



## Course: CONDUCT A CONTINUOUS RISK ASSESSMENT IN THE WORKPLACE Course (HIRA)

Duration: 2 days



**HWSETA Accredited: SAQA Id: 120330 - Conduct a continuous risk assessment in a workplace, NQF Level 3**

The foundation of the Occupational Health and Safety Act and the Mine Health and Safety Act is the identification of hazards and risks that may affect the Health and Safety of employees, visitors and contractors. Identifying hazards & risks also promotes a pro-active approach towards effective SHEQ management. This approach supports responsible and sustainable resource management leading to improved profit margins. Learners who successfully complete this course will be able to identify, weight, and assess Occupational Safety, Health and Environmental hazards and participate in baseline and continuous multi-disciplinary HIRA activities.

### Course Objectives

Learners credited with this unit standard will be able to explain the legal and specified requirements for conducting continuous risk assessments, initiate remedial action and follow up on continuous risk assessments.

### Course Outcomes

At the end of this course, with the use of the resources and facilitation media and methods, the learners 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.

### Target Group

- SHEQ supervisors and managers.
- SHEQ Representatives and Committee members.
- Subject experts.
- ALL employees and contractors.

### Pre-Requisites

Learners must be employed in or have access to a work situation. It is important to have access to copies of Acts, Standards, Regulations, and Codes of Practices that are relevant to the scope of this course.

This will assist in the completion of practical activities and assignments. The following courses should successfully be completed before attempting the HIRA course:

- Occupational Health and Safety Act or Mine Health and Safety Act Overview;
- Health and Safety Representative.

### Language

This course is presented in the English language.

### Learning Material

Option 1: Learners will receive the HIRA manual and applicable forms.  
Option 2: Learners will receive the HIRA manual, applicable forms and a HIRAC survival guide written by Christel Fouché, for learners to take away and keep with them for future HIRA's in the workplace.

### Course Requirements

It is always much more effective if we use your own company documentation during training. It is suggested that you bring your risk assessment procedure and methodology documentation and any other related documentation to this training session.

### Certification & Portfolio of Evidence

The course includes a Portfolio of Evidence that learners need to submit to Advantage ACT within 30 days. No portfolio of evidence will be assessed if learners have not submitted all the evidence. If successful, the learner will be issued with an electronic Certificate of Competence.

Advantage ACT has implemented an electronic certification process. On being assessed "competent" all delegates will receive an e-mail notification indicating that their certificate is available at a "vault" location which they can access immediately to obtain the certificate. The certificate will be available at this site for 5 years and can be accessed indefinitely by the delegate. Should a hardcopy certificate be required an additional fee of R165.00 excl. Vat per certificate will be levied. Please indicate your choice when making the booking with Advantage ACT.

- Advantage ACT is a Department of Labour First Aid Training Institution: No. CI 413 for First Aid Level 1, 2 and 3.
- Advantage ACT is a FULLY Accredited Education and Training Provider with the HWSETA: 592PA05000117 for the Occupational Health and Safety Skills Programme.
- Our HIRA Course is registered under SAQA unit standard no. 120330 – Conduct a continuous risk assessment in the workplace (NQF Level 03 Credits 04).
- Advantage A.C.T. makes use of registered facilitators, assessors and moderators when presenting courses.
- Advantage ACT supplies each delegate with morning tea/coffee, a LIGHT lunch and filtered water at courses conducted at our offices. Should you have requirements beyond what we provide, kindly make sure you make provision accordingly.