety issues to diverse groups of decision **makers**.