

Supervision and Management of Operations			
Introduction			
On completion of this programme learners will understand the concepts, principles and strategic planning of running an effective health and safety management system. The course methodology will equip the supervisor with confidence and a structured approach to handling health & safety matters within the organisation to affect change management and how to apply these principles when implementing new systems.			SAIOSH – 5 CPD Credits
QCTO Aligned Knowledge Module /Topic	KM-05	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

Theories, concepts and principles of strategic planning and how this applies to occupational health and safety management.

- Describe the basic business system;
- Describe the fundamental business planning process and describe the role of strategy in it;
- Explain what is meant by: Strategy, vision, mission and business objectives;
- Describe how the fundamental business processes are applied within the occupational health and safety environment.
- Describe the concepts and principles of integrated value chain management.

Learning and development process and cycle and how this is used to improve the effectiveness of occupational health and safety

- The typical Learning and development life cycle ADDI;
- The impact of each element of the learning and development life cycle on Occupational Health and safety;

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- Criteria for effective learning material
- The basic principles of adult learning

Concepts and principles of change management and how to apply these principles when implementing new systems.

- Defining change and reasons why the implementation of changes in an organisation must be managed;
- Explaining the typical responses of people to change and how they impact on the effectiveness of implementing changes in organisations.
- Describing a typical change management process and give examples of what must be done to help people understand and accept change.
- Examples of the use of change management in relation to occupational health and safety issues.

Concepts, principles and leading practices associated with continuous improvement

- Describing what is meant by continuous improvement and how it manifests in the plan, do, check, act cycle: a. Comparison with the management functions (POLC); b. Discuss the principles of effective controls within the management functions (ISMECC)
- Examples of continuous improvement processes in various workplaces.
- The advantages and implications of the effective use of continuous improvement processes.
- Explaining the typical practices associated with continuous improvement processes: a. Occurrence management; b. Deviation and non-conformance management; c. Lessons learnt and organisation wide implementation; d. Modification management; e. Proper commissioning and change management.
- Explaining the importance of standards and specifications in ensuring continuous improvement