

External Integrated Summative Assessment

Occupational Certificate: Safety, Health and Quality Practitioner

SAQA ID 99714

NQF Level 5, Credits 256

Date: **Exemplar**
Duration: 3 Hours (180 Minutes)
Start time: 9:00 am
Total: 170 Marks
Pass Mark: 65%

Instructions to candidate:

Candidates are requested to read the following instructions carefully and adhere to them.

Please ensure that you adhere to the following:

1. Candidates must ensure that the following information is clearly indicated on the answer sheet:
 - a. Name and Surname of Candidate
 - b. ID number or alternative ID number
 - c. Name of Skills Development Provider (institution that issued the Statement of Results)
 - d. Name of Assessment Centre
2. Candidates must ensure that they have signed the attendance register
3. ID document (or valid alternative) and Statement of Results must be displayed on the desk for the duration of the assessment.
4. The candidate's Statement of Results (SoR) is valid for a period of two years from date of issue.
5. Candidates must use their own stationery. No borrowing, lending or exchange of any material is allowed during the session.
6. Only essential writing materials are allowed on the candidate's desk. All bags and books (unless open book assessment), should be left at the front or back of the venue.
7. No cell phones allowed.
8. Any unauthorised materials or devices found in a candidate's possession will be confiscated and the candidate will be liable to disciplinary action.
9. Any forms of communication with other candidates is strictly forbidden.
10. Candidates who are late will not be given extra time.
11. Candidates are to follow all instructions given by the invigilator or assessor at all times.
12. Carefully read through all the questions and follow the instructions provided.
13. Candidates are required to answer questions using blue or black ink, unless otherwise instructed.
14. Structure all written answers logically. Use the mark allocation for each written question as a guide to the length of your answer.

15. If instructed to complete or refer to an “Annexure”, please note that all Annexures are at the back of this assessment instrument.
16. Candidates are not allowed to continue to write after the invigilator has ended the session.
17. All assessment instruments and answer sheets must be handed in when the candidate has finished the assessment.
18. No candidates are allowed to leave the venue during the last 15 minutes.
19. If additional paper or an additional answer book is used, ensure that required details as stipulated in number 1 is on each additional page or answer book. The invigilator will supply you with a stapler to attach the additional pages or answer book.
20. Candidates must remain silent until they have exited the venue.

Special Instructions:

1. *This is a closed book assessment.*
2. *Allowed learner resources: Own Stationery*

Question 1

[40 Marks]

1.1 State whether or not the following sentences are True or False

1.1.1

- a) An appointed safety rep may advise on work planning and organisation, including workplace design and the choice, maintenance and condition of machinery, and other equipment and substances used in work. (2)
- b) An appointed safety rep does not advise on occupational health, safety and hygiene, and on ergonomics and protective equipment. (2)

1.1.2

- a) Health and safety committees must consist of 50% management representation and 50 % safety rep representation. (2)
- b) An advisory member to the health and safety committee has the right to vote on a matter before the committee. (2)

1.1.3

- a) A hazard becomes a risk once people are exposed to it. (2)
- b) Prioritising risks is achieved by using an applicable risk matrix. (2)

1.1.4

- a) Remedial or corrective action for an accident that happened must be managed by the CEO or the owner of the company only. (2)
- b) Physical examples of accidents exclude unintended motor vehicle collisions. (2)

1.1.5

- a) Every employer shall ensure that all machinery used by him/her is suitable for the purpose and that it is installed and operated and maintained in such a manner as to prevent the exposure of persons to hazards or potential hazards or conditions. (2)
- b) The Driven Machinery Regulation, 1998 – these regulations shall apply to every employer, employee and self-employed person who carries out work using driven machinery at workplace. (2)

1.1.6

- a) Corrective actions will include repairs to unsafe conditions in the workplace. (2)
- b) Inspection checklist prior to use on machinery is not a preventative action. (2)

1.1.7

- a) A Legal register only includes the OSH act 85 of 1993. (2)
- b) A Legal register is a list of legal requirements whether legislation, regulations that apply to an operation or business. (2)

1.1.8

- a) Occupational health deals with all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards with regards to staff, visitors and contractors' health. (2)
- b) Occupational hygiene is the science of the anticipation, recognition, evaluation and control of hazards arising in or from the workplace, and which could impair the health and well-being of workers, also considering the possible impact on the surrounding communities and the general environment. (2)

1.1.9

- a) Safety and health management system auditing is a process whereby the organisation can review and continuously evaluate its safety and health effectiveness. (2)
- b) An action plan of agreed remedial measures should be drawn up together with identification of responsible persons, completion dates, and reporting requirements. (2)

1.1.10

- a) The 5 Core Business Systems are: Marketing, Sales, Accounting, Refuelling and Management. (2)
- b) A business plan should prove that your business will generate enough revenue to cover your expenses and make a satisfactory return for bankers or investors. (2)

Question 2

[70 Marks]

2.1 Read the following scenario and answer the questions below



BAC General manufacturing company has a task evaluation for three of the tasks in the image.

Maintenance (Replacement of the light globes at a height of 3 meters)

Cutting steel with a acetylene and oxygen cutting torch

Grinding steel on a grinding wheel.

PPE issued to all staff include: Safety shoes, bump helmet, overall, welding apron and a welding visor.

The safety management system used is a basic weekly inspection system and it has to be upgraded to include Policies, Risk assessments and Disaster management planning and Organisation.

Risk assessment Matrix									
Severity	Consequence				Likelihood of Accident occurring				
					A	B	C	D	E
	Health	Safety	Environment	Assets	Extremely Unlikely	Unlikely	Possible	Very Likely	Almost Certain
1	No or slight health effect	No Injury or near miss	No or slight damage	No or slight effect	1	2	4	7	11
2	Minor health effect	Medical treatment - Non LTI	Minor damage	Minor effect	3	5	8	12	16
3	Major Health effect	LTI (lost time injury)	Localized damage	Localized effect	6	9	13	17	20
4	Single fatality	Fatality	Major damage	Major effect	10	14	18	21	23
5	Multiple fatalities	Multiple fatalities	Extensive Damage	Massive effect	15	19	22	24	25
	1 - 8 = LOW – ACCEPTABLE RISK, BUT MONITOR REGULARLY								
	9 - 15 = MEDIUM – REDUCE AS FAR AS REASONABLY PRACTICABLE								
	16 - 25 = HIGH – RISK MUST BE REDUCED BEFORE TASK CAN PROCEED								

2.1.1 Identify and explain the basic hazards that can be observed in the picture.

(10 Marks)

2.1.2 Considering the short cummings of the safety management system named above, explain how effective the system performs currently?

(10 Marks)

2.1.3 In question 2.1.1 you identified the hazards in the image. You are now required to describe the risk associated with the hazards identified.

(10 Marks)

2.1.4 Using the risk matrix provided, rate the risks on the risk register provided.

(15 Marks)

2.1.5 Complete a report that identifies immediate actions for the top 5 risks identified to be taken. Take into consideration, risk no, potential damage, controls implemented actions by who and when on your report.

(15 Marks)

2.2 Read the following scenario and answer the questions below



Factory Scenario:

John is a new employee. He is a store assistant at a timber factory. The store man is on a tea break and a delivery of timber arrives. The delivery man needs the timber taken off the truck. John hasn't got a forklift license but is in the process of being trained and knows how to operate the forklift. John uses the forklift to offload the truck. On the last load, the timber is unstable, but John decides to go slowly so it does not topple over. John drives the forklift over a pothole in the driveway and the timber falls off the forklift on top of another employee. The employee is trapped under the timber, and he has a broken leg.

Additional Information:

The employee got hurt in front of the receiving department where 10 other employees work. The store man was on his way back after tea and saw the whole thing happen. Two employees heard the timber falling ran outside to see what was going on and saw the employee pinned under the timber.

Damage caused:

Staff member broke his leg and hospitalisation was required. The forklift forks were bent and had to be repaired.

First responders report extract:

"The member sustained a broken tibia due to timber falling on his leg from the forklift. The member was trapped underneath the load. First aid was administered in the form of a splint being placed on the right tibia and bandage was used. The ambulance arrived 40 minutes later. The member was handed over to the paramedics".

Eyewitness report extract: Storeman

"When I got back from tea, I saw the assistant driving the forklift with a load of wood. He was driving slowly. The forklift tipped to the right and the load fell off. I heard screams and ran to the forklift. I saw that a yard worker was trapped under the wood, and he was severely hurt. I called for help and the ambulance took long to arrive".

Forklift inspection rep extract:

Forklift 001 Date:

Item inspected	Condition	Comment	Inspected by	Supervisor
Wheels	Serviceable	None	Allen	
Brakes	Serviceable	None	Allen	
Hooter	Serviceable	None	Allen	
Forks and lift	Serviceable	None	Allen	

2.2.1 Explain what emergency response procedure should have been followed when this accident happened
(10 Marks)

Question 3

[60 Marks]

3.1 Read the following scenario and answer the questions below

J and A logistics is a national warehouse storage facility. They employ 300 staff members at maximum. The company is situated next to Alexandra in Gauteng. On the specific site they replenish diesel and store 2000l on site. The forklifts are LP Gas driven and they store maximum 200kg on site in a gas cage. The warehouse has 22 docking doors for loading and offloading. High bay racking is used on site to the height of 13 meters.



3.1.1 Develop a risk profile for this company to address all mentioned risks. Address the risk, potential damage, or loss as well as the rating determined from the matrix in your own table format.(15 Marks)

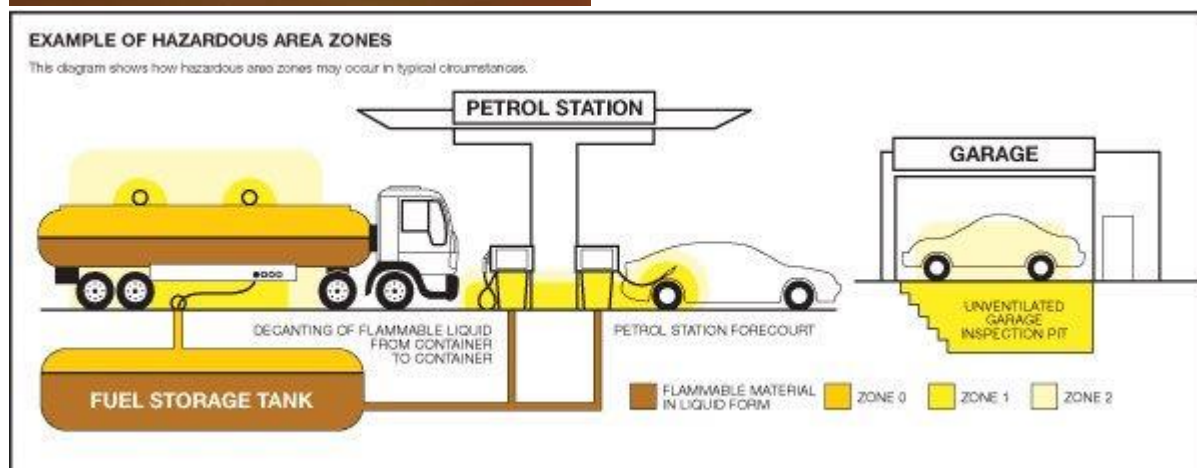
3.2 Read the following scenario and answer the questions below

Portland fuel station is a general fuel station situated next to the Umbilo canal leading to Durban harbour. It has 12 dayshift staff and 5 nightshift staff. They receive diesel and petrol every second day delivered by tanker.

They have appointed fire fighting first responders on each shift and ample fire equipment is available on site. The SHE rep effectively does her duties on site. Both shifts has a first aider appointed.

The service station must abide by the OSH act 85 of 1993 as well as to the National environmental management act. The major hazardous installation regulations do not apply seeing that they fall below the minimum threshold.

Risk assessment template)



3.2.1 Conduct a risk assessment to determine all potential emergency situations that can take place on that site. **(15 Marks)**

3.2.2 Using the details from the risk assessment above, create a business contingency plan for the relevant emergencies that can take place. **(15 Marks)**

3.3 Read the following scenario and answer the questions below

The following tasks are performed in your workplace:

- Electric grinder, grinder wheel change used in the workshop
- Gas change on gas stove in the staff canteen
- Cleaning windows on the first floor of the office

3.3.1 Develop a safe operating procedure related to one of the tasks to include **task step, hazard, control, and supervision**. A table format can be used or a paragraph format. **(15 Marks)**

END OF ASSESSMENT