



# GENERAL HEALTH AND SAFETY (Intro to SHE)

SAQA US: 9964  
NQF Level: 2, SAQA Credits: 3  
SAIOSH CPD Credits: 5  
Duration: 2 Days

## Course description

The General Health and Safety (Intro to SHE) course is an introductory program that aims to create basic awareness of safety and health practices in the workplace. It provides participants with foundational knowledge to encourage safe work habits and practices.

## Course outcome

This course helps in creating a safer and more health-conscious work environment and promotes basic compliance with safety regulations.

## Course Content

### MODULE 1: DUTIES

#### The Need for Safety, Health and Environmental Protection

#### Accidents in the Workplace

- What is an Accident?
- Basic Causes of Accidents
- Effects
- Hazards and risks

#### Legislation

- Occupational Health and Safety Act 85, 1993
- The Purpose of the Act
- Definitions

#### Responsibilities

#### Employer Responsibilities

- Employer liabilities

#### Employee Responsibilities

- Employee liabilities

#### Inspectors

#### Health and Safety Representatives

- Functions of Health and Safety Representatives
- Health and Safety Committees
- Functions of Health and Safety Committees

#### Regulations and Legislation

- Department Of Labour
- Standards

#### Identify workplace hazards.

- Workplace inspections
- Completing the Inspection Checklist and Report Form

#### Incidents

- Property damage incidents registers and reports.
- Reporting of incidents.
- Reporting of injuries.
- Accidents/incidents that have to be reported to the Dept of Labour.
- Investigating accidents or incidents.
- Recording of incidents.
- Incident reports.
- Keeping minutes and records.
- Company Policy.

### MODULE 2: GENERAL SAFETY RULES

Alcohol And Drugs

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Vehicles and machinery

Hand tools

Signs and Symbols

### **MODULE 3: PPE**

#### **Protective Clothing**

Reasons why protective equipment and clothing is not worn.

Requirements for protective clothing and equipment.

Types of physical protective equipment available.

Important information about PPE.

PPE in the freight industry.

Different types of signage pertaining to PPE.

Maintenance of your PPE.

Accountability.

### **MODULE 4: GOOD HOUSEKEEPING**

#### **Occupational Safety.**

Common Hazards.

#### **General Housekeeping.**

Proper place for everything.

Benefits of good housekeeping.

#### **How To Work Safely.**

Welding, cutting and grinding operations.

Working at heights and excavations.

Working with Substances.

Electricity.

Colour Coding for Safety Identification.

Fire hazards.

Asbestos.

Preventing manual handling accidents.

Lifting techniques.

Handling Ladders.

Using portable electric tools.

Workstations, storerooms and storage facilities.

General housekeeping.

General safety precautions on all premises.

Possible chain of events without having safety measures in place.

#### **Stacking and Storage.**

Safety code of practice for freight lifting.

Handling the load.

Stacking Of Articles/General Safety Regulation 8.

Building or breaking down of stacks.

Important factors for packing and securing.

### **MODULE 5: EMERGENCY PROCEDURES**

#### **Emergency Procedures.**

Prepare for an emergency.

If a Fire Occurs.

How to alert the Emergency Medical Services.

### **THEORETICAL ASSESSMENT**

Formative Assessment (Open Book)

Summative Assessment (Closed Book)

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