

RISK ASSESSMENT LEARNER WORKBOOK

LEARNER NAME & SURNAME: _____

IDENTITY NUMBER: _____

COMPETENT: ☐

NOT YET COMPETENT: ☐

Learner Information:

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

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OVERVIEW

About the Learner Workbook	This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding of the Conduct a baseline risk assessment and take appropriate action .		
Purpose	The purpose of this Learner Exercise Workbook is to evaluate learners understanding on the specific outcomes and/or assessment criteria of the following SAQA Registered Unit Standards:		
US No	US Title	Level	Credits
244287	Conduct a baseline risk assessment and take appropriate action	5	7
Context	This assessment represents the Formative Assessment component of the Conduct a baseline risk assessment and take appropriate action and National Diploma: Occupational Safety should be completed in the classroom/training room.		
Resources	The following are resources needed for this assessment: 1. Learner Guide; and 2. Assessment Preparation.		
Instructions to Facilitators	Facilitators will be required to: <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 annexure 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:		
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 Conduct a baseline risk assessment and take appropriate action module.			
Your assessment evidence for Conduct a baseline risk assessment and take appropriate action 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 on Conduct a baseline risk assessment and take appropriate action module (formative assessment), you should have obtained at least 80% of the total mark of this assessment.			

<p>You will be provided with detailed feedback on your performance of this assessment as follows:</p> <ol style="list-style-type: none"> 1. Written Feedback 2. Verbal Feedback 			
<p>Should you be declared “not yet competent” on this assessment, you will be entitled for re-assessment opportunity/ies.</p>			
<p>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.</p>			
<p>You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment.</p>			
<p>You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices.</p>			
<p>Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent.</p>			
Learner’s Declaration			
<p>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.</p>			
Learner Signature:	Date:	Facilitator Signature:	Date:

Learning Unit 1 **Conduct a baseline risk assessment and take appropriate action**

UNIT STANDARD NUMBER	:	244287
LEVEL ON THE NQF	:	5
CREDITS	:	7
FIELD	:	Health Sciences and Social Services
SUB FIELD	:	Preventive Health

PURPOSE:	<p>This unit standard is for learners who have to demonstrate the ability to conduct a base-line risk assessment in a work place. Learners credited with this unit standard will be capable of:</p> <ul style="list-style-type: none"> • Explaining the specified requirements to conduct a base-line risk assessment. • Preparing for a base-line risk assessment. • Conducting a base-line risk assessment. • Initiating remedial actions for hazards identified and risks assessed.
LEARNING ASSUMED TO BE IN PLACE:	
<ul style="list-style-type: none"> • Mathematical Literacy at NQF Level 4. • Communication at NQF Level 4. 	

SESSION 1.

Explain the specified requirements needed to conduct a base-line risk assessment.

Learning Outcomes

- The process of identifying hazards and assessing the associated risks, as well as the information required to conduct the baseline risk assessment is explained.
- The definitions and applications of the base-line risk assessment process are explained and applied to the identified hazards and associated risks.
- The sequence of applying control measures when dealing with hazards is explained.
- The importance of identifying, dealing with and reporting hazards is explained.
- The application of the different types of risk assessments is explained.

Activity	Questions Description	Mark
1	Describe the methods of identifying the Hazards	5

Activity	Questions Description	Mark
2	Outline the following: <ul style="list-style-type: none"> • The output of a baseline risk assessment • Examples of baseline risk assessments 	5

Activity	Questions Description	Mark
3	Why is it important to identify hazards?	4

Activity	Questions Description	Mark
4	<p>Explain in details the following types of risk assessments, your explanations must include Purpose, output and the Examples for each.</p> <ul style="list-style-type: none"> • Baseline risk assessments (Baseline HIRA) • Issue based risk assessments (Issue based HIRA) • Continues risk assessments (Continues HIRA) 	6

[illegible]

Prepare to conduct a baseline risk assessment.

- The relevant documents are collated based on previously identified hazards, risks and associated risks, incidents and control measures.
- Team members are selected and trained in a manner that fosters teamwork and avoids conflict.
- The importance of ensuring that personal protective equipment is available, operational, fit for purpose, and used in accordance with its design and specified requirements is explained in terms of the consequences to health and safety.
- The required arrangements in terms of venues, sites and attendance are explained according to the selected methodology.

Activity	Questions Description	Mark
5	<p>Group activity:</p> <p>Describe the Roles and Responsibilities for the following based on Risk Assessment Team:</p> <ul style="list-style-type: none"> • Employer • Risk Assessment Team Leader • employees • contractors and suppliers 	8

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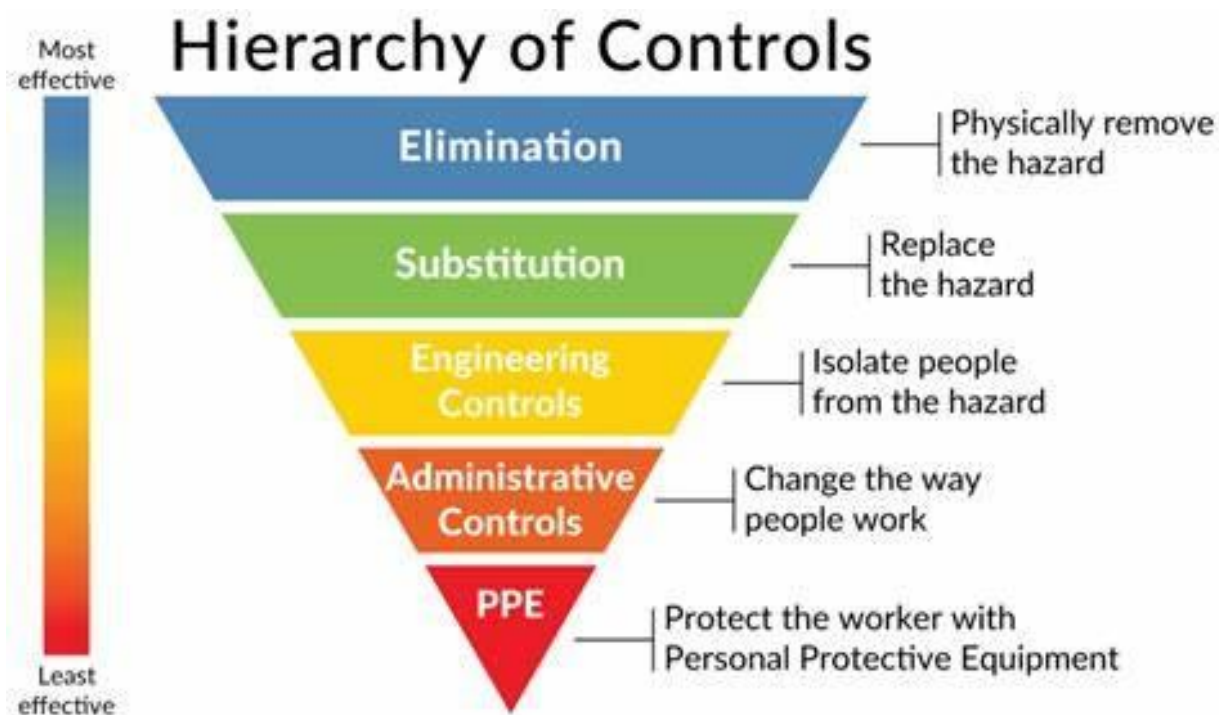
SESSION3.
Conduct a baseline risk assessment.

Learning Outcomes

- Hazards and associated risks are identified and assessed in comparison with available standards.
- A risk profile is drafted, identified deviations are recorded and a report is prepared. Referrals are arranged based on the outcomes of the intervention.

Activity	Questions Description	Mark
6	Why do we need to conduct a baseline risk assessment	2

Activity	Questions Description	Mark
7	Complete the following table by providing the hazard, the risk attached to the hazard and the mitigation or control measures required in alignment with the hierarchy of controls.	10



HAZARD	RISK	MITIGATION/CONTROL MEASURE

Activity	Questions Description	Mark
7	In your own words describe Risk Profiling .	4

Initiate remedial action for hazards identified and risks assessed.

- Control measures are identified, deviations recorded and actions taken, compliant with the specified operational procedures.
- Final reports are completed, submitted to designated personnel on time and dates are proposed for subsequent control assessments.

Activity	Questions Description	Mark
8	Outline the relation to control measures for risk assessment process.	6

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ASSESSMENT FEEDBACK REPORT

FACILITATOR FEEDBACK & REMARKS

ASSESSMENT JUDGEMENT

Learner's Total Mark: /50 Requirements met ☐ Requirements not met ☐

Action/s required:

By when:

LEARNER FEEDBACK & COMMENTS

DECLARATION BY THE FACILITATOR

I (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner.

DECLARATION BY LEARNER

I, declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.

Learner

Date

Facilitator

Date

DECLARATION BY THE ASSESSOR

I (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.

Assessor

Date

Moderator

Date