

**NATIONAL CERTIFICATE: OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT**

**SAQA ID: 74269 (LP 74290) NQF LEVEL 2**

**WORKPLACE GUIDE**

Section A: Introduction

**1. About this Workplace Guide**

The following guide is a workplace guide which entails a workplace journal and reflective journal. These journals serve as record keeping mechanisms for the learner and his mentor / supervisor to record structured duties performed in the workplace in line with the outcomes of the qualification NC: Occupational Health, Safety and Environment.

The purpose of this Workplace guide is to provide the workplace mentor with guidelines on the process and scope of mentoring that is required on the workplace components of the qualification in preparing candidates for final summative assessment.

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433796.png | Tip:  This Workplace Guide will enable the Mentor and the learner to follow a structured and targeted mentoring process, and document evidence of practical application in the work place in such a manner that it can be included in the learners’ final portfolio of evidence. |

**2. about the Qualification**

**2.1 Qualification Overview**

The following table provides a brief overview of the qualification for which you will provide mentorship.

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| **Name of Programme** | National Certificate: Occupational Health, Safety and Environment |
| **Purpose of Programme** | This Qualification is to equip learners working in any type of workplace with a broad understanding and knowledge of Occupational Health, Safety and Environmental (HSE) concepts and practices with sufficient detail to enable them to function in a safe and healthy way and to deal with health and safety problems and issues. It will also contribute to the further development of learners within this environment by providing articulation, recognition and mobility within this dynamic and changing environment. |
| **Duration of Programme** | 12months |
| **NQF Level** | 2 |
| **Exit Level Outcomes** | 1. Use verbal and written practices to communicate in the workplace and apply mathematical processes to solve everyday numerical problems.  2. Explain the requirements of current legislation impacting on Health, Safety and environmental issues in the workplace.  3. Recognise, assess and report health and safety hazards and situations in the workplace.  4. Administer various health and safety functions, planning, policy and behaviours in the workplace. |
| **Related assessment criteria** | Associated Assessment Criteria for Exit Level Outcome 1:   1.1 Information from texts, reports and standard operating procedures is practically applied in the workplace in specific health, safety and environmental contexts.  1.2 All communications are addressed and responded to in accordance with the relevant workplace requirements.  1.3 Numerical conversions, calculations and measurements are performed as required in the workplace in specific health, safety and environmental contexts.  1.4 Health and safety signs are interpreted and explained as required by specific worksites.   Associated Assessment Criteria for Exit Level Outcome 2:   2.1 Legislative and regulatory requirements are explained related to health, safety and environmental issues.  2.2 The health and safety environment is defined focusing on specific workplace principles and situations.  2.3 The concept of promoting health, safety and environmental issues is explained indicating the roles played by all stakeholders.   Associated Assessment Criteria for Exit Level Outcome 3:   3.1 The consequences of exposure and poor adherence to health and safety requirements are described in terms of the impact on people and the organisation.  3.2 Workplace hazards and risks are addressed in accordance with workplace specific health and safety requirements.  3.3 Corrective and/or mitigative measures are taken to deal with workplace hazards and risks in accordance with workplace specific health and safety requirements.   Associated Assessment Criteria for Exit Level Outcome 4:   4.1 All HSE functions, including inspections, meet specified requirements in line with each specific workplace.  4.2 Administrative functions are performed in accordance with workplace specific health and safety requirements.  4.3 Primary emergency care requirements are met in accordance with workplace specific health and safety requirements.  4.4 Health and safety behaviours are observed in order to ensure compliance by all role-players. |
| **Critical Cross Field Outcomes** |  Identifying and solving problems in the workplace in the process of dealing with and health and safety hazards and situations and the administration of health and safety functions.   Working effectively with others in the maintenance and adherence of health, safety and environmental practices in the workplace.   Organising and managing oneself and one's activities responsibly and effectively so that all aspects regarding health, safety and environmental functions and practices are at hand, as and when required, to enhance these in the workplace and in the application of legislation.   Collecting, analysing, organising and critically evaluating information pertaining to the application of health, safety and environmental legislation and the implementation of health, safety and environmental practices and functions.   Communicating effectively with all the stakeholders who are involved in health, safety and environmental practices and functions.   Using science and technology effectively and critically in the preparation and distribution of health, safety and environmental reports.   Demonstrating an understanding of the world as a set of related systems through the proper application of systems, policies and procedures related to health, safety and environmental practices and functions. |
| **Target Group / Occupational link** |  |
| **Learning assumed to be in place** |  Mathematical literacy at NQF Level 1.   Communication at NQF Level 1.   Computer literacy at NQF level 1. |
| **Essential Embedded Knowledge** | N/A |
| **Range Statement** | none |
| **Recognition of Prior Learning** | The Qualification can be achieved in whole or part through the Recognition of Prior Learning (RPL). Learners obtaining the whole Qualification through RPL and wishing to be declared competent are required to complete a practical assessment component for the purpose of such recognition. This implies that the Qualification may be granted to learners who have acquired the skills and knowledge without attending formal courses, provided they demonstrate competence in the outcomes of the individual Unit Standards as required by the Fundamental, Core and Elective components stipulated in the Qualification and by the Exit Level Outcomes.   Learners submitting themselves for RPL should be thoroughly briefed prior to the assessment, and may be required to submit a Portfolio of Evidence (POE) in the prescribed format and/or undergo a workplace assessment to be assessed for formal recognition. While this is primarily a workplace-based Qualification, evidence from other areas of endeavour may be introduced if pertinent to any of the Exit Level Outcomes.   Access to the Qualification:   Access is open to all learners bearing in mind the learning assumed to be in place. |

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| **Learning Materials** | The programme pack consists out of the following documents:   1. Programme Strategy (Provider Guide) 2. Learner Orientation Guide 3. facilitator Guide 4. Portfolio Guide 5. Assessment Guide 6. Learner Guide |

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| **Links of the programme**  **to registered unit standards, skills programmes, or qualifications** | Horizontally, this Qualification articulates with:    ID 61689: National Certificate: Community Water, Health and Sanitation Promotion, NQF Level 2.   ID 49085: National Certificate: Fundamental Ancillary Heath Care, NQF Level 2.   ID 49605: National Certificate: Environmental Practice, NQF Level 2.   Vertically, this Qualification articulates with:    ID 50062: National Certificate: Occupational Hygiene and Safety, NQF Level 3.   ID 49128: National Certificate: Community Health Work, NQF Level 3.   ID 49752: National Certificate: Environmental Practice, NQF Level 3. |

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| **Credit Value** | The Qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totaling a minimum of 120 Credits.   Fundamental component:   All unit standards to the value of 36 credits are compulsory.   Core component:   All unit standards to the value of 64 credits are compulsory.   Elective component:  The Elective component for this Qualification is divided into different specialisations from which the learners may choose. Potential learners will need to select Elective Unit Standards to the value of a minimum of 20 credits from one of these options, depending on the sub-sector of the health, safety or environment field they are employed in or wish to become involved in. |

*The programme structure that will be followed in this qualification is as follows:*

***Learning Unit 1: COMMUNICATION SKILLS***

| **ELO** | **US Type** | **NLRD** | **US Title** | **Level** | **Credits** |
| --- | --- | --- | --- | --- | --- |
|  | Fundamental | [119463](http://allqs.saqa.org.za/showUnitStandard.php?id=119463) | Access and use information from texts | Level 2 | 5 |
| Fundamental | [119460](http://allqs.saqa.org.za/showUnitStandard.php?id=119460) | Use language and communication in occupational learning programmes | Level 2 | 5 |
| Fundamental | [119454](http://allqs.saqa.org.za/showUnitStandard.php?id=119454) | Maintain and adapt oral/signed communication | Level 2 | 5 |
| Fundamental | [119456](http://allqs.saqa.org.za/showUnitStandard.php?id=119456) | Write/present for a defined context | Level 2 | 5 |
|  |  | **TOTAL CREDIT VALUE** |  | **20** |

***Learning Unit 2: Mathematical Processes***

| **ELO** | **US Type** | **NLRD** | **US Title** | **Level** | **Credits** |
| --- | --- | --- | --- | --- | --- |
| ELO2 | Fundamental | [7480](http://allqs.saqa.org.za/showUnitStandard.php?id=7480) | Demonstrate understanding of rational and irrational numbers and number systems | Level 2 | 3 |
| Fundamental | [9008](http://allqs.saqa.org.za/showUnitStandard.php?id=9008) | Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts | Level 2 | 3 |
| Fundamental | [9007](http://allqs.saqa.org.za/showUnitStandard.php?id=9007) | Work with a range of patterns and functions and solve problems | Level 2 | 5 |
| Fundamental | [9009](http://allqs.saqa.org.za/showUnitStandard.php?id=9009) | Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems | Level 2 | 3 |
| Fundamental | [7469](http://allqs.saqa.org.za/showUnitStandard.php?id=7469) | Use mathematics to investigate and monitor the financial aspects of personal and community life | Level 2 | 2 |
|  |  | **TOTAL CREDIT VALUE** |  | **16** |

***Learning Unit 3: Healthy and Safety Hazards***

| **ELO** | **US Type** | **NLRD** | **US Title** | **Level** | **Credits** |
| --- | --- | --- | --- | --- | --- |
|  | Core | [259624](http://allqs.saqa.org.za/showUnitStandard.php?id=259624) | Control workplace hazards and risks | Level 2 | 4 |
| Core | [259597](http://allqs.saqa.org.za/showUnitStandard.php?id=259597) | Explain emergency preparedness and response procedures | Level 2 | 3 |
| Core | [259621](http://allqs.saqa.org.za/showUnitStandard.php?id=259621) | Manage the prevention of fatigue in the workplace | Level 2 | 3 |
| Core | [13961](http://allqs.saqa.org.za/showUnitStandard.php?id=13961) | Demonstrate Knowledge and Use of Hand Operated Fire Fighting Equipment | Level 2 | 4 |
|  |  | **TOTAL CREDIT VALUE** |  | **14** |

***Learning Unit 4: Healthy and Safety Management***

| **ELO** | **US Type** | **NLRD** | **US Title** | **Level** | **Credits** |
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| **ELO3** |  |  |  |  |  |
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| Core | [259602](http://allqs.saqa.org.za/showUnitStandard.php?id=259602) | Describe sources of and control measures for noise in a work place | Level 1 | 2 |
| Core | [119554](http://allqs.saqa.org.za/showUnitStandard.php?id=119554) | Apply environmental management tools to assess impacts | Level 2 | 5 |
| Core | [259639](http://allqs.saqa.org.za/showUnitStandard.php?id=259639) | Explain basic health and safety principles in and around the workplace | Level 2 | 4 |
| Elective | [120330](http://allqs.saqa.org.za/showUnitStandard.php?id=120330) | Conduct a continuous risk assessment in a workplace | Level 3 | 4 |
|  |  | **TOTAL CREDIT VALUE** |  | **15** |

***Learning Unit 5: Health and Safety Monitoring and Evaluation***

| **ELO** | **US Type** | **NLRD** | **US Title** | **Level** | **Credits** |
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| **ELO 4** |  |  |  |  |  |
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| Core | [259617](http://allqs.saqa.org.za/showUnitStandard.php?id=259617) | Conduct an investigation into workplace safety, health and environmental incidents | Level 2 | 3 |
| Core | [259619](http://allqs.saqa.org.za/showUnitStandard.php?id=259619) | Conduct workplace Occupational Health and Safety (OHS) inspections | Level 2 | 3 |
| Elective | [259610](http://allqs.saqa.org.za/showUnitStandard.php?id=259610) | Demonstrate basic understanding of the procedure for submission of compensation claims for injuries and occupational diseases | Level 2 | 2 |
| Elective | [259599](http://allqs.saqa.org.za/showUnitStandard.php?id=259599) | Participate in the establishment, implementation and monitoring of a health and safety agreement | Level 2 | 2 |
| Elective | [259601](http://allqs.saqa.org.za/showUnitStandard.php?id=259601) | Participate in the implementation and evaluation of a safety and health management programme in the workplace | Level 2 | 2 |
| Elective | [259600](http://allqs.saqa.org.za/showUnitStandard.php?id=259600) | Participate in the implementation and evaluation of a environmental management programme in the workplace | Level 2 | 2 |
|  |  | **TOTAL CREDIT VALUE** |  | **14** |

***Learning Unit 6: Primary Health Care***

| **ELO** | **US Type** | **NLRD** | **US Title** | **Level** | **Credits** |
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| **ELO5** |  |  |  |  |  |
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| Core | [259609](http://allqs.saqa.org.za/showUnitStandard.php?id=259609) | Demonstrate an understanding of Occupational Hygiene | Level 2 | 9 |
| Core | [120496](http://allqs.saqa.org.za/showUnitStandard.php?id=120496) | Provide risk-based primary emergency care/first aid in the workplace | Level 2 | 5 |
| Elective | [254221](http://allqs.saqa.org.za/showUnitStandard.php?id=254221) | Prevent musculoskeletal injuries to self during lifting and carrying activities | Level 3 | 3 |
|  |  | **TOTAL CREDIT VALUE** |  | **17** |

***Learning Unit 7: Workplace Safety Management***

| **ELO** | **US Type** | **NLRD** | **US Title** | **Level** | **Credits** |
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| **ELO6** |  |  |  |  |  |
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| Core | [259620](http://allqs.saqa.org.za/showUnitStandard.php?id=259620) | Manoeuvre materials safely by hand in a workplace | Level 2 | 2 |
| Core | [259604](http://allqs.saqa.org.za/showUnitStandard.php?id=259604) | Verify compliance to safety, health and environmental requirements in the workplace | Level 2 | 4 |
| Core | [259618](http://allqs.saqa.org.za/showUnitStandard.php?id=259604) | Examine refuge bays/places of safety | Level 2 | 2 |
| Elective | [9964](http://allqs.saqa.org.za/showUnitStandard.php?id=9964) | Apply health and safety to a work area | Level 2 | 3 |
| Elective | [259622](http://allqs.saqa.org.za/showUnitStandard.php?id=259622) | Describe the functions of the workplace health and safety representative | Level 2 | 3 |
|  |  | **TOTAL CREDIT VALUE** |  | **14** |

***Learning Unit 8: Using Computer Application to Manage Workplace Safety***

| **ELO** | **US Type** | **NLRD** | **US Title** | **Level** | **Credits** |
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| **ELO6** |  |  |  |  |  |
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| Core | [117924](http://allqs.saqa.org.za/showUnitStandard.php?id=117924) | Use a Graphical User Interface (GUI)-based word processor to format documents | Level 2 | 5 |
| Core | [116937](http://allqs.saqa.org.za/showUnitStandard.php?id=116937) | Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets | Level 2 | 4 |
| Core | [116945](http://allqs.saqa.org.za/showUnitStandard.php?id=116945) | Use electronic mail to send and receive messages | Level 2 | 2 |
|  |  | **TOTAL CREDIT VALUE** |  | **11** |

The modular structure illustrated above will contain a grouping of unit standards that pertains to the exit level outcome and related assessment criteria. The following table illustrates the unit standard alignment in the qualification.

Based on the qualification description and requirements, the Programme will be divided into ***8 main learning units*** with modular sub-divisions , based on the exit level outcomes and related assessment criteria:

Workplace Logbook

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| 259620  Manoeuvre materials safely by hand in a workplace |  | | |  |  | |  |  |
| [259604](http://allqs.saqa.org.za/showUnitStandard.php?id=259604)  Verify compliance to safety, health and environmental requirements in the workplace |  | | |  |  | |  |  |
| [259618](http://allqs.saqa.org.za/showUnitStandard.php?id=259604)  Examine refuge bays/places of safety |  | | |  |  | |  |  |
| [9964](http://allqs.saqa.org.za/showUnitStandard.php?id=9964)  Apply health and safety to a work area |  | | |  |  | |  |  |
| **SUPERVISOR COMMENTS :** | |
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| [7480](http://allqs.saqa.org.za/showUnitStandard.php?id=7480)  Demonstrate understanding of rational and irrational numbers and number systems |  | | |  |  | |  |  |
| [9008](http://allqs.saqa.org.za/showUnitStandard.php?id=9008)  Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts |  | | |  |  | |  |  |
| [9007](http://allqs.saqa.org.za/showUnitStandard.php?id=9007)  Work with a range of patterns and functions and solve problems |  | | |  |  | |  |  |
| [9009](http://allqs.saqa.org.za/showUnitStandard.php?id=9009)  Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems |  | | |  |  | |  |  |
| [7469](http://allqs.saqa.org.za/showUnitStandard.php?id=7469)  Use mathematics to investigate and monitor the financial aspects of personal and community life |  | | |  |  | |  |  |
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| [259624](http://allqs.saqa.org.za/showUnitStandard.php?id=259624)  Control workplace hazards and risks |  | | |  |  | |  |  |
| [259597](http://allqs.saqa.org.za/showUnitStandard.php?id=259597)  Explain emergency preparedness and response procedures |  | | |  |  | |  |  |
| [259621](http://allqs.saqa.org.za/showUnitStandard.php?id=259621)  Manage the prevention of fatigue in the workplace |  | | |  |  | |  |  |
| [13961](http://allqs.saqa.org.za/showUnitStandard.php?id=13961)  Demonstrate Knowledge and Use of Hand Operated Fire Fighting Equipment |  | | |  |  | |  |  |
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| [259602](http://allqs.saqa.org.za/showUnitStandard.php?id=259602)  Describe sources of and control measures for noise in a work place |  | | |  |  | |  |  |
| [119554](http://allqs.saqa.org.za/showUnitStandard.php?id=119554)  Apply environmental management tools to assess impacts |  | | |  |  | |  |  |
| [259639](http://allqs.saqa.org.za/showUnitStandard.php?id=259639)  Explain basic health and safety principles in and around the workplace |  | | |  |  | |  |  |
| [120330](http://allqs.saqa.org.za/showUnitStandard.php?id=120330)  Conduct a continuous risk assessment in a workplace |  | | |  |  | |  |  |
| **SUPERVISOR COMMENTS :** | |
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| [259617](http://allqs.saqa.org.za/showUnitStandard.php?id=259617)  Conduct an investigation into workplace safety, health and environmental incidents |  | | |  |  | |  |  |
| [259619](http://allqs.saqa.org.za/showUnitStandard.php?id=259619)  Conduct workplace Occupational Health and Safety (OHS) inspections |  | | |  |  | |  |  |
| [259610](http://allqs.saqa.org.za/showUnitStandard.php?id=259610)  Demonstrate basic understanding of the procedure for submission of compensation claims for injuries and occupational diseases |  | | |  |  | |  |  |
| [259599](http://allqs.saqa.org.za/showUnitStandard.php?id=259599)  Participate in the establishment, implementation and monitoring of a health and safety agreement |  | | |  |  | |  |  |
| [259601](http://allqs.saqa.org.za/showUnitStandard.php?id=259601)  Participate in the implementation and evaluation of a safety and health management programme in the workplace |  | | |  |  | |  |  |
| [259600](http://allqs.saqa.org.za/showUnitStandard.php?id=259600)  Participate in the implementation and evaluation of a environmental management programme in the workplace |  | | |  |  | |  |  |
| **SUPERVISOR COMMENTS :** | |
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| [259609](http://allqs.saqa.org.za/showUnitStandard.php?id=259609)  Demonstrate an understanding of Occupational Hygiene | |  |  |  | |  |  |
| [120496](http://allqs.saqa.org.za/showUnitStandard.php?id=120496)  Provide risk-based primary emergency care/first aid in the workplace | |  |  |  | |  |  |
| [254221](http://allqs.saqa.org.za/showUnitStandard.php?id=254221)  Prevent musculoskeletal injuries to self during lifting and carrying activities | |  |  |  | |  |  |
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SUPERVISOR SIGNATURE ASSESSOR SIGNATURE LEARNER SIGNATURE

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| **ELO** | | **CANDIDATE NAME** | **ASSESSOR NAME** | | | | | |
|  | | **JOURNAL PERIOD** | FROM | | | TO | | |
| **US NR AND TITLE** | | **WORKPLACE ACTIVITY** | | C:\Users\pearl\Pictures\GREEN PUPPETS\k1111888[1].jpg  **Sorted!** | C:\Users\pearl\Pictures\GREEN PUPPETS\k1129706[1].jpg  **Mostly?** | | C:\Users\pearl\Pictures\GREEN PUPPETS\k1153245.jpg  **Needs Help!** | **COMMENTS** |
| [259620](http://allqs.saqa.org.za/showUnitStandard.php?id=259620)  Manoeuvre materials safely by hand in a workplace | |  | |  |  | |  |  |
| [259604](http://allqs.saqa.org.za/showUnitStandard.php?id=259604)  Verify compliance to safety, health and environmental requirements in the workplace | |  | |  |  | |  |  |
| [259618](http://allqs.saqa.org.za/showUnitStandard.php?id=259604)  Examine refuge bays/places of safety | |  | |  |  | |  |  |
| [9964](http://allqs.saqa.org.za/showUnitStandard.php?id=9964)  Apply health and safety to a work area | |  | |  |  | |  |  |
| [259622](http://allqs.saqa.org.za/showUnitStandard.php?id=259622)  Describe the functions of the workplace health and safety representative | |  | |  |  | |  |  |
| **SUPERVISOR COMMENTS :** | |
| **REMEDIAL / IMPROVEMENT AREAS** | |  | | | | | | | | |
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| **ELO** | **CANDIDATE NAME** | | **ASSESSOR NAME** | | | | | |
|  | **JOURNAL PERIOD** | | FROM | | | TO | | |
| **US NR AND TITLE** | **WORKPLACE ACTIVITY** | | | C:\Users\pearl\Pictures\GREEN PUPPETS\k1111888[1].jpg  **Sorted!** | C:\Users\pearl\Pictures\GREEN PUPPETS\k1129706[1].jpg  **Mostly?** | | C:\Users\pearl\Pictures\GREEN PUPPETS\k1153245.jpg  **Needs Help!** | **COMMENTS** |
| [117924](http://allqs.saqa.org.za/showUnitStandard.php?id=117924)  Use a Graphical User Interface (GUI)-based word processor to format documents |  | | |  |  | |  |  |
| [116937](http://allqs.saqa.org.za/showUnitStandard.php?id=116937)  Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets |  | | |  |  | |  |  |
| [116945](http://allqs.saqa.org.za/showUnitStandard.php?id=116945)  Use electronic mail to send and receive messages |  | | |  |  | |  |  |
| **SUPERVISOR COMMENTS :** | |
| **REMEDIAL / IMPROVEMENT AREAS** | |  | | | | | | |
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Reflective Journal

1. **Free style diary journal**

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433796.png | Learner Tip/Truths:  This Reflective Journal must be completed by you during your time in the Workplace, before you attend Learning Unit, 1-8)  You are required to note down on a weekly basis the activities that you engaged in, the lessons learnt and challenges. You are provided with a list of the unit standards that make up the qualification. In the evidence locator column you are required to align your reflections back to the relevant unit standards listed. This activity supports the critical cross field outcomes of the qualification, and must show your ability to do the following as stated in the exit level outcomes and related assessment criteria:  **ELOs:** | | |
| **Exit Level Outcomes** | | 1. Use verbal and written practices to communicate in the workplace and apply mathematical processes to solve everyday numerical problems.  2. Explain the requirements of current legislation impacting on Health, Safety and environmental issues in the workplace.  3. Recognise, assess and report health and safety hazards and situations in the workplace.  4. Administer various health and safety functions, planning, policy and behaviours in the workplace. . |
| **Related assessment criteria** | | Associated Assessment Criteria for Exit Level Outcome 1:   1.1 Information from texts, reports and standard operating procedures is practically applied in the workplace in specific health, safety and environmental contexts.  1.2 All communications are addressed and responded to in accordance with the relevant workplace requirements.  1.3 Numerical conversions, calculations and measurements are performed as required in the workplace in specific health, safety and environmental contexts.  1.4 Health and safety signs are interpreted and explained as required by specific worksites.   Associated Assessment Criteria for Exit Level Outcome 2:   2.1 Legislative and regulatory requirements are explained related to health, safety and environmental issues.  2.2 The health and safety environment is defined focusing on specific workplace principles and situations.  2.3 The concept of promoting health, safety and environmental issues is explained indicating the roles played by all stakeholders.   Associated Assessment Criteria for Exit Level Outcome 3:   3.1 The consequences of exposure and poor adherence to health and safety requirements are described in terms of the impact on people and the organisation.  3.2 Workplace hazards and risks are addressed in accordance with workplace specific health and safety requirements.  3.3 Corrective and/or mitigative measures are taken to deal with workplace hazards and risks in accordance with workplace specific health and safety requirements.   Associated Assessment Criteria for Exit Level Outcome 4:   4.1 All HSE functions, including inspections, meet specified requirements in line with each specific workplace.  4.2 Administrative functions are performed in accordance with workplace specific health and safety requirements.  4.3 Primary emergency care requirements are met in accordance with workplace specific health and safety requirements.  4.4 Health and safety behaviours are observed in order to ensure compliance by all role-players. |

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| **Unit standard alignment table UNIT STANDARDS:** |

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| --- | --- | --- | --- | --- | --- |
|  | **ID** | **UNIT STANDARD TITLE** | **PRE-2009 NQF LEVEL** | **NQF LEVEL** | **CREDITS** |
| Core | [259602](http://allqs.saqa.org.za/showUnitStandard.php?id=259602) | Describe sources of and control measures for noise in a work place | Level 1 | NQF Level 01 | 2 |
| Core | [119554](http://allqs.saqa.org.za/showUnitStandard.php?id=119554) | Apply environmental management tools to assess impacts | Level 2 | NQF Level 02 | 5 |
| Core | [259617](http://allqs.saqa.org.za/showUnitStandard.php?id=259617) | Conduct an investigation into workplace safety, health and environmental incidents | Level 2 | NQF Level 02 | 3 |
| Core | [259619](http://allqs.saqa.org.za/showUnitStandard.php?id=259619) | Conduct workplace Occupational Health and Safety (OHS) inspections | Level 2 | NQF Level 02 | 3 |
| Core | [259624](http://allqs.saqa.org.za/showUnitStandard.php?id=259624) | Control workplace hazards and risks | Level 2 | NQF Level 02 | 4 |
| Core | [259609](http://allqs.saqa.org.za/showUnitStandard.php?id=259609) | Demonstrate an understanding of Occupational Hygiene | Level 2 | NQF Level 02 | 9 |
| Core | [13961](http://allqs.saqa.org.za/showUnitStandard.php?id=13961) | Demonstrate Knowledge and Use of Hand Operated Fire Fighting Equipment | Level 2 | NQF Level 02 | 4 |
| Core | [259618](http://allqs.saqa.org.za/showUnitStandard.php?id=259618) | Examine refuge bays/places of safety | Level 2 | NQF Level 02 | 2 |
| Core | [259639](http://allqs.saqa.org.za/showUnitStandard.php?id=259639) | Explain basic health and safety principles in and around the workplace | Level 2 | NQF Level 02 | 4 |
| Core | [259597](http://allqs.saqa.org.za/showUnitStandard.php?id=259597) | Explain emergency preparedness and response procedures | Level 2 | NQF Level 02 | 3 |
| Core | [259621](http://allqs.saqa.org.za/showUnitStandard.php?id=259621) | Manage the prevention of fatigue in the workplace | Level 2 | NQF Level 02 | 3 |
| Core | [259620](http://allqs.saqa.org.za/showUnitStandard.php?id=259620) | Manoeuvre materials safely by hand in a workplace | Level 2 | NQF Level 02 | 2 |
| Core | [120496](http://allqs.saqa.org.za/showUnitStandard.php?id=120496) | Provide risk-based primary emergency care/first aid in the workplace | Level 2 | NQF Level 02 | 5 |
| Core | [116937](http://allqs.saqa.org.za/showUnitStandard.php?id=116937) | Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets | Level 2 | NQF Level 02 | 4 |
| Core | [117924](http://allqs.saqa.org.za/showUnitStandard.php?id=117924) | Use a Graphical User Interface (GUI)-based word processor to format documents | Level 2 | NQF Level 02 | 5 |
| Core | [116945](http://allqs.saqa.org.za/showUnitStandard.php?id=116945) | Use electronic mail to send and receive messages | Level 2 | NQF Level 02 | 2 |
| Core | [259604](http://allqs.saqa.org.za/showUnitStandard.php?id=259604) | Verify compliance to safety, health and environmental requirements in the workplace | Level 2 | NQF Level 02 | 4 |
| Fundamental | [119463](http://allqs.saqa.org.za/showUnitStandard.php?id=119463) | Access and use information from texts | Level 2 | NQF Level 02 | 5 |
| Fundamental | [9009](http://allqs.saqa.org.za/showUnitStandard.php?id=9009) | Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems | Level 2 | NQF Level 02 | 3 |
| Fundamental | [7480](http://allqs.saqa.org.za/showUnitStandard.php?id=7480) | Demonstrate understanding of rational and irrational numbers and number systems | Level 2 | NQF Level 02 | 3 |
| Fundamental | [9008](http://allqs.saqa.org.za/showUnitStandard.php?id=9008) | Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts | Level 2 | NQF Level 02 | 3 |
| Fundamental | [119454](http://allqs.saqa.org.za/showUnitStandard.php?id=119454) | Maintain and adapt oral/signed communication | Level 2 | NQF Level 02 | 5 |
| Fundamental | [119460](http://allqs.saqa.org.za/showUnitStandard.php?id=119460) | Use language and communication in occupational learning programmes | Level 2 | NQF Level 02 | 5 |
| Fundamental | [7469](http://allqs.saqa.org.za/showUnitStandard.php?id=7469) | Use mathematics to investigate and monitor the financial aspects of personal and community life | Level 2 | NQF Level 02 | 2 |
| Fundamental | [9007](http://allqs.saqa.org.za/showUnitStandard.php?id=9007) | Work with a range of patterns and functions and solve problems | Level 2 | NQF Level 02 | 5 |
| Fundamental | [119456](http://allqs.saqa.org.za/showUnitStandard.php?id=119456) | Write/present for a defined context | Level 2 | NQF Level 02 | 5 |
| Elective | [9964](http://allqs.saqa.org.za/showUnitStandard.php?id=9964) | Apply health and safety to a work area | Level 2 | NQF Level 02 | 3 |
| Elective | [259610](http://allqs.saqa.org.za/showUnitStandard.php?id=259610) | Demonstrate basic understanding of the procedure for submission of compensation claims for injuries and occupational diseases | Level 2 | NQF Level 02 | 2 |
| Elective | [259622](http://allqs.saqa.org.za/showUnitStandard.php?id=259622) | Describe the functions of the workplace health and safety representative | Level 2 | NQF Level 02 | 3 |
| Elective | [259599](http://allqs.saqa.org.za/showUnitStandard.php?id=259599) | Participate in the establishment, implementation and monitoring of a health and safety agreement | Level 2 | NQF Level 02 | 2 |
| Elective | [259600](http://allqs.saqa.org.za/showUnitStandard.php?id=259600) | Participate in the implementation and evaluation of a environmental management programme in the workplace | Level 2 | NQF Level 02 | 2 |
| Elective | [259601](http://allqs.saqa.org.za/showUnitStandard.php?id=259601) | Participate in the implementation and evaluation of a safety and health management programme in the workplace | Level 2 | NQF Level 02 | 2 |
| Elective | [120330](http://allqs.saqa.org.za/showUnitStandard.php?id=120330) | Conduct a continuous risk assessment in a workplace | Level 3 | NQF Level 03 | 4 |

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| **ELO** | **CANDIDATE NAME** |  | |
| **ELO 1-4** | **ASSESSOR NAME** |  | |
| **JOURNAL PERIOD** | FROM | TO |

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| **DATE** | **DIARY ENTRY OF WORKPLACE EVIDENCE** | **EVIDENCE LOCATOR - NOTE APLICABLE UNIT STANDARD** |
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| **DATE** | **DIARY ENTRY OF WORKPLACE EVIDENCE** | **EVIDENCE LOCATOR – NOTE APPLICABLE UNIT STANDARD** |
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| **SUPERVISOR COMMENTS :** |
| **REMEDIAL / IMPROVEMENT AREAS** |  |
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SUPERVISOR SIGNATURE ASSESSOR SIGNATURE LEARNER SIGNATURE

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| The objective of the evaluation is to: | | | | |  |
| Maintain and improve standards of the FETC QUALIFICATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  |
| Measure the student’s performance in the work-place | | | | |  |
| Identify training needs of the current and future student/s | | | | |  |
| Serve as an evaluation guide to check whether student has satisfied experiential-training requirements | | | | |  |
| **STUDENT’S DETAILS** | | | | |  |
| SURNAME: | | | | |  |
| FIRST NAMES: | | | | |  |
| WORK START DATE: | | | | |  |
| **HOST EMPLOYER - SUPERVISOR’S DETAILS** | | | | |  |
| SURNAME: | | | | |  |
| FIRST NAMES: | | | | |  |
| DESIGNATION/TITLE: | | | | |  |
| NAME OF ORGANISATION: | | | | |  |
| TELEPHONE NUMBER: | | | | |  |
| EMAILADDRESS: | | | | |  |
| **TRAINING PROVIDER - OFFICIAL’S DETAILS** | | | | |  |
| SURNAME: | | | | |  |
| FIRST NAMES: | | | | |  |
|  | NEEDS IMPROVEMENT | SATISFACTORY | GOOD | VERY GOOD | EXCELLENT |
| **A. PROFESSIONAL SKILLS** | **1** | **2** | **3** | **4** | **5** |
| |  | | --- | | 1. Shows an understanding of the host employer's  policy, purpose and function and conforms to it. | |  |  |  |  |  |
| 2. Demonstrates capacity to contribute positively to host employer's organisation. |  |  |  |  |  |
| **B. ORGANISATIONAL ABILITY** | **1** | **2** | **3** | **4** | |  | | --- | | **5** | |
| 3. Ability to respect  supervision. |  |  |  |  |  |
| 4. Ability to carry out a variety of tasks simultaneously. |  |  |  |  |  |
| 5. Ability to handle stress. |  |  |  |  |  |
| 6. Ability to meet deadlines. |  |  |  |  |  |
| 7. Ability to prepare and execute a plan. |  |  |  |  |  |
| 8. Ability to plan or follow a budget. |  |  |  |  |  |
| 9. Ability to "follow-up" a task. |  |  |  |  |  |
| 10. Office administrative ability. |  |  |  |  |  |
| 11. Ability to make decisions. |  |  |  |  |  |
| 12. Ability to identify problems and opportunities. |  |  |  |  |  |
| 13. Ability to analyse and solve a problem. |  |  |  |  |  |
| 14. Ability to work in a team. |  |  |  |  |  |
| 15. Ability to take responsibility and be accountable for a job. |  |  |  |  |  |
| **C. PERSONAL SKILLS** | **1** | **2** | **3** | **4** | **5** |
| 16.Honesty / Trustworthiness |  |  |  |  |  |
| 17. Punctuality / Attendance |  |  |  |  |  |
| 18. Assertiveness (the relaying of opinions / information in a mature and determined manner) |  |  |  |  |  |
| 19. Reliability / Responsibility |  |  |  |  |  |
| 20. Willingness to get involved in a task or project. |  |  |  |  |  |
| 21. Relationship with staff and officials. |  |  |  |  |  |
| 22. Relationship with public (or clients). |  |  |  |  |  |
| 23. Students use of creativity or imagination. |  |  |  |  |  |
| 24. Demonstrates awareness of social, political and economic developments |  |  |  |  |  |
| 25. Demonstrates awareness of racial and gender  sensitivity. |  |  |  |  |  |
| 26. Display of willingness to learn and grow as a  professional |  |  |  |  |  |
| **D. COMMUNICATION SKILLS** | **1** | **2** | **3** | **4** | **5** |
| **Verbal Communication** |  | | | | |
| 27. Ability to listen and understand verbal communication. |  |  |  |  |  |
| 28. Ability to speak explicitly (clearly). |  |  |  |  |  |
| 29. Telephone etiquette. |  |  |  |  |  |
| 30. Interpersonal Communication Skills. |  |  |  |  |  |
| 31. Public Communication Skills. |  |  |  |  |  |
| **Written Communication** |  | | | | |
| 32. Ability to understand written communication. |  |  |  |  |  |
| 33. Ability to express herself / himself in writing. |  |  |  |  |  |
| **E. OVERALL RATING** | **1** | **2** | **3** | **4** | **5** |
| 36. Overall evaluation of candidate during in-service training. |  |  |  |  |  |
| 37. Potential to function as a junior Manager. |  |  |  |  |  |
| 38. Potential to function as an Administrator |  |  |  |  |  |
| 39. Potential to function as a Communications Officer. |  |  |  |  |  |
| Please use the space below to highlight any challenges, good practices and suggestions to the Student and the Training Provider | | | | | |
|  | SIGNED | | | | |
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|  |
| MENTOR NAME | | | | | |

