


SKILLS PROGRAMME DOCUMENT						
Skills Programme Title		Workplace Preparedness and Risk Control Officer: Communicable and Occupational Diseases				
NQF Level	4	Credits	05	Duration in days	6 Days	
Skills Programme ID Number		SP-200902				
Skills Programme Status	Approved			Start Date	End Date	
				17/09/2020	17/09/2025	
Last date for enrolment		17/06/2026	Last date for achievement		17/09/2029	

SKILLS PROGRAMME DETAILS

Title	Workplace Preparedness and Risk Control Officer: Communicable and Occupational Diseases
Sub Title	OSH Practitioners / Advisors / Coordinators/ Officers / Professionals / Policy Makers / Regulators / Monitors / Trainers / Shop Stewards / COVID-19 Compliance Officer
NQF Level	4
Duration	6 days
Credits	5
Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
Skills Rationale	<p>In response to the first cases of patients infected with COVID-19 in South Africa, under the auspices of the NIOH COVID-19 Outbreak Response Team, the NIOH was tasked to produce and disseminate COVID-19 OHS related health promotion materials directed at employees and employers. These include among other OHS COVID-19 policies, protocols, procedures, educational materials, videos, etc.</p> <p>These resources informed numerous online training sessions that commenced early in March 2020 and more than 28'000 participants/learners have been reached to date. Initially, health workers and other frontline as well as essential services workers were priority target groups for these urgent training interventions.</p> <p>However, with the exponential spread of the disease, the need for training in other sectors became evident and the training was expanded to all sectors, including higher education institutions and schools for the opening of various workplaces in accordance with the risk-adjusted strategic approach.</p> <p>In the context of the immediate and longer-term implications of the COVID-19 epidemic and other occupational diseases, the OHS training modules strive to promote workplace preparedness and prevention before, during and beyond the disease outbreaks. The current emphasis is on the workplace preparedness and risk control (return-to-work preparedness).</p> <p>At the end of the training, employees or trainees will be able to identify workplace hazards and the importance of adhering to the</p>

	workplace control measures, while employers will be equipped with suitable knowledge and will be capable to implement necessary exposure control interventions to safeguard workplaces.	
Related registered qualification/s	OC: Safety, Health and Quality Practitioner (Occupational Health and Safety Practitioner) NQF Level 5, Credits: 256	
Purpose	<p>To equip employees with skills to conduct and implement Workplace Preparedness and Risk Control for communicable and occupational diseases</p> <p>The skills programme shall enable a learner to:</p> <ul style="list-style-type: none"> • Implement legal framework and directives on healthy and safe work environments • Conduct hazard identification and risk assessments for communicable and other occupational diseases in a workplace • Keep the work environment healthy and safe in general and specifically for communicable and other occupational Diseases e.g. COVID-19 with emphasis on the health of workers including frontline employees • Implement prevention and containment measures for communicable and other occupational diseases. • Support health, well-being and prevention of spread of communicable and other occupational diseases 	
Content	<p><u>Knowledge component</u></p> <ol style="list-style-type: none"> 1. OHS legal framework in relation to communicable and other occupational diseases. 2. Implications of the communicable and other occupational diseases. 3. Hazard identification and Risk Assessment in the workplace. 4. Prevention and Control measures for communicable and other occupational diseases in the workplace. 5. Employee and workplace preparedness to return to work post 	<p><u>Application component</u></p> <ol style="list-style-type: none"> 1. Use tools provided to conduct communicable and other occupational diseases workplace Health Risk assessments. 2. Prepare employees and workplaces against communicable and

	<p>communicable and other occupational diseases.</p>	<p>other occupational diseases.</p> <p>3. Screen & test employees and report communicable and other occupational diseases in the workplaces.</p> <p>4. Manage cases according to protocols provided on communicable and other occupational diseases.</p>
<p>Minimum entry requirements</p>	<p>NQF Level 2</p>	
<p>Exit Level Outcomes</p>	<ul style="list-style-type: none"> • Apply relevant OHS legislation related to communicable and other occupational diseases • Conduct risk assessment in the workplace and develop a risk management and preventive plan. • Implement the appropriate communicable and other occupational diseases monitoring, screening, referral and reporting procedures. • Conduct effective isolation and containment steps of employees with communicable diseases symptoms and/or confirmed positive test results. • Use available information resources (databases / websites) to support correct implementation of legal requirements, guidelines and policies to manage communicable and other occupational diseases in the workplace. 	
<p>Assessment</p>	<p><u>Continuous Assessment</u></p> <p>Continuous assessment will be conducted in the form of exercises, tasks, assignment and reports/presentations.</p>	

	<p>Correctly interpret and apply the sections of legislation that will be applicable to managing of communicable and occupational diseases in each work environment.</p> <p>Correctly explain the difference between the various types and levels of legislation.</p> <p>Given various scenarios of work situation with different hazards and potential risks:</p> <ul style="list-style-type: none"> • Identify the various hazards and relevant routes of exposure or transmission • Classify the hazards in term of the potential for causing injury or disease. • Describe the associated hazards and risks. • Explain the hierarchy of control measures relevant to risks identified. • Manage incident investigations including risk assessment review ensuring that the necessary controls and PPE requirements are in place • Advise on education, training and awareness campaigns as well as methods of risk communication to employees and others <p>Given several occupational hygiene principles and scenarios covering different stressors:</p> <ul style="list-style-type: none"> • Describe occupational hygiene measurements that are taken within workplaces • Interpret occupational hygiene measurements as well as limitations with regards to methodology and legislated exposure limits • Determine the extent of legal compliance. • Grounds for referral for professional complex inputs. <p>Given various scenarios of safe and unsafe acts in work conditions with different practices being applied:</p> <ul style="list-style-type: none"> • Recommend correct safe work practices and procedures. • Design and implement relevant workplace preparedness responses. • Evaluate the practicability and efficacy of control measures. <p>Given descriptions. The programme is intended to reach professionals at all sectors.</p>
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	<p>The PoE will be used for continuous assessment.</p> <p><u>Supervised Assessment</u></p> <ul style="list-style-type: none"> • A supervised assessment shall be for competency certification. • The final mark proportion is made up of a combination of continuous assessment (40%) plus supervised assessment (60%) • A minimum of 60% must be obtained for certification.
<p>Recognition of Prior Learning (RPL)</p>	<ul style="list-style-type: none"> • Learners will gain access to the skills programme through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by an accredited institution, skills development provider or workplace accredited to offer that specific skills programme. • Learners who have already acquired competencies of modules of a skills programme will be exempted from modules through RPL. Such learners will be awarded credits towards the skills programme. • Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy shall apply to these learners
<p>Work Opportunities/further learning</p>	<p>Professional employees will master all the knowledge, practical skills and work experience to function and implement effectively within the workplace. They may also develop interest in OHS profession such as Safety, Health and Quality Practitioner</p>
<p>Skills Development Provider Accreditation Requirements</p>	<p>Human Resource Requirements:</p> <p>Trainers must be subject matter experts with a minimum of NQF level 7 in OHS or Health related qualification or related experiential learning.</p> <p>Physical Requirements:</p> <p>Training materials may be provided electronically. Trainees will require a compatible device to access the training material, assignments and assessments online. Training can be provided through online meeting platforms. Post COVID-19, face to face training in a conference or classroom can be used for interactive group work and practical exercises.</p> <p>Legal and Safety Requirements:</p>

	All mandatory requirements as per OHS Act, directives and guidelines must be adhered to.
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