


SKILLS PROGRAMME DOCUMENT					
Skills Programme Title		Workplace Preparedness and Risk Control Assistant: Communicable and other Occupational Diseases			
NQF Level	3	Credits	3	Duration in days	3
Skills Programme ID		SP-200901			
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

<b>Title</b>	Workplace Preparedness and Risk Control Assistant: Communicable and other Occupational Diseases
<b>Sub Title</b>	General employees including SHE Representatives and OHS Assistants
<b>NQF Level</b>	3
<b>Duration</b>	3 days
<b>Credits</b>	3
<b>Quality Assuring Body</b>	Quality Council for Trades and Occupations (QCTO)
<b>Skills Rationale</b>	<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 workplace control measures ensuring health and safety of employees and others.</p>
<b>Related registered qualification/s</b>	OC: Safety, Health and Quality Practitioner (Occupational Health and Safety Practitioner) NQF Level 5, Credits: 256

<p><b>Purpose</b></p>	<p>To equip employees with skills to understand basic principles of Workplace Preparedness and Risk Control for communicable and other occupational diseases in order to safely apply protective and preventive measures at workplace</p> <p>The skills programme shall enable a learner to:</p> <ul style="list-style-type: none"> <li>• Understand legal framework of OHS and directives on healthy and safe work environments</li> <li>• Understand the basics of workplace hazard identification and risk assessment</li> <li>• Know the difference between a hazard and a risk</li> <li>• Structured approach to assessing health and safety risks</li> <li>• Know how to obtain information relating to a hazard and risk from relevant OHS sources such as Safety data sheets</li> <li>• Apply basic principles of Occupational Hygiene and Safety (i.e. anticipation, identification, evaluation and control)</li> <li>• Contribute to support health, well-being and prevention of spread of communicable and other occupational diseases</li> </ul>	
<p><b>Content</b></p>	<p><b><u>Knowledge component</u></b></p> <ol style="list-style-type: none"> <li>1. Basic principles of OHS legal framework in relation to communicable and other occupational diseases.</li> <li>2. Basic principles of hazards identification and risk assessment in the workplace.</li> <li>3. Fundamental of occupational hygiene principles.</li> <li>4. Employee awareness on prevention and control measures for communicable and other occupational diseases in the workplace.</li> </ol>	<p><b><u>Application component</u></b></p> <ol style="list-style-type: none"> <li>1. Identify and use correct tools to conduct workplace Health Risk assessments.</li> <li>2. Conduct basic workplace health hazard identification and risk assessment</li> <li>3. Apply control measures for prevention of communicable and other occupational diseases.</li> <li>4. Monitor the effectiveness of OHS systems.</li> </ol>
<p><b>Minimum entry requirements</b></p>	<p>NQF Level 1</p>	
<p><b>Exit Level Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Apply relevant OHS legislation related to communicable and occupational diseases</li> </ul>	

	<ul style="list-style-type: none"> <li>• Use available information resources to support correct application of legal requirements, guidelines and policies</li> <li>• Conduct actions to eliminate or control hazards in order to minimise workplace health and risks</li> <li>• Identify and use correct tools to conduct basic workplace Health Risk assessments.</li> <li>• Conduct basic workplace health hazard identification and risk assessment</li> <li>• Apply control measures for prevention of communicable and other occupational diseases.</li> <li>• Monitor the effectiveness of OHS systems.</li> </ul>
<p><b>Assessment</b></p>	<p><b><u>Continuous Assessment</u></b></p> <p>Continuous assessment will be conducted in the form of exercises, tasks, assignment and reports/presentations.</p> <p>Correctly identify the sections of legislation that will be applicable to managing of communicable and occupational diseases in each work environment.</p> <p>Given various scenarios of work situation with different hazards and potential risks:</p> <ul style="list-style-type: none"> <li>• Differentiate between hazards and risks</li> <li>• Describe various routes of exposure or transmission</li> <li>• Understand a risk matrix to classify risks</li> <li>• Understand the principles of applying the hierarchy of control measures in reducing risks identified.</li> <li>• Contribute to incident investigations including risk assessment review</li> <li>• Participate on education, training and awareness campaigns</li> </ul> <p>Given several occupational hygiene principles and scenarios covering different stressors:</p> <ul style="list-style-type: none"> <li>• Understand basic principles of occupational hygiene</li> <li>• Familiar with basic methods and equipment for occupational hygiene measurements</li> <li>• Correctly identify legal limits for the interpretation of occupational hygiene data</li> </ul> <p>Given various scenarios of safe and unsafe acts in work conditions with different practices being applied:</p>

	<ul style="list-style-type: none"> <li>• Identify correct safe work practices and procedures.</li> <li>• Identify relevant workplace preparedness responses.</li> <li>• Contribute to the evaluation of the practicability and efficacy of control measures.</li> </ul> <p>Given descriptions. The programme is intended to reach all workplace general employees to gain knowledge which can be implemented in their workplaces.</p> <p>The PoE will be used for continuous assessment.</p> <p><b><u>Supervised Assessment</u></b></p> <ul style="list-style-type: none"> <li>• A supervised assessment shall be for competency certification.</li> <li>• The final mark proportion is made up of a combination of continuous assessment (40%) plus supervised assessment (60%)</li> <li>• A minimum of 60% must be obtained for certification.</li> </ul>
<p><b>Recognition of Prior Learning (RPL)</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> </ul>
<p><b>Work Opportunities/further learning</b></p>	<p>General employees may gain or develop interest in Occupational Health and Safety professions such as Safety Health and Environment Officer</p>
<p><b>Skills Development Provider Accreditation Requirements</b></p>	<p><b>Human Resource Requirements:</b></p> <p>Trainers must be subject matter experts with a minimum of NQF level 5 in OHS or Health related qualification or related experiential learning.</p> <p><b>Physical Requirements:</b></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</p>

	<p>classroom can be used for interactive group work and practical exercises.</p> <p><b>Legal and Safety Requirements:</b></p> <p>All mandatory requirements as per OHS Act, directives and guidelines must be adhered to.</p>
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