

# NATIONAL OCCUPATIONAL CERTIFICATE: HEALTH AND SAFETY OFFICER

Course Code: OHSO010 | NQF Level 4  
| 120 Credits | 12 Months

Prepare for a career in Occupational Health and Safety by developing practical skills in workplace safety, hazard identification, risk management, and compliance monitoring.



# QUALIFICATION OVERVIEW

## CAREER OPPORTUNITIES:

- Health and Safety Officer
- OHS Officer
- Risk Assessment Officer
- Safety Coordinator
- Incident Investigation Officer

## ABOUT THE QUALIFICATION

This qualification prepares learners to function effectively as Occupational Health and Safety Officers within various industries.

## LEARNERS WILL GAIN THE SKILLS TO:

- Monitor workplace health and safety compliance
- Identify hazards and assess risks
- Implement and manage OHS systems

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- Promote workplace safety culture
  - Compile OHS reports and documentation
  - Communicate with stakeholders and regulatory bodies

## KEY ATTRIBUTES DEVELOPED:

- Monitor workplace health and safety compliance
- Identify hazards and assess risks
- Implement and manage OHS systems
- Promote workplace safety culture
- Compile OHS reports and documentation
- Communicate with stakeholders and regulatory bodies

# ACCREDITATION & ENTRY REQUIREMENTS

## ACCREDITATION

- Quality Council for Trades and Occupations (QCTO)
- Health and Welfare SETA (HW SETA)
- SAQA ID: 121929
- NQF Level 4
- 120 Credits

## DURATION

- 12 Months

## ENTRY REQUIREMENTS

- NQF Level 3 Qualification

## WHAT YOU WILL LEARN

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

- Implement Occupational Health and Safety systems
- Identify and control workplace hazards and risks
- Conduct workplace inspections and incident investigations
- Manage OHS administration and reporting
- Promote compliance with health and safety standards
- Support continuous improvement of workplace safety systems

# COURSE MODULES

## KNOWLEDGE MODULES

### KM-01

Fundamentals of Occupational Health and Safety

NQF Level 3 | 4 Credits.

### KM-02

Fundamentals of Representing Employees Regarding OHS Issues

NQF Level 3 | 4 Credits.

### KM-03

Fundamentals of Communication within the OHS Discipline

NQF Level 3 | 4 Credits.

### KM-04

OHS Administration and Record Management

NQF Level 4 | 16 Credits.

### KM-05

Occupational Health and Safety Applications

NQF Level 4 | 22 Credit

## PRACTICAL MODULES

### PM-01

Represent the Needs of Employees with regard to Occupational Health and Safety matters

NQF Level 3 | 1 Credit.

### 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.

### PM-03

Conduct Workplace Inspections, Check the Application of Fundamental Workplace Standards and Report on Compliance Variations

NQF Level 3 | 10 Credits.

### PM-04

Administer the Key Activities of an OHS Function

NQF Level 4 | 16 Credits.

### PM-05

Participate and Contribute Towards the Development of Hazard and Risk Assessments

NQF Level 4 | 6 Credits.

### PM-06

Supervise the Smooth Execution of the Activities of an OHS Function

NQF Level 4 | 4 Credits.

### PM-07

Coordinate the Work Activities of Occupational, Health and Safety Representatives

NQF Level 4 | 6 Credits.

## WORK EXPERIENCE MODULES

### WM-01

Processes of Representing Employees Regarding their Workplace OHS Needs

NQF Level 3 | 4 Credits.

### WM-02

Processes of Executing OHS Administration and Document Management

NQF Level 4 | 4 Credits.

### WM-03

Processes of Managing Workplace Accidents, Incidents and other Emergencies

NQF Level 4 | 8 Credits.

### WM-04

Incident Investigation Processes

NQF Level 4 | 10 Credits.

# ASSESSMENTS & CERTIFICATION

## Assessments:

Students are required to complete the following:

- 5 Formative Assessments
- 6 Summative Assessments
- 4 Practical Skills Assessments
- 5 Workplace Assessments
- 1 External Integrated Summative Assessment (EISA)

## Certification

Upon successful completion, learners will receive a:  
**National Occupational Certificate: Health and Safety Officer**

## CONTACT DETAILS:



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08:00 – 16:30, Monday - Friday

