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| **NATIONAL CERTIFICATE: OCCUPATIONAL HYGIENE AND SAFETY****ID 79806 LEVEL 3 - CREDITS 144** |
| **LEARNER WORKBOOK****SAQA - 120329****RESPOND TO, IMPLEMENT AND MANAGE EMERGENCIES ACCORDING TO AN EMERGENCY ACTION PLAN IN A WORKPLACE** |

**Learner Information:**

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

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**OVERVIEW**

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| **About the Learner Workbook** | This Learner Exercise Workbook has been designed and developed to evaluate learners’ level of understanding of the **RESPOND TO, IMPLEMENT AND MANAGE EMERGENCIES ACCORDING TO AN EMERGENCY ACTION PLAN IN A WORKPLACE** module. It forms part of a series of Learner Workbooks that have been developed for **NATIONAL CERTIFICATE: OCCUPATIONAL HYGIENE AND SAFETY ID 79806 LEVEL 3 - CREDITS 144** |
| **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** |
| **120329** | **RESPOND TO, IMPLEMENT AND MANAGE EMERGENCIES ACCORDING TO AN EMERGENCY ACTION PLAN IN A WORKPLACE** | **3** | **2** |
| **Context** | This assessment represents the Formative Assessment component of the **RESPOND TO, IMPLEMENT AND MANAGE EMERGENCIES ACCORDING TO AN EMERGENCY ACTION PLAN IN A WORKPLACE** module, for the **NATIONAL CERTIFICATE: OCCUPATIONAL HYGIENE AND SAFETY ID 79806 LEVEL 3 - CREDITS 144...**and 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:* 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:* 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:* Pen and Pencil;
* Ruler; and
* Exam Pad – for additional paper.
 |

# **GENERAL INFORMATION**

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

# **ASSESSMENT PREPARATION CHECKLIST**

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| **DESCRIPTION** | **YES** | **NO** | **COMMENTS/CONTINGENCY** |
| This assessment is a formative assessment and it is based on the outlined unit standard/s for the **RESPOND TO, IMPLEMENT AND MANAGE EMERGENCIES ACCORDING TO AN EMERGENCY ACTION PLAN IN A WORKPLACE**module. |  |  |  |
| Your assessment evidence for the **RESPOND TO, IMPLEMENT AND MANAGE EMERGENCIES ACCORDING TO AN EMERGENCY ACTION PLAN IN A WORKPLACE** 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 **RESPOND TO, IMPLEMENT AND MANAGE EMERGENCIES ACCORDING TO AN EMERGENCY ACTION PLAN IN A WORKPLACE** 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. |  |  |  |

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| **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 Unit1**

**UNIT STANDARD NUMBER :** 120329

**Respond to, implement and manage emergencies according to an emergency action plan in a workplace**

**LEVEL ON THE NQF :** 3

**CREDITS :** 4

**FIELD :** Health Sciences and Social Services

**SUB FIELD :** Preventive Health

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| **PURPOSE:** | Persons credited with this unit standard will be able to describe the specified requirements pertaining to responding to emergencies according to action plan procedures in a workplace, Implement and manage emergency action plan procedures.  |
| **LEARNING ASSUMED TO BE IN PLACE:** |
| * Communications at NQF Level 2.
* Mathematical Literacy at NQF Level 2.
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| **SESSION 1****Describe the specified requirements pertaining to responding to emergencies according to an emergency action plan in a workplace.** |
| **Learning Outcomes** |
| * The types and extent of emergencies that can occur in the workplace are explained.
* Emergency action plans and procedures in a workplace are explained.
* Definitions and legal limits regarding irrespirable atmospheres are given.
* Responses to emergencies according to action plan procedures in a workplace are explained.
* Training requirements for responding to emergencies according to an emergency action plan in a workplace are explained.
 |

 **Answer the following question in the space provided below.**

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| **Activity** | **Questions Description** | **Mark** |
| **1** | **Describe the specified requirements pertaining to responding to emergencies according to an emergency action plan in a workplace.** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **2** | **What is a workplace emergency?** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **3** | **List and describe the types of emergencies which could occur in a workplace**  | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **4** | **What should your emergency action plan include?** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **5** | **What can you do to ensure the emergency exits in your work area are safe?** | 10 |

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| **SESSION 2****Implement and manage emergency action plan procedures.** |
| **Learning Outcomes** |
| * The classification of risk areas is given.
* The siting, sizing and equipping of emergency evacuation assembly points is correctly demonstrated.
* The mapping out of evacuation routes is demonstrated.
* The approved emergency evacuation procedure is implemented and managed accordingly.
* Emergency action plans and evacuation procedure training programmes are implemented and managed correctly.
* Implementation and managing of the emergency and evacuation procedures is performed in a manner that fosters teamwork and avoids conflict.
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| **Activity** | **Questions Description** | **Mark** |
| **6** | **How do you alert employees to an emergency?** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **7** | **How do you develop an evacuation policy and procedures?** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **8** | **Under what conditions should you call for an evacuation?** | 10 |

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| **SESSION 3****Respond to emergencies according to action plan procedures.** |
| **Learning Outcomes** |
| * The selection and use of tools and equipment pertaining to the type of emergencies is demonstrated.
* The response to emergencies pertaining to the emergency action plan is correctly demonstrated.
* The evacuation of workers is done in a manner that ensures their health and safety.
* The response to emergencies in the workplace is performed in a manner that fosters teamwork and avoids conflict.
* The consequences of not responding to emergency action plan procedures are explained.
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| **Activity** | **Questions Description** | **Mark** |
| **9** | **Give the detailed information on respond to emergencies according to action plan procedures**  | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **10** | **Demonstrate an understanding of the selection and use of tools and equipment pertaining to the type of emergencies**  | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **11** | **What is health and safety specifications must be complied with when using scaffolding?** | 10 |

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| **SELF-ASSESSMENT** |

The learner must make use of the following self-evaluation checklist to rate himself against the learning outcomes of this particular training module in establishing the level of mastery of the information.

1. Not able to comply

2. Reasonable compliance (Not acceptable for final evaluation)

3. Able to comply fully

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| **LEARNING OUTCOMES** | **1** | **2** | **3** |
| **1** | Use and analyse computational tools and strategies, and make estimates and approximations |  |  |  |
| **2** | Demonstrate understanding of numbers and relationships among numbers and number systems, and represent numbers in different ways. |  |  |  |

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**Learner Signature Date**

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**Facilitators’ Signature Date**

**ASSESSMENT FEEDBACK REPORT**

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| **FACILITATOR FEEDBACK & REMARKS** |
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| **ASSESSMENT JUDGEMENT** |
| **Learner’s Total Mark: Requirements met** [ ]  **Requirements not met** [ ]  |
| **Action/s required:****By when:** |

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| **LEARNER FEEDBACK & COMMENTS** |
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| **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. |

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| **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. |
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| **Learner Date** | **Facilitator Date** |

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| **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. |
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| **Assessor Date** | **Moderator Date** |