



SAFETY OFFICER

Module Four Assessment

LEARNER WORKBOOK	SAQA ID: 244283
FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF A SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYSTEM.	
LEARNER NAME AND SURNAME	
LEARNER ID NUMBER	



**BASIC SAFETY &
TRAINING SOLUTIONS**



Learner Information:










Details	Please Complete this Section
Name & Surname:	
Organisation:	
Unit/Dept:	
Facilitator Name:	
Date Started:	
Date of Completion:	

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Key to Icons

The following icons may be used in this Learner Guide to indicate specific functions:

 Books	This icon means that other books are available for further information on a particular topic/subject.
 References	This icon refers to any examples, handouts, checklists, etc.
 Important	This icon represents important information related to a specific topic or section of the guide.
 Activities	This icon helps you to be prepared for the learning to follow or assist you to demonstrate understanding of module content. Shows transference of knowledge and skill.
 Exercises	This icon represents any exercise to be completed on a specific topic at home by you or in a group.
 Tasks/Projects	An important aspect of the assessment process is proof of competence. This can be achieved by observation or a portfolio of evidence should be submitted in this regard.
 Workplace Activities	An important aspect of learning is through workplace experience. Activities with this icon can only be completed once a learner is in the workplace
 Tips	This icon indicates practical tips you can adopt in the future.
 Notes	This icon represents important notes you must remember as part of the learning process.

OVERVIEW

<p>About the Learner Workbook</p>	<p>This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding of FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF A SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYSTEM. It forms part of a series of Learner Workbooks that have been developed for NATIONAL CERTIFICATE: OCCUPATIONAL SAFETY ID 58625 LEVEL 5 – 145 CREDITS.</p>		
<p>Purpose</p>	<p>The purpose of this Facilitator Guide is to assist facilitators in delivering training sessions, related to FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF A SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYSTEM. The Guide also provides information on facilitation methodologies and strategies to be adopted during training sessions.</p>		
<p>US No</p>	<p>US Title</p>	<p>Level</p>	<p>Credits</p>
<p>244283</p>	<p>FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF A SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYSTEM</p>	<p>5</p>	<p>10</p>
<p>Context</p>	<p>This assessment represents the Formative Assessment component of the FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF A SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYSTEM for NATIONAL CERTIFICATE: OCCUPATIONAL SAFETY ID 58625 LEVEL 5 – 145 CREDITS and should be completed in the classroom/training room.</p>		
<p>Outcomes</p>	<p>At the end of this module, you will be able to:</p> <ul style="list-style-type: none"> • The learner must demonstrate the ability to consider a range of options. 		
<p>Resources</p>	<p>The following are resources needed for this assessment:</p> <ol style="list-style-type: none"> 1. Learner Guide; and 2. Assessment Preparation. 		
<p>Instructions to Facilitators</p>	<p>Facilitators will be required to:</p> <ul style="list-style-type: none"> • Explain the completion of the workbook to each learner; and • Interview the learner on similar questions, should he/she not be able to write. 		

Instructions to Learners	Learners will be required to: <ul style="list-style-type: none">• Complete the workbook as per the instructions;• Ensure that all questions are completed;• Ensure that the completion of the workbook is their own work;• Ensure that all annexures are attached to the workbook and clearly referred to;
Assessment Time	Learners are required to complete this assessment within the allocated time frame of.... hours.
Total Mark	This formative assessment carries a total mark of _ points . In order to meet the pass mark, learners are required to achieve a minimum of 80% of the total marks.
Equipment	Learners are required to have the following equipment in order to complete this workbook: <ul style="list-style-type: none">• Pen and Pencil;• Ruler; and• Exam Pad – for additional paper.

GENERAL INFORMATION

LEARNER DETAILS		
Learner Full Names		
Learner ID No.:		
Organisation:		
Unit/Dept:		
Contact Details:	Telephone /Cell Numbers:	Email Address:
WORKSHOP DETAILS		
Workshop Venue:		
Facilitator Name:	Tracey-Lee Blignaut	
Date Started:		
Date Completed:		

ASSESSMENT PREPARATION CHECKLIST

DESCRIPTION	YES	NO	COMMENTS/CONTINGENCY
This assessment is a formative assessment and it is based on the outlined unit standard/s for the FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF A SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYSTEM module.			
Your assessment evidence for FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF A SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYSTEM module needs to be submitted on..... (day) of.....(month).....(year) at the following address/place.....			
You will be assessed based on the outlined Unit Standards. The assessment activities are linked to specific outcomes/assessment criteria of the outlined Unit Standards.			
To determine your competence level, the following are the methods to be used for this assessment: 1.			

2.			
To be declared competent FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE OF A SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYSTEM module (formative assessment), you should have obtained at least 80% of the total mark of this assessment.			
You will be provided with detailed feedback on your performance of this assessment as follows: 1. Written Feedback 2. Verbal Feedback			
Should you be declared “not yet competent” on this assessment, you will be entitled for re-assessment opportunity/ies.			
You will be required to re-submit evidence (only for areas) you were declared not yet competent. A date for re-submission will be agreed with the assessor.			
You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment.			
You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices.			
Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent.			
Learner's Declaration			
I..... herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner.			
Learner Signature:	Date:	Facilitator Signature:	Date:

Learning Unit 1

Facilitate the development, implementation and maintenance of a Safety, Health and Environment management system.

UNIT STANDARD NUMBER	:	244283
LEVEL ON THE NQF	:	5
CREDITS	:	10
FIELD	:	Health Sciences and Social Services
SUB FIELD	:	Preventive Health

PURPOSE	<p>This Unit Standard requires learners to be able to apply Safety, Health and Environment principles which will enable them to design, implement and maintain quality management programmes related to health, safety, and environment.</p> <p>Learners credited with this Unit Standard will be capable of:</p> <ul style="list-style-type: none"> • Discussing fundamental issues pertaining to occupational safety, health and environment. • Demonstrating an understanding of Safety Theories and Principles. • Applying the fundamentals of Risk Management. • Applying safety, health and environment management systems.
LEARNING ASSUMED TO BE IN PLACE:	
Communication skills at NQF Level 4.	

SESSION 4		
Apply SHEQ Management systems.		
Learning outcomes		
Activity	Questions Description	Mark
1	Outline the benefits of using SHEQ Management Systems	10

SAFETY FILE SUBMISSION – FINAL ASSESSMENT

Assignment 1

- a) Summarize the services supplied by your company.
- b) List all the generic activities that your company must do to be able to render the service/s stated.
- c) List the duration of your contract. (Ensure you have considered high risk activities)
- d) Use the Annexure 12 - Training Sample - CONTRACTOR BASIC SHE FILE INDEX under your course material.

Assignment 2

You are the CEO of your company and are thus regarded as an employer. Lawfully, you are required to develop a SHE Management Policy with the exclusive aim to protect the Health and Safety of your employees. (You can use the Annexure 1 - Training Sample - Occupational Health Safety Policy as a guideline.)

Assignment 3

Develop a SHE Management Plan, only include information in your plan that is applicable to the scope and activities of your contract. Do not clutter your plan with information.

Your employer needs to approve your SHE Plan by signing it into operation.

Assignment 4

- a) Develop a register of all the legal responsibilities that you need according to the scope of your organization's activities.
- b) Develop the appointments that you need for making persons responsible for the identified legal appointment register. (If you need appointment letters, approach your Facilitator).
- c) Identify individuals within your organisation who have the ability to be trained to fill these positions. Persons who were already trained may be appointed and then sent for refresher training. Other appointees must first be trained and then appointed.
- d) Develop a training matrix including the individuals appointed according to your legal appointment register.

- e) Have the appointments signed by all appointed persons.

Assignment 5

- a) Record all your tools, machines and equipment in the appropriate registers.
- b) Develop checklists and an operator procedure for 1 (one) machine and 1 (one) Tool.

Assignment 6

You must perform your baseline risk assessment in this assignment.

- a) Develop the procedure that you will be using to conduct your risk assessments and include it in your file under your system procedures. You may use the procedure Annexure 10 - Training Sample - Risk Assessment Procedure. If you decide to use Annexure 10 you must customize it with your company details. Record your procedure in the appropriate register.
- b) List all the possible Hazards of your work activities in your Hazard register.
- c) Assess the hazards using the procedure and documentation of your risk assessment procedure. Remember to take into account controls that are already in place.
- d) Rank your risks in terms of High Medium and Low and exercise control in this sequence.
- e) Identify appropriate and effective controls to exercise control over the hazards to reduce the assessed risks to tolerable levels.
- f) Review your risk assessment to ensure sufficient reduction of risk to tolerable levels after the identified controls was fully applied.
- g) Remember to register your risk assessment in the risk assessment register.

Assignment 7

Develop your own Incident Investigation Procedure. Record your procedure in the appropriate register.

Assignment 8

- a) Make a list of all the conditions in the area where you perform the actions of your contract that may lead to situations that require emergency actions (Vulnerability assessment).

b) Document procedures for each of the emergency situations. Record your procedures in the appropriate register.

Assignment 9

Describe briefly how your contractor's safety file will be audited for compliance. Refer to your final Module for guidance – SHEQ Management.

Assignment 10

Consider all your work procedures and develop them keeping the process approach in the back of your mind. Include safety steps in your procedures as required by the risk assessment that was conducted earlier in assignment No 5.

Assignment 11

Review your SHE File – Perform your own GAP analysis of your SHE File in preparation for your face-to-face interview.

Assignment 12

Submit your SHE File for Audit. Develop an action plan in preparation for dealing with any comments, findings or non-conformances identified.

Ensure that all submissions are signed prior to submission. Submissions can be scanned and emailed to basicsafetysolutions@outlook.com. Original Assessments can be couriered upon the completion of all modules.