# SAFETY OFFICER Module One Assessment

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



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

## **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
Helpful 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.

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# **OVERVIEW**

About the Learner	This Learner Exercise Workbook has been designed and	develor	ped to		
Workbook	evaluate learners' level of understanding of FACILITATE THE				
WOUNDOOK	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.				
Purpose	The purpose of this Facilitator Guide is to assist facilitators in delivering				
Torpose	training sessions, related to <b>FACILITATE THE DEVELOPMENT</b> ,				
	IMPLEMENTATION AND MAINTENANCE OF A SAFETY, HEA				
	<b>ENVIRONMENT MANAGEMENT SYSTEM.</b> The Guide also p		ala a ka al		
	information on facilitation methodologies and strategie	es to be c	idopted		
	during training sessions.				
US No	US Title	Level	Credits		
244283	FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND	5	10		
	MAINTENANCE OF A SAFETY, HEALTH AND				
	ENVIRONMENT MANAGEMENT SYSTEM				
Context	This assessment represents the Formative Assessment co	mponer	nt of the		
	FACILITATE THE DEVELOPMENT, IMPLEMENTATION AND M	AINTENA	NCE OF A		
	SAFETY, HEALTH AND ENVIRONMENT MANAGEMENT SYST	TEM for N	ATIONAL		
	CERTIFICATE: OCCUPATIONAL SAFETY				
	ID 58625 LEVEL 5 – 145 CREDITS and should be completed in the				
	classroom/training room.				
Outcomes	At the end of this module, you will be able to:				
			_		
	The learner must demonstrate the ability to conside options	r a range	e of		
Resources	options.  The following are resources needed for this assessment:				
	Learner Guide; and				
	2. Assessment Preparation.				
Instructions to	Facilitators will be required to:				
Facilitators	Explain the completion of the workbook to each				
	Interview the learner on similar questions, should     The surfits	l he/she	not be		
	able to write.				

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Instructions to	Learners will be required to:			
Learners	<ul> <li>Complete the workbook as per the instructions;</li> <li>Ensure that all questions are completed;</li> <li>Ensure that the completion of the workbook is their own work;</li> <li>Ensure that all annexures are attached to the workbook and clearly referred to;</li> </ul>			
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 <b>_ points</b> . In order to meet			
	the pass mark, learners are required to achieve a minimum of <b>80%</b> of the			
	total marks.			
Equipment	Learners are required to have the following equipment in order to			
	complete this workbook:			
	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	Email Address:
	Numbers:	
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			

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2	•••••				
To be declared competen	T FACILITATE THE				
DEVELOPMENT, IMPLEMENT	ATION AND				
MAINTENANCE OF A SAFET	Y, HEALTH AND				
ENVIRONMENT MANAGEM	ENT SYSTEM module				
(formative assessment), yo	u should have obtain	ed			
at least 80% of the total mo	ark of this assessment.				
You will be provided with a	detailed feedback on				
your performance of this a	ssessment as follows:				
1. Written Feedback					
2. Verbal Feedback	and wat a a man atomiti a				
Should you be declared "r		n			
this assessment, you will be					
assessment opportunity/ies					
You will be required to re-s	•				
areas) you were declared	•	<b>\</b>			
date for re-submission will b	oe agreed with the				
assessor.					
You will be entitled to lodg	e an appeal should y	OU			
not be satisfied with the assessment decision of					
your assessment.					
You will be required to pro	vide the assessor				
feedback on assessment procedure – this is to					
assist in improving the assessment practices.					
Your results of assessment of	and portfolio of				
evidence information will r	not be provided to an	У			
person without your writter	n consent.				
Learner's Declaration					
I		•••••		• • • • • • • • • • • • • • • • • • • •	herewith declare
that I am ready for the ass	essment, that we have	e reviewed	d the as	ssessm	ent preparation and
plan, I understand the asse	essment process and I	am happ	y that tl	he ass	essment will be
conducted in a fair manner.					
Learner Signature:	Date:	Facilitato	r Signal	ture:	Date:

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# **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**

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.

Learners credited with this Unit Standard will be capable of:

- 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.

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JL	_	M		_

Discuss fundamental issues pertaining to occupational safety, health and environment.

# **Learning outcomes**

Activity	Questions Description	Mark
1	Describe key principles in occupational health and safety	8
		-1

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	<del>-</del>

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Mark

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Activity Questions Description

ACIIVIIY	Questions Description	Mark
_	Describe key features of a national policy on occupational	
2	safety and health.	8

Activity	Questions Description	Mark
3	In section 24 of the Occupational Health & Safety Act, they stipulate the requirements for reporting Incidents.	10

3.1 Explain what documentation an employer would have to present in support of his/her proof of compliance with the OHS Act requirements, with regards to the following incident occurring in his/her workplace.

Scenario: The injured party was performing duties in the workshop using an angle grinder. The angle grinder disc shattered and the employees left index finger was amputated by a flying shard from the shattered disc.

Resources include but are not limited to:

• Workplace policies & procedures

- Internet
- Library
- OHS Act 85 of 1993
- Facilitator

P a g e | 12 LEARNERS SIGNATURE : ...... Rev 00

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Activity	Questions Description	Mark
4	In your own word explain, why you think it is necessary for an organization to have a Health and Safety Policy?	6
Activity	Questions Description	Mark
5	<ol> <li>Compile a Health and Safety Policy. (6)</li> <li>Explain how you would ensure that all employees are conversant with the content of the aforementioned policy. (2)</li> </ol> (The policy can be typed and attached as Appeause A)	8
1	(The policy can be typed and attached as Annexure A)	

Ensure that all submissions are signed prior to submission. Submissions can be scanned and emailed to <a href="mailto:basicsafetysolutions@outlook.com">basicsafetysolutions@outlook.com</a>.

Original Assessments can be couriered upon the completion of all modules.