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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY  
REGISTERED QUALIFICATION:**

**National Occupational Certificate: Occupational Health and Safety Officer**

SAQA QUAL ID	QUALIFICATION TITLE			
121929	National Occupational Certificate: Occupational Health and Safety Officer			
<b>ORIGINATOR</b>				
Development Quality Partner - HWSETA				
<b>PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY</b>			<b>NQF SUB-FRAMEWORK</b>	
-			OQSF - Occupational Qualifications Sub-framework	
<b>QUALIFICATION TYPE</b>	<b>FIELD</b>	<b>SUBFIELD</b>		
National Occupational Cert	Field 09 - Health Sciences and Social Services	Preventive Health		
<b>ABET BAND</b>	<b>MINIMUM CREDITS</b>	<b>PRE-2009 NQF LEVEL</b>	<b>NQF LEVEL</b>	<b>QUAL CLASS</b>
Undefined	120	Not Applicable	NQF Level 04	Regular-ELOAC
<b>REGISTRATION STATUS</b>		<b>SAQA DECISION NUMBER</b>	<b>REGISTRATION START DATE</b>	<b>REGISTRATION END DATE</b>
Registered		EXCO 1121/24	2024-01-30	2029-01-30
<b>LAST DATE FOR ENROLMENT</b>		<b>LAST DATE FOR ACHIEVEMENT</b>		
2030-01-30		2033-01-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This qualification does not replace any other qualification and is not replaced by any other qualification.

**PURPOSE AND RATIONALE OF THE QUALIFICATION**

Purpose:

The purpose of this qualification is to prepare a learner to function as an Occupational Health and Safety Officer.

Occupational Health and Safety Officers monitor compliance with health and safety systems and processes in an organisation. They identify hazards and assess risks to health and safety and recommend the implementation of appropriate health and safety controls where required. A qualified learner will demonstrate the following key attributes: teamwork, results oriented, tenacity, self-motivation, effective communication, fairness and consistency.

A qualified learner will be able to:

- Evaluate and recommend appropriate Occupational Health and Safety risk management controls.
- > Conduct investigations into Occupational Health and Safety incidents and accidents.
- Co-ordinate the control of overall Occupational Health and Safety administration.
- Execute the basic administrative duties required for the management of Occupational Health and Safety.
- Apply basic data analysis to compile Occupational Health and Safety reports using standard reporting formats.
- Contribute to production planning by ensuring that the Occupational Health and Safety risks are managed appropriately and report on the Occupational Health and Safety compliance status for a designated area of the organisation.

Rationale:

Workers are involved in fatal and non-fatal occupational accidents causing deaths, serious injuries, diseases, absences from work, loss of production, income and profits. The devastating effects of this on workers and their families cannot be fully calculated. It costs workers' loss of quality life, premature death, pain and suffering. It also impacts negatively

on the mental health of a worker after an accident. Depression after an accident is common, especially where there are lasting health effects. Workers suffer long-term disabilities, they lose important skills and become redundant. Effective Occupational Health and Safety management is a critical success factor for any organisation, and it is a key determinant of the eventual sustainability of organisations. Keeping workers healthy and free of injury is a key imperative in reducing the financial burden of health care on the fiscus and benefits the economy. For these reasons it is imperative that employees receive appropriate training in key aspects relating to Occupational Health and Safety. The Occupational Health and Safety legislation requires that all organisations employ dedicated staff to facilitate the implementation of approved Occupational Health and Safety systems and processes. These systems, and the accompanying compliance processes, are globally accepted standard practices.

This qualification contains the requisite knowledge, skills and work exposure that will enable organisations to train the dedicated staff that they appoint in these legal roles. An Occupational Health and Safety Officer is a generalist in the field with responsibilities to ensure that the required systems and practices are implemented across a designated area of an organisation. In smaller organisations the Occupational Health and Safety Officer will take sole responsibility for the function and will work with line management and contracted experts to optimise the positive impact of all Occupational Health and Safety initiatives. The Occupational Health and Safety Officer qualification will enable learners to work across all industries and sectors.

Typical learners that will benefit from this qualification are new entrants and current employees in technical positions with Occupational Health and Safety responsibilities. This qualification also serves as an entry point into Occupational Health and Safety Practitioner career pathway.

It is aligned with the National Development Strategy, and it will enable employees from the different technical work areas to embark on a career path in Occupational Health and Safety operations. This qualification will standardise the training and enhance the levels of Occupational Health and Safety compliance within organisations, thus prevent occupational injuries and diseases. The qualification was developed in collaboration with relevant professional bodies to ensure that the qualification competencies are aligned to the professional registration requirements. There is no similar occupational qualification registered in the National Qualifications Framework.

## RECOGNISE PREVIOUS LEARNING?

Y

## QUALIFICATION RULES

This qualification is made up of compulsory Knowledge, Practical Skill and Work Experience Modules:

### Knowledge Modules

- 226302-001-01-KM-01, Fundamentals of Occupational Health and Safety, NQF Level 3, 4 Credits.
- 226302-001-01-KM-02, Fundamentals of Representing Employees Regarding OHS Issues, NQF Level 3, 4 Credits.
- 226302-001-01-KM-03, Fundamentals of Communication within the OHS Discipline, NQF Level 3, 4 Credits.
- 226302-001-01-KM-04, OHS Administration and Record Management, NQF Level 4, 16 Credits.
- 226302-001-01-KM-05, Occupational Health and Safety Applications, NQF Level 4, 22 Credits.

Total number of credits for Knowledge Modules: 50

### Practical Skill Modules

- 226302-001-01-PM-01, Represent the Needs of Employees with regard to Occupational Health and Safety matters, NQF Level 3, 1 Credit.
- 226302-001-01-PM-02, Inspect Workplaces, Identify Hazards and Risks and take Immediate Action to Ensure Health and Safety in the Workplace, NQF Level 3, 1 Credit.
- 226302-001-01-PM-03, Conduct Workplace Inspections, Check the Application of Fundamental Workplace Standards and Report on Compliance Variations, NQF Level 3, 10 Credits.
- 226302-001-01-PM-04, Administer the Key Activities of an OHS Function, NQF Level 4, 16 Credits.
- 226302-001-01-PM-05, Participate and Contribute Towards the Development of Hazard and Risk Assessments, NQF Level 4, 6 Credits.
- 226302-001-01-PM-06, Supervise the Smooth Execution of the Activities of an OHS Function, NQF Level 4, 4 Credits.
- 226302-001-01-PM-07, Coordinate the Work Activities of Occupational, Health and Safety Representatives, NQF Level 4, 6 Credits.

Total number of credits for Practical Skill Modules:44

### Work Experience Modules

- 226302-001-01-WM-01, Processes of Representing Employees Regarding their Workplace OHS Needs, NQF Level 3, 4 Credits.
- 226302-001-01-WM-02, Processes of Executing OHS Administration and Document Management, NQF Level 4, 4 Credits.
- 226302-001-01-WM-03, Processes of Managing Workplace Accidents, Incidents and other Emergencies, NQF Level 4, 8 Credits.
- 226302-001-01-WM-04, Incident Investigation Processes, NQF Level 4, 10 Credits.

Total number of credits for Work Experience Modules: 26

## EXIT LEVEL OUTCOMES

1. Apply procedures and techniques to evaluate and recommend appropriate Occupational Health and Safety risk management controls.
2. Gather and interpret information to Investigate Occupational Health and Safety Incidents and Accidents.
3. Apply procedures to co-ordinate the control of overall Occupational Health and Safety administration.
4. Execute the basic administrative duties required for the management of OHS meeting.
5. Interpret basic data analysis to compile Occupational Health and Safety reports using standard reporting formats.
6. Contribute to production planning by ensuring that risks are managed appropriately and report on the Occupational Health and Safety compliance status of the production plans for a designated work area.

### **ASSOCIATED ASSESSMENT CRITERIA**

Associated Assessment Criteria for Exit Level Outcome 1:

ELO 1: Apply procedures and techniques to evaluate and recommend appropriate Occupational Health and Safety risk management controls.

- Apply risk management and risk mitigation in Occupational Health and Safety risk management within the context of a workplace environment.
- Conduct Occupational Health and Safety risk assessments for designated work areas and identify and solve problems related to the application of risk mitigation controls.
- Inspect work areas to determine the need for additional or improved Occupational Health and Safety risk management controls.
- Provide advice regarding the effective use of Occupational Health and Safety risk management controls to the line management, employees and relevant stakeholders.

Associated Assessment Criteria for Exit Level Outcome 2:

ELO 2: Gather and interpret information to investigate Occupational Health and Safety Incidents and Accidents.

- Plan Occupational Health and Safety Incident and accident investigations and provide leadership regarding the execution of the investigations for a range of different work environments and types of incidents/accidents.
- Support and monitor activities for gathering evidence from Occupational Health and Safety incident and accident sites to ensure compliance with regulatory requirements and leading practices.
- Facilitate and lead processes to determine the causes of incidents and accidents ensuring the use of legitimate evidence and appropriate interpretations of a series of events.
- Compile and present incident and accident reports to relevant internal and external authorities.

Associated Assessment Criteria for Exit Level Outcome 3:

ELO 3: Apply appropriate procedures and techniques to co-ordinate the control of overall Occupational Health and Safety administration.

- Evaluate the processing and documentation of Occupational Health and Safety activities to determine the efficacy and legal compliance of the processes and activities.
- Compile, collate and safeguard legally required Occupational Health and Safety documentation, files and reports according to the regulatory and global systems requirements.

Associated Assessment Criteria for Exit Level Outcome 4:

ELO 4: Apply procedures to execute the basic administrative duties required for the management of OHS meeting.

- Apply processes and activities required to effectively coordinate and manage meetings within the Occupational Health and Safety function.
- Compile minutes of Occupational Health and Safety Meeting to demonstrating the ability to write minutes appropriately for the different types of meetings that are required within an effective Occupational Health and Safety function.

Associated Assessment Criteria for Exit Level Outcome 5:

ELO 5: Interpret basic data analysis to compile Occupational Health and Safety reports using standard reporting formats.

- Analyse and prepare basic Occupational Health and Safety data, generated within a typical workplace for presentation in written and visual formats in support of findings stated in basic Occupational Health and Safety reports.
- Discuss and critically evaluate the purpose and use of Occupational Health and Safety operational reports within the context of the current and future work environments.
- Compile Occupational Health and Safety reports making appropriate and feasible recommendations to improve the compliance status within specific work areas.

ELO 6: Contribute to production planning by ensuring that risks are managed appropriately and report on the Occupational Health and Safety compliance status of the production plans for a designated work area.

- Identify the key Occupational Health and Safety issues, relevant to various stages in the production planning process.
- Identify and justify inputs and suggestions, regarding the consideration of Occupational Health and Safety issues in production plans.
- Identify ethical and unethical conduct within workplace practices and production decision making and describe the consequences of the conduct relevant to the individual, the organisation and the community.
- Inspect workplaces and compile and present reports on the level of compliance with Occupational Health and Safety standards, policies, procedures and practices.

Integrated Assessment:

Integrated Formative Assessment:

The skills development provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment together with work experience leads to entrance in the integrated external summative assessment.

**Integrated Summative Assessment:**

An external integrated summative assessment, conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the exit level outcomes and associated assessment criteria.

**INTERNATIONAL COMPARABILITY**

This qualification was compared with the qualifications in Australia and the United Kingdom.

**Australia**

The Certificate IV in Work Health and Safety is a qualification which is pitched at a similar complexity level as an NQF Level 4 qualifications on the South African National Qualifications Framework. This qualification is presented by Occupational Health Services Australia. The Certificate IV is delivered over a 12-month period. The Certificate IV in Work Health and Safety qualification is generally considered the minimum entry point for anyone wanting to commence a career in occupational work health and safety.

After completing the Certificate, learners will be able to work as a Health and Safety Officer and become responsible for the corresponding Occupational Health and Safety functions within a workplace. The Certificate is designed to be delivered through a blended learning approach consisting of self-study, contact sessions and workplace applications.

The following represent the core learning units of the Certificate:

- Assist with workplace compliance with Workplace Health and Safety laws.
- Contribute to implementation and maintenance of Workplace Health and Safety consultation and participation processes.
- Contribute to Workplace Health and Safety risk management.
- Contribute to implementing Workplace Health and Safety management systems.
- Contribute to workplace incident response.
- Assist with managing Workplace Health and Safety implications of return to work.
- Assist with managing Workplace Health and Safety compliance of contractors.
- Contribute to implementing Workplace Health and Safety monitoring processes.
- Demonstrate leadership in the workplace.
- Manage implementation of emergency procedures.

There are no formal pre-requisites to undertake the Certificate IV in Work Health and Safety although the completion of Year 10 General Education is recommended.

**Similarities**

- The two qualifications are similar in terms of level, duration, the overall purpose of the qualification and the core learning components.
- Both qualifications require theoretical and work application components.

**Differences**

- The entry requirement is slightly different. In the case of the South African qualification entry is NQF Level 3, General Education Certificate.
- The South African qualification makes specific provisioning for the administrative components.

**United Kingdom**

The National General Certificate in Occupational Health and Safety is a qualification which is pitched at a complexity level similar to that of an NQF Level 4 on the South African National Qualifications Framework. This qualification is obtained through the National Examination Board in Occupational Safety and Health (NEBOSH) and presented by, amongst other providers, the NEBOSH Academy in Leicester. The qualification is targeted at the entry levels within the Occupational Health and Safety discipline and is structured to meet global Occupational Health and Safety requirements. This qualification is designed for anyone (managers, supervisors and workers) in any type of organisation. It's ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day organisational risks effectively.

The qualification is delivered over a minimum period of fourteen (14) months and covers the following core learning units:

- Why we should manage workplace health and safety.
- How health and safety management systems work and what they look like.
- Managing risk - understanding people and processes.
- Health and safety monitoring and measuring.
- Physical and psychological health.
- Musculoskeletal health.
- Chemical and biological agents.
- General workplace issues.
- Work equipment.
- Fire.
- Electricity.

There are no entry requirements for this qualification, however it is important that learners have a suitable standard of English language to understand and articulate the concepts contained in the syllabus. NEBOSH recommends that learners undertaking this qualification should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 6.0 or higher.

**Similarities**

- The two qualifications are similar in terms of level, the overall aim of the qualification and the core learning components.
- Both qualifications require theoretical component and work application.

**Differences**

- The South African qualification makes specific provisioning for the administrative component of Occupational Health and Safety.
- The entry requirement for National General Certificate in Occupational Health and Safety (NEBOSH) is English language proficiency.

**Conclusion**

The National Occupational Certificate: Occupational Health and Safety Officer compares favourably with the two international examples in terms of the purpose, level, duration and learning content. The South African qualification is unique in that it specifically caters for the administrative component.

**ARTICULATION OPTIONS**

This qualification provides opportunities for horizontal, vertical and diagonal articulation options.

**Horizontal articulation:**

- National Certificate: Vocational, NQF Level 4.

**Vertical articulation:**

- Occupational Certificate: Health Products Information Officer, NQF Level 5.

**Diagonal articulation:**

- Higher Certificate in Health Care Services Management, NQF Level 5.

**NOTES****Qualifying for External Assessment:**

To qualify for the external summative assessment learners must have a copy of a completed and signed Statement of Work Experience as well as proof of successful completion of the all the knowledge and practical skill modules specified in the curriculum or through the Recognition of Prior Learning Process (RPL). Foundational Learning Competency (FLC) is a requirement for access to EISA.

**Additional Legal or Physical Entry Requirements:**

- Within some industry contexts, such as Mining, the industry requirement for entry might include prior technical experience and/or obtaining a specific technical qualification or certification.
- Entrants into this qualification will have to meet the specific health and fitness requirements required to complete the work exposure components.

**Criteria for the accreditation of providers**

Accreditation of providers will be done against the criteria as reflected in the relevant curriculum on the QCTO website.

The curriculum title and code are: m bcxzOccupational Health and Safety Officer 226302-001-00-00.

**Encompassed Trade:**

This qualification encompasses the following trades as recorded on the NLRD:

- None

**Assessment Quality Partner (AQP)**

- Health and Welfare Sector Education and Training Authority (HWSETA).

**RELATED PART-QUALIFICATIONS**

- Part-Qualification: Occupational Health and Safety Assistant, NQF Level 4.

**LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION:****NONE****PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS QUALIFICATION:**

*This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most complete record available to SAQA as of today. Some Primary or Delegated Quality Assurance Functionaries have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Primary or Delegated Quality Assurance Functionary should be notified if a record appears to be missing from here.*

**NONE**

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