NATIONAL CERTIFICATE: OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT

ID 74269 LEVEL 2 – CREDITS 120

LEARNER WORKBOOK

SAQA - 120330

CONDUCT A CONTINUOUS RISK ASSESSMENT IN A WORKPLACE

Learner Information:

Details	Please Complete this Section
Name & Surname:	
Organisation:	
Unit/Dept:	
Facilitator Name:	
Date Started:	
Date of Completion:	

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OVERVIEW

<table>
<tr><td>About the Learner Workbook</td><td colspan="3">This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding of the CONDUCT A CONTINUOUS RISK ASSESSMENT IN A WORKPLACE module. It forms part of a series of Learner Workbooks that have been developed for NATIONAL CERTIFICATE: OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT ID 74269 LEVEL 2 – CREDITS 120.</td></tr>
<tr><td>Purpose</td><td colspan="3">The purpose of this Learner Exercise Workbook is to evaluate learners understanding on the specific outcomes and/or assessment criteria of the following SAQA Registered Unit Standards:</td></tr>
<tr><td>US No</td><td>US Title</td><td>Level</td><td>Credits</td></tr>
<tr><td>120330</td><td>CONDUCT A CONTINUOUS RISK ASSESSMENT IN A WORKPLACE</td><td>2</td><td>4</td></tr>
<tr><td>Context</td><td colspan="3">This assessment represents the Formative Assessment component of the CONDUCT A CONTINUOUS RISK ASSESSMENT IN A WORKPLACEmodule, for the NATIONAL CERTIFICATE: OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT ID 74269 LEVEL 2 – CREDITS 120. and should be completed in the classroom/training room.</td></tr>
<tr><td>Resources</td><td colspan="3">The following are resources needed for this assessment:
1. Learner Guide; and
2. Assessment Preparation.</td></tr>
<tr><td>Instructions to Facilitators</td><td colspan="3">Facilitators will be required to:
• Explain the completion of the workbook to each learner; and
• Interview the learner on similar questions, should he/she not be able to write.</td></tr>
</table>

Instructions to Learners	Learners will be required to: • Complete the workbook as per the instructions; • Ensure that all questions are completed; • Ensure that the completion of the workbook is their own work; • Ensure that all annexure are attached to the workbook and clearly referred to;
Assessment Time	Learners are required to complete this assessment within the allocated time frame of.... hours.
Total Mark	This formative assessment carries a total mark of _ **points**. In order to meet the pass mark, learners are required to achieve a minimum of **80%** of the total marks.
Equipment	Learners are required to have the following equipment in order to complete this workbook: • Pen and Pencil; • Ruler; and • Exam Pad – for additional paper.

GENERAL INFORMATION

LEARNER DETAILS		
Learner Full Names		
Learner ID No.:		
Organisation:		
Unit/Dept:		
Contact Details:	**Telephone /Cell Numbers:**	**Email Address:**
WORKSHOP DETAILS		
Workshop Venue:		
Facilitator Name:		
Date Started:		
Date Completed:		

ASSESSMENT PREPARATION CHECKLIST

DESCRIPTION	YES	NO	COMMENTS/CONTINGENCY
This assessment is a formative assessment and it is based on the outlined unit standard/s for the**CONDUCT A CONTINUOUS RISK ASSESSMENT IN A WORKPLACE** module.			
Your assessment evidence for the **CONDUCT A CONTINUOUS RISK ASSESSMENT IN A WORKPLACE**module needs to be submitted on..... (day) of.....(month).....(year) at the following address/place.....			
You will be assessed based on the outlined Unit Standards. The assessment activities are linked to specific outcomes/assessment criteria of the outlined Unit Standards.			
To determine your competence level, the following are the methods to be used for this assessment: 1. ..... 2.			

To be declared competent on **CONDUCT A CONTINUOUS RISK ASSESSMENT IN A WORKPLACE**module (formative assessment), you should have obtained at least 80% of the total mark of this assessment.			
You will be provided with detailed feedback on your performance of this assessment as follows: 1. Written Feedback 2. Verbal Feedback			
Should you be declared "not yet competent" on this assessment, you will be entitled for re-assessment opportunity/ies.			
You will be required to re-submit evidence (only for areas) you were declared not yet competent. A date for re-submission will be agreed with the assessor.			
You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment.			
You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices.			
Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent.			

Learner's Declaration			
I……herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner.			
Learner Signature:	**Date:**	**Facilitator Signature:**	**Date:**

Learning Unit 1 Conduct a continuous risk assessment in a workplace

UNIT STANDARD NUMBER	:	120330
LEVEL ON THE NQF	:	3
CREDITS	:	4
FIELD	:	Health Sciences and Social Services
SUB FIELD	:	Preventive Health

PURPOSE:	Persons credited with this unit standard will be able to: • Explain the legal and specified requirements for conducting continuous risk assessments. • Prepare to conduct a continuous risk assessment. • Conduct a continuous risk assessment. • Initiate remedial action and follow up on Continuous Risk Assessment.
LEARNING ASSUMED TO BE IN PLACE:	
• Communications at NQF Level 2 • Mathematical Literacy at NQF Level 2	

SPECIFIC OUTCOME 1

Explain the legal and specified requirements for conducting continuous risk assessments.

Learning Outcomes

1. The continuous risk assessment process is explained.
2. The relevant documentation required for conducting a continuous risk assessment is named.
3. The relevant hazards and risks likely to be encountered during a specific continuous risk assessment are named.
4. The importance of conducting continuous risk assessment in a manner that fosters teamwork and avoids conflict is explained.

Answerthefollowingquestion in the space provided below.

Activity	Questions Description	Mark	SO
1	**Explain the continuous risk assessment process**	10	1

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Activity	Questions Description	Mark	SO
2	**Name the relevant documentation required for conducting a continuous risk assessment**	10	1

Activity	Questions Description	Mark	SO
3	**Describe the importance of conducting continuous risk assessment in a manner that fosters teamwork and avoids conflict**	10	1

SPECIFIC OUTCOME 2

Prepare to conduct a continuous risk assessment.

Learning Outcomes

1. Appropriate documentation appropriate is selected.
2. Various physical and environmental conditions which could exist are evaluated.
3. The persons, tools and the materials required to conduct the continuous risk assessment are verified as fit for purpose and available.
4. Consequences for not conforming to legal and specified requirements in preparing for risk assessment are explained.

Activity	Questions Description	Mark	SO
4	**How do you prepare to conduct a continuous risk assessment?**	10	2

Activity	Questions Description	Mark	SO
5	**Give an explanation on how to reduce risks?**	10	2

SPECIFIC OUTCOME 3

Conduct a continuous risk assessment.

Learning Outcomes

1. Hazard identification is conducted correctly.
2. Significant hazards are systematically identified, utilising the elected hazard identification technique.
3. Relevant documentation is completed.

Activity	Questions Description	Mark	SO
6	**Give an explanation of hazard identification**	10	3

Activity	Questions Description	Mark	SO
7	**Demonstrate knowledge of hazardous substances**	10	3

SPECIFIC OUTCOME 4

Initiate remedial action and follow up on Continuous Risk Assessment.

Learning Outcomes

1. Remedial action for hazards is implemented accordingly.
2. Follow-up action on continuous risk assessments is implemented accordingly.
3. The consequences of non-compliance to the procedures for initiating remedial action and follow-up on continuous risk assessment are explained.

Activity	Questions Description	Mark	SO
8	**Describe the purpose of remedial action and follow up on Continuous Risk Assessment.**	10	4

Activity	Questions Description	Mark	SO
9	**Why would it be important to assess the risk?**	10	4

SELF-ASSESSMENT

The learner must make use of the following self-evaluation checklist to rate himself against the learning outcomes of this particular training module in establishing the level of mastery of the information.

1. Not able to comply
2. Reasonable compliance (Not acceptable for final evaluation)
3. Able to comply fully

LEARNING OUTCOMES		1	2	3
1	Use and analyse computational tools and strategies, and make estimates and approximations			
2	Demonstrate understanding of numbers and relationships among numbers and number systems, and represent numbers in different ways.			

_____ _____

Learner Signature **Date**

_____ _____

Facilitators' Signature **Date**

ASSESSMENT FEEDBACK REPORT

FACILITATOR FEEDBACK & REMARKS

ASSESSMENT JUDGEMENT		
Learner's Total Mark:	**Requirements met** ☐	**Requirements not met** ☐
Action/s required: **By when:**		

LEARNER FEEDBACK & COMMENTS

DECLARATION BY THE FACILITATOR
I ……..... (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner.

DECLARATION BY LEARNER	
I, ...declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.	
Learner Date	**Facilitator Date**

DECLARATION BY THE ASSESSOR	
I ..... (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.	
Assessor Date	**Moderator Date**