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| **NATIONAL CERTIFICATE: OCCUPATIONAL HYGIENE AND SAFETY****ID 79806 LEVEL 3 - CREDITS 144** |
| **LEARNER WORKBOOK****SAQA - 120333****CONDUCT, REPORT AND FOLLOW UP ON A PRE-USE, SAFETY AND/OR AUDIT INSPECTION** |

**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 **CONDUCT, REPORT AND FOLLOW UP ON A PRE-USE, SAFETY AND/OR AUDIT INSPECTION 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** |
| **120333** | **CONDUCT, REPORT AND FOLLOW UP ON A PRE-USE, SAFETY AND/OR AUDIT INSPECTION** | **2** | **5** |
| **Context** | This assessment represents the Formative Assessment component of the **CONDUCT, REPORT AND FOLLOW UP ON A PRE-USE, SAFETY AND/OR AUDIT INSPECTION** 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 **CONDUCT, REPORT AND FOLLOW UP ON A PRE-USE, SAFETY AND/OR AUDIT INSPECTION**module. |  |  |  |
| Your assessment evidence for the **CONDUCT, REPORT AND FOLLOW UP ON A PRE-USE, SAFETY AND/OR AUDIT INSPECTION** 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, REPORT AND FOLLOW UP ON A PRE-USE, SAFETY AND/OR AUDIT INSPECTION** 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:** |
|  |  |  |  |

**Conduct, report and follow up on a pre-use, safety and/or audit inspection**

**Learning Unit1**

**UNIT STANDARD NUMBER :** 120333

**LEVEL ON THE NQF :** 3

**CREDITS :** 5

**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 perform, initiate remedial action, report on and follow up a workplace pre-use, safety and/or audit inspection. The learner will also be able to explain the legal and specified requirements pertaining to conducting these inspections. |
| **LEARNING ASSUMED TO BE IN PLACE:** |
| * Communications at NQF Level 2
* Mathematical Literacy at NQF Level 2
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| **Session 1****Explain the legal and specified requirements pertaining to conducting, reporting and acting on the outcome of a pre-use, safety and/or audit inspection.** |
| **Learning Outcomes** |
| * The relevant standards for inspections are explained correctly.
* The relevant hazards and risks likely to be encountered during these inspections are explained.
* The importance of initiating immediate remedial actions where necessary is explained.
* The purpose of pre-use, safety and/or audit inspection is described.
 |

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

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| **Activity** | **Questions Description** | **Mark** |
| **1** | **Explain the relevant standards for inspections** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **2** | **Outline the Inspection Principles** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **3** | **What types of hazards do we look for in a workplace?** | 10 |

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| **Session 2****Prepare for the inspections.** |
| **Learning Outcomes** |
| * The persons, tools and the materials required for the inspections are prepared according to purpose and made available for use.
* The relevant hazards and risk control measures for inspections are explained.
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| **Activity** | **Questions Description** | **Mark** |
| **4** | **Why Conduct Workplace Safety Inspections?** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **5** | **How many members form an inspection team?** | 10 |

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| **Session 3****Conduct pre-use, safety and audit inspections.** |
| **Learning Outcomes** |
| * The inspection is conducted according to specified requirements for the intended type of inspection.
* All potential life threatening hazards and risks are identified.
* The measures required to eliminate, control at source or minimize the risks to health or safety are verified to be in place.
* The required personal protective equipment is available, operative, fit for purpose and used according to design.
* Tools and equipment are available, operational, fit for purpose and used according to design.
* The inspections are conducted in a manner that fosters teamwork and avoids conflict.
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| **Activity** | **Questions Description** | **Mark** |
| **6** | **Give an explanation on how inspection is conducted according to specified requirements for the intended type of inspection?** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **7** | **Demonstrate knowledge of Safety Audits**  | 10 |

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| **Session 4****Initiate immediate remedial action where necessary.** |
| **Learning Outcomes** |
| * The remedial action to deal with hazards and risks is conducted as soon as reasonably practicable and conforms to the statutory sequence of control and the consequences of not doing so are explained.
* Where necessary, workers are withdrawn under circumstances identifies as posing a serious danger to health or safety.
* Tools and equipment are withdrawn from service when circumstances indicate that these are a serious danger to health or safety.
* The consequence of non-compliance in withdrawing workers, tools and equipment from service, and commencing or continuing work under circumstances that pose a serious danger to health and safety are stated.
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| **Activity** | **Questions Description** | **Mark** |
| **8** | **Who’s responsible for taking remedial action to mitigate risk of hazard?** | 10 |

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| **SESSION 5****Report on and follow up on inspection results.** |
| **Learning Outcomes** |
| * Reports on the significant hazards and risks identified, as well as the remedial measures initiated, are completed and submitted.
* Follow up actions are carried out, evaluated, recorded and reported.
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| **Activity** | **Questions Description** | **Mark** |
| **9** | **Explain how do following-up after an inspection is done?** | 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** |