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15 September 2016

I am hereby pleased to submit Umhlinzeki Consulting and Solutions' SOSSIC Course for accreditation by SAIOSH.

Course Title:

SOSSIC
 Safety Officer and Safety System Implementation Course

Duration of SOSSIC:

10 days

Modules

1	Understanding the Law and Legal Liability. (1Day)	<p>General legislation includes, but is not limited to, Occupation Health and Safety Act (OHSA), the South African Constitution, Mines Health and Safety Act, Mines and Works Act, Explosives Act, Environmental related legislation and Compensation for Occupational Injuries and Diseases Act (COIDA).</p> <p>People regulating legislation includes, but is not limited to Labour Relations Act (LRA), Basic Conditions of Employment Act BCEA), Skills Development Act, Skills Development Levies Act, Employment Equity (EE) Act, Access to information Act.</p> <p>Legal liability includes, but is not limited to, vicarious liability, negligence, delict, personal liability, public liability and professional indemnity.</p> <p>The commonly accepted code of good practice refers to King II as at March 2006 and whatever subsequent code replaces King II thereafter.</p> <p>Specific Outcomes:</p> <ul style="list-style-type: none"> ● Identify legislation that potentially impacts on the management of risk. ● Explain the risks associated with non-compliance. ● Demonstrate understanding of selected legal terminology. ● Apply legislation and accepted codes of good practice to the management of risk in a specific entity. <p>Assessment Criteria</p> <ul style="list-style-type: none"> ● Legislation that impacts on the management of risk in general is identified with examples of how each Act applies to a specific sector. ● Relevant legislation that regulates financial aspects of risk management is identified and an indication is given of how the legislation is applied in a selected sector. 	<p>US : 242661</p> <p>Apply knowledge and understanding of South African law to the management of risk</p> <p>NQF Level 04 Credits 4</p>
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Directors: A Giebler



		<ul style="list-style-type: none"> • Legislation that regulates people management is identified and an indication is given of how the legislation is applied in a selected sector. • The compliance aspects of appropriate Acts are analyzed and an indication is given of the legal consequences of non-compliance for a specific sector. • The business risks and reputational risks associated with non-compliance are analyzed for legislation appropriate to a selected sector. • The concept of legal liability is explained with examples. • The concept of contractual liability is explained with examples. • The common law concept of defamation is discussed with reference to reputational risk. • Knowledge of the commonly accepted code of good practice is applied to a selected organization with reference to the allocation of responsibilities to individuals. • Policies, practices and systems in an organization are evaluated for compliance and recommendations are made to reduce or transfer the risk. 	
2	<p align="center">Explaining SHE Principles And Applying It. (1Day)</p>	<p>Specific Outcomes</p> <ul style="list-style-type: none"> • Explain both employer and employee duties with regard to occupational safety and health in the workplace. • Explain the general safety rules in the workplace. • Explain the use and application of Personal Protective Equipment in the workplace. • Explain good housekeeping in the workplace. <p>Assessment Criteria</p> <ul style="list-style-type: none"> • The employer's duties are described with regard to occupational safety and health in the workplace. • The employee's duties are described with regard to occupational safety and health in the workplace. • The occupational health and safety representation structure and activities are described in terms of legislative requirements. • Hazards and associated risks in the workplace are identified and addressed to ensure the health and safety of themselves and other persons. • The importance of identifying hazards and risks in the working environment is explained in terms of the consequences to the employer and employees. • The reporting procedure of hazards and risks is described in terms of organizational policies and procedures. • The requirements that apply to persons that may be medically and non-medically intoxicated are explained in terms of the consequences to general safety in the workplace. • Authorized access requirements to the workplace are explained in terms of legal and organizational requirements. 	<p align="center">US: 259639</p> <p align="center">Explain basic health and safety principles in and around the workplace</p> <p align="center">NQF Level 02 Credits 04</p>



		<ul style="list-style-type: none"> • The use of motorized and mobile equipment in the workplace is explained in terms of legal and organizational requirements. • Lock out procedures in the workplace is explained in terms of legal and organizational requirements. • Symbolic and other signage applicable to the workplace is explained in terms of legal and organizational requirements. • Specific workplace Personal Protective Equipment (PPE) requirements are explained in terms of the correct usage and application. • Maintenance and storage practices for PPE are explained in order to ensure functionality. • Reporting and replacement procedures of substandard PPE are explained in order to ensure functionality. • The importance of wearing PPE and the consequences of non-compliance are explained with in terms of the effects on employer and employees. • The limitations of PPE used in and around the workplace are explained in terms of its protective restrictions. • The need for good housekeeping in the workplace is explained in terms of the impact on health and safety to people and the immediate environment. • Specific requirements pertaining to stacking and storage of materials are explained in terms of health and safety. • Demarcation and colour coding practices in the workplace are explained in terms of health and safety. 	
3	<p style="text-align: center;">Risk Management and Control in the Workplace (1 Day)</p>	<p>Specific Outcomes</p> <ul style="list-style-type: none"> • Explain the legal and specified requirements for conducting continuous risk assessments. • Prepare to conduct a continuous risk assessment. • Conduct a continuous risk assessment. • Initiate remedial action and follow up on Continuous Risk Assessment <p>Assessment Criteria</p> <ul style="list-style-type: none"> • The risk assessment process is explained. • The relevant documentation required for conducting a risk assessment is named. • The relevant hazards and risks likely to be encountered during a specific risk assessment are named. • The importance of conducting risk assessment in a manner that fosters teamwork and avoids conflict is explained. • Appropriate documentation is selected. • Various physical and environmental conditions which could exist are evaluated. • The persons, tools and the materials required to conduct the risk assessment are verified as fit for purpose and available. • Consequences for not conforming to legal and specified requirements in preparing for risk assessment are explained. 	<p style="text-align: center;">US: 252025</p> <p style="text-align: center;">Monitor, assess and manage risk</p> <p style="text-align: center;">NQF Level 05 Credits 8</p>



		<ul style="list-style-type: none"> ● Hazard identification is conducted correctly. ● Significant hazards are systematically identified, utilising the elected hazard identification technique. ● Relevant documentation is completed. ● Remedial action for hazards is implemented accordingly. ● Follow-up action on risk assessments is implemented accordingly. ● The consequences of non-compliance to the procedures for initiating remedial action and follow-up on risk assessment are explained. 	
4	<p>Planned Task Observations.</p> <p>(1 Day)</p>	<p>Specific Outcomes</p> <ul style="list-style-type: none"> ● Demonstrate knowledge of how to prepare for planned task observation at a working place. ● Conduct a planned task observation at a working place. ● Record and follow-up. <p>Assessment Criteria</p> <ul style="list-style-type: none"> ● The purpose of a planned task observation is explained. ● The importance of listing tasks from occupations is explained. ● The critical task inventory compilation is explained. ● The process of compiling safe operating procedures and the resources required is explained. ● Scheduling the planned task observation is explained. ● The fact that past history should be taken in account prior to performing the planned task observation is explained. ● The correct selection and use of tools and equipment is demonstrated when conducting a planned task observation. ● Findings are recorded and immediate feedback is given. ● The conducting of a planned task observation is performed in a manner that fosters teamwork and avoids conflict. ● The findings of the planned task observation are recorded and communicated. ● The follow-up actions are implemented accordingly. ● Follow-up actions are implemented in a manner that will foster teamwork and avoid conflict. 	<p>US: 120337</p> <p>Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place</p> <p>NQF level 03 Credits 02</p>
5	<p>Occupational Health and Hygiene</p> <p>(1 Day)</p>	<p>Specific Outcomes</p> <ul style="list-style-type: none"> ● Explain the concept of Occupational Hygiene. ● Describe recognized environmental factors which influence the workplace. ● Explain the control of factors influencing occupational hygiene conditions in the working place. <p>Assessment Criteria</p>	<p>US: 259609</p> <p>Demonstrate an understanding of Occupational Hygiene</p>



		<ul style="list-style-type: none"> ● The concept of Occupational Hygiene discipline is described according to accepted current legislative standards. ● Environmental factors affecting Occupational Hygiene are described in terms of their characteristics. ● Sources of workplace contaminants are described with examples. ● The effects of hazardous environmental conditions are explained in terms of the safety and health of workers. ● The four principal environmental factors that can affect well-being in the work place are described with examples. ● The effects of non-chemical physical environmental factors on persons in the work place are described. ● ASSESSMENT CRITERION RANGE ● Heat, cold, vibration, noise, ventilation, illumination, ionising and non-ionising radiation. ● The impact of chemical environmental factors on persons in the work place is explained and examples of chemical pollutants are given. ● The influence of ergonomic environmental factors on the work place and on persons is explained with examples. ● Biological environmental factors are explained and their effect on persons and work places are described with examples. ● Three different measuring techniques are described to evaluate and measure environmental factors which may affect the work place. ● The role of good housekeeping in the maintenance of clean occupational hygiene conditions in the work place is explained in terms of the consequences to health and safety. 	<p>NQF Level 02 Credits 09</p>
6	<p style="text-align: center;">Emergency Preparedness (1 Day)</p>	<p>Specific Outcomes</p> <ul style="list-style-type: none"> ● Explain different types of emergencies that may be encountered in a workplace. ● Explain various responses to an alarm. ● Explain actions required of a safety officer in an assembly area. ● Explain the functions of an emergency control centre. <p>Assessment Criteria</p> <ul style="list-style-type: none"> ● The difference between an emergency and an incident ● Types of emergencies that may occur in a workplace ● The most likely types of emergencies that may be encountered in a workplace according to the type of industry and workplace conditions ● The effects of emergencies ● Types of alarms ● Procedures to be followed in the event of an alarm ● Mandatory, statutory and informative warning signs 	<p>US: 259597</p> <p style="text-align: center;">Explain emergency preparedness and response procedures</p> <p>NQF Level 02 Credits 03</p>



	<ul style="list-style-type: none"> • Adhering to the symbolic signs • Accounting for all evacuated parties • Accounting for parties not evacuated • Organizing emergency teams • Providing information to first aiders • Records • Communication structures • Managing the emergency 	
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7	Incident and Accident Investigations (1 Day)	<p>Specific Outcomes</p> <ul style="list-style-type: none"> • Describe requirements for workplace safety, health and environment incident investigation. • Gather information for workplace safety, health and environment incident investigations. • Conduct post-investigation activities. <p>Assessment Criteria</p> <ul style="list-style-type: none"> • The legal and organizational specific requirements regulating the reporting and investigation of workplace incidents are identified in order to determine applicable governance procedures. • The legal and organizational specific requirements for an investigation into workplace incidents are explained in order to follow the prescribed requirements. • The procedures to be followed when an incident occurs in the workplace are explained in order to facilitate effective management of the incident. • The consequences of non-compliance with legal and organizational specific requirements are explained in terms of the impact on safety, health and environment in the workplace • The purpose, type and extent of information required are explained in accordance with prescribed requirements. • Resources required to conduct investigations are identified and selected in accordance with prevailing circumstances. • Information is gathered in accordance with the prescribed procedures. • The need for gathering accurate and relevant information about workplace incidents is explained in terms of the impact on the quality of the investigation. • Reports are completed in the required formats in accordance with prescribed requirements. • Reports are submitted and communicated to relevant designated persons in accordance with prescribed requirements. • Physical evidence gathered during the investigation is processed according to prescribed requirements. 	<p>US: 259617</p> <p>Conduct an investigation into workplace safety, health and environmental incidents</p> <p>NQF Level 02 Credits 03</p>
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		<ul style="list-style-type: none"> Resources used during investigations are processed according to specified requirements. 	
8	<p>Environmental Management</p> <p>(1 Day)</p>	<p>Specific Outcomes</p> <ul style="list-style-type: none"> Identify a variety of potential and actual impacts on the environment and use the correct terminology to describe them. Explain the reasons for using particular assessment tool(s). Use environmental management tools to assess the impacts. Record and maintain data and identify anomalies. Determine the immediate causes of the identified impacts. <p>Assessment Criteria</p> <ul style="list-style-type: none"> General components of the environment and their interrelationships are identified and described appropriately and accurately. General impacts of human activities on the biophysical environment are identified and described appropriately and accurately. Specific impacts of human activities on the environment in the learner's context are identified and described appropriately and accurately. Environmental terminology is used correctly. The difference between predictive and monitoring tools is explained. Typical applications of a variety of types of tool are identified and described accurately. Relevant tools are used correctly to assess a selection of impacts on the environment. Assessments are made that are adequate, accurate and relevant. Data is recorded accurately and as required by the tools. Data is maintained in accordance with requirements. Anomalies in the data are identified and reported accurately. The immediate causes of selected environmental impacts in the learner's context are identified correctly. The causes identified are recorded and reported accurately. 	<p>119554 Apply environmental management tools to assess impacts</p> <p>NQF 2 Credits 5</p>
9	<p>Drawing up and of an Safety System</p> <p>(1 Day)</p>	<p>Specific Outcomes</p> <ul style="list-style-type: none"> Explain the requirements for the implementation of a safety and health management programme in the workplace. Implement the procedures for evaluating safety and health performance in a workplace, as required by the safety and health management programme. Evaluate performance of workplace safety activities required by the safety and health management programme. <p>Assessment Criteria</p>	<p>US: 259601</p> <p>Participate in the implementation and evaluation of a safety and health management</p>



		<ul style="list-style-type: none"> ● The Safety and Health Policy is explained in terms of its impact on the implementation of the management programme. ● The importance and purpose of implementing safety and health management programme components in the workplace is explained in terms of the consequences to health and safety of individuals and the impact on production. ● The importance of integrating safety and health considerations in all routine activities is explained in terms of the consequences to health and safety of individuals and the impact on production. ● Incidents identified as detrimental to health and safety and reported, are evaluated to determine safety and health performance. ● Workplace critical areas are identified in terms of the consequences to health and safety production. ● Methods and processes to identify workplace critical areas are explained in terms of the consequences to health and safety production. ● The importance of evaluating workplace safety and health performance is explained in terms of the consequences to health and safety production. ● Safety performance is measured against established objectives to evaluate progress towards a healthy and safe workplace. ● Tools and techniques, used to measure workplace safety and health performance, are fit for purpose and applied according to specified requirements. ● Deviations from the safety and health management programme are dealt with in order to eliminate the deviations. ● Recommendations on the development of the safety and health management programme are communicated in accordance with the Safety and Health Policy. 	<p>programme in the workplace</p> <p>NQF Level 02 Credits 2</p>
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The actual theory will run for 9 consecutive days and after each day there is an assessment that is done by the students. On the 10th day it is the final assessment.

I hope you find all in order.
Kind Regards

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