



## Course Outline

### Basic OHS for Dummies

## Course Target Group

This course is targeted at all persons within an organisation who have had very little exposure to occupational health and safety.

## Course Objective

This course is based on the recognized assessment specification set out in the unit standard for occupational health and safety. Taking this course can reduce risk, help you and your company stay in compliance with legal requirements, and improve overall performance.

Upon completion of this course, you will be able to:

- Understand the basics of OHS
- Understand what constitutes an OHS risk
- Understand how to conduct a basic risk assessment
- Understand the benefits of OHSAS 18001
- Develop knowledge about OHSAS 18001
- Understand the relationship between OHSAS 18001, ISO 14001 and ISO 9001

## Course Content

- Reasons for occupational health and safety
- Benefits of OH&S
- Hazards found in the workplace
- Risk of exposure to hazards
- Direct and indirect costs of incidents
- Classification of hazards
- Benefits of the OH&S Management System
- OHSAS 18001 Framework
- Clause 4.1 General Requirements
- Clause 4.2 OH&S Policy
- Clause 4.3 Planning
- Risk Management Process
- Hierarchy of Control Measure
- 4.3.2 Legal Requirements
- OHS Act – The Regulations
- The Legal Framework of the OHS Act
- Who does the OHS act apply to?
- What is the judiciary structure of South Africa
- The types of OHS law
- The ultimate cost of OHS
- The OHS Act 85 of 1993
- SHE Representatives
- Section 8 – OSH Act 85 of 1993



- 4.3.3 Objectives and Programmes
- 4.4 Implementation and Operation
  - 4.4.1 Resources, roles and responsibilities
  - 4.4.2 Competence training and awareness
  - 4.4.3 Communication, participation and consultation
  - 4.4.4 Documentation
- 4.5 Document Control
  - 4.4.6 Operational Control
  - 4.4.7 Emergency preparedness and response
- 4.5 Checking
  - 4.5.1 Performance monitoring and measurement
  - 4.5.2 Evaluation of compliance
    - 4.5.3.1 Incident reporting
    - 4.5.3.2 Non-conformity, CAR and preventive action
- Control of records
- 4.5.5 Internal audit
- 4.6 Management review
- Introduction to TIMS

## Learning Assumed To Be In Place

Delegates must be a conversant in English.

## Course Duration

Duration : 1 Day

Costs include training course notes.

## Assessment & Certification

Successful candidates will be awarded a certificate from **Wareham & Associates**.

## Contact Details

For more information regarding the above or any other training requirements, please contact our **Training Administrator, Emily Ackerman** on 021 713 2380 or email [emily@wha.co.za](mailto:emily@wha.co.za)