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| **NATIONAL CERTIFICATE: OCCUPATIONAL HYGIENE AND SAFETY**  **ID 79806 LEVEL 3 - CREDITS 144** |
| **LEARNER WORKBOOK**  **SAQA - 120344**  **DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF RELEVANT CURRENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION** |

**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 **DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF RELEVANT CURRENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION 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** |
| **120344** | **DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF RELEVANT CURRENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION** | **4** | **4** |
| **Context** | This assessment represents the Formative Assessment component of the **DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF RELEVANT CURRENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION** 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 **DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF RELEVANT CURRENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION**  module. |  |  |  |
| Your assessment evidence for the **DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF RELEVANT CURRENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION** 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 **DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF RELEVANT CURRENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION** 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 :** 120344

**Demonstrate knowledge and understanding of relevant current occupational health and safety legislation**

**LEVEL ON THE NQF :** 4

**CREDITS :** 4

**FIELD :** Health Sciences and Social Services

**SUB FIELD :** Preventive Health

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| **PURPOSE:** | Learners found competent in this unit standard will be able to explain the basic principles of relevant current health and safety legislation and the consequences of non-compliance. |
| **LEARNING ASSUMED TO BE IN PLACE:** | |
| * Communications at NQF Level 2 * Mathematical Literacy at NQF Level 2 | |

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| **SESSION 1****Demonstrate knowledge and understanding of the basic principles of the relevant legislation.** |
| **Learning Outcomes** |
| * The concept of civil liability is explained with examples. * The concept of criminal liability is explained with examples. * Reasons for the existence of the legislation are explained with reference to good corporate governance. * The generic structure of the legislation is known and the acts and regulations are used to access information on three different aspects. * The responsibility of an organisation to ensure compliance within the generic framework of the legislation is explained relative to the duties of employer, employees and contractors. * The legislative accountability of the chief executive officer and/or employer is explained and an indication is given of the legal implications of non-compliance. |

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

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| **Activity** | **Questions Description** | **Mark** |
| **1** | **Explain the difference between criminal and civil liability** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **2** | **Explain the principles of corporate governance** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **3** | **Why do we need good Corporate Governance?** | 10 |

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| **SESSION 2****Explain the requirements for compliance as stipulated in the current legislation.** |
| **Learning Outcomes** |
| * The structures required to facilitate application of the legislation in an organisation are identified and an indication is given of the appointments required to achieve compliance. * The duties of any three designated appointees are explained with reference to responsibilities and accountability. * The obligation of the employer to provide the means to comply with the legislation is explained with reference to resources and financing. |

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| **Activity** | **Questions Description** | **Mark** |
| **4** | **How to ensure that as an employer you comply with workplace health and safety laws?** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **5** | **Discuss workplace compliance training** | 10 |

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| **SESSION 3****Determine the management controls required under legislation to achieve compliance.** |
| **Learning Outcomes** |
| * Aspects of the legislation applicable to a specific operation are identified and a compliance plan is drafted. * Deviations from the plan are identified and an indication is given of control measures required to achieve compliance. * Control measures are assessed and reviewed. |

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| **Activity** | **Questions Description** | **Mark** |
| **6** | **Demonstrate your understanding of managing OHS risk in your workplace** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **7** | **Discuss the business activities which can involve risk to safety** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **8** | **Distinguish between risk assessment and risk management?** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **9** | **How often must the risk assessment be reviewed?** | 10 |

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| **SESSION 4****Demonstrate knowledge and understanding of record keeping required by the legislation.** |
| **Learning Outcomes** |
| * Documents that have legal status are named and an indication is given of why each is necessary and the time frames relating to each of the documents are explained. * The use of documents and records is explained with reference to legal compliance and corporate governance. |

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| **Activity** | **Questions Description** | **Mark** |
| **10** | **Demonstrate knowledge and understanding of legal forms of business** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **11** | **Demonstrate knowledge and understanding of role of a witness to a legal document in South African law** | 10 |

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| **SESSION 5****Explain the legal obligations of the employer in terms of training and communication.** |
| **Learning Outcomes** |
| * The training required to ensure that employees are conversant with the hazards and precautions necessary to ensure health and safety in the workplace is explained. * The legal requirements in respect of training are explained for a specific workplace. * The duties of employees to comply with health and safety requirements and report health and safety risks or threats are explained and a process is proposed to ensure compliance. |

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| **Activity** | **Questions Description** | **Mark** |
| **12** | **Explain the legal obligations of the employer in terms of training and communication.** | 10 |

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| **Activity** | **Questions Description** | **Mark** |
| **13** | **Demonstrate knowledge and understanding of employer's obligation to provide HES training** | 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** |