


Curriculum Document		
Curriculum Code	Curriculum Title	
900113-000-00-00	Forestry Hazard and Risk Assessor	

Table of contents

SECTION 1: CURRICULUM SUMMARY	3
1. Skills Programme Information	3
1.1 Skills Addressed by this Curriculum	3
1.2 Skills Programme Entry Requirements	3
1.3 Associated Occupations	3
1.4 Registered Related Qualifications	3
2. Curriculum Information	3
2.1. Curriculum Structure	3
2.1.1. Knowledge/Theory Component:	3
2.1.2. Application Component:	3
2.2. Skills Development Provider Accreditation Requirements	4
o Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery	4
SECTION 3: SKILLS PROGRAMME COMPONENT SPECIFICATIONS	6
SECTION 3A: KNOWLEDGE/THEORY MODULE SPECIFICATIONS	6
1. 900113-000-00-KM-01, Forestry and Related Industry Hazard Identification and Risk Assessment (HIRA), NQF Level 4, Credits 5	7
o Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery	12
SECTION 3B: PRACTICAL MODULE SPECIFICATIONS	13
1. 900113-000-00-PM-01, Assess Hazards and Identify Risks in The Forestry and Related Industry Workplace and Implement Control Measures, NQF Level 4, Credits 10	14
o Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery	19
SECTION 3C: WORK INTEGRATED LEARNING MODULE SPECIFICATIONS	20
1. 900113-000-00-WM-01, Forestry and Related Industries Risk Assessment Processes, NQF Level 4, Credits 20	21
SECTION 4: STATEMENT OF WORK EXPERIENCE	26

SECTION 1: CURRICULUM SUMMARY

1. Skills Programme Information

1.1 Skills Addressed by this Curriculum

Forestry Hazard and Risk Assessor, NQF Level 4, 35 Credits

1.2 Skills Programme Entry Requirements

NQF Level 2 with English and Mathematics literacy

1.3 Associated Occupations

- None

1.4 Registered Related Qualifications

Occupational Certificate: Safety Inspector (Forestry and Related Industries Safety Health and Environment Officer), SAQA ID 99712

2. Curriculum Information

2.1. Curriculum Structure

This Skills Programme consists of two components namely Knowledge/Theory component and Application component. The following are compulsory modules in each of the two components:

This qualification is made up of the following compulsory Knowledge, Application and Work Integrated Learning Modules:

2.1.1. Knowledge/Theory Component:

Knowledge Modules:

- 900113-000-00-KM-01, Forestry and Related Industry Hazard Identification and Risk Assessment (HIRA), NQF Level 4, Credits 5

Total number of credits for Knowledge Component: 5

2.1.2. Application Component:

- 900113-000-00-PM-01, Assess Hazards and Identify Risks in The Forestry and Related Industry Workplace and Implement Control Measures, NQF Level 4, Credits 10

Total number of credits for Application Component: 10

2.1.3. Work Integrated Learning Component:

- 900113-000-00-WM-01, Forestry and Related Industries Risk Assessment Processes, NQF Level 4, Credits 20

2.2. Skills Development Provider Accreditation Requirements

- Human Resource Requirements:
 - Facilitator/learner ratio 1:12 (knowledge module)
- Qualifications, registration, or experience of the trainer:
 - An appropriate certificate at NQF Level 5 or above or 5 years appropriate forestry safety experience
 - Registered as a facilitator and assessor
- Physical Requirements:
 - The provider must have lesson plans and structured learning material or provide learners with access to structured learning material that addresses all the aspects of the curriculum
 - Key processes related to forestry operations
- Machinery and equipment
 - Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery
- Documentation
 - operator manuals, policies, procedures, templates etc.
- Legal Requirements:
 - Compliant with OHS ACT Requirements
- Safety Requirements:
 - Personal Protective Equipment (all within the required SABS standards):
 - Helmet
 - Visor
 - Safety boots

Adherence to company safety policies and procedures

2.3 Exemptions

- None

SECTION 2: SKILLS PROGRAMME PROFILE

1. Skills Programme Purpose

The purpose of the skills programme is to prepare a learner to work as a Forestry Hazard and Risk Assessor

A Forestry Risk Assessor ensures adherence to the legal requirements in terms of occupational health and safety legislation, in line with industry systems and standards in order to direct and support management in achieving its safety health and environmental goals and objectives.

A qualified learner will be able to:

- Identify, monitor and mitigate hazards and risks in the workplace to minimize and control potential for injury and loss

2. Skills Programme Tasks

Identify, monitor and mitigate hazards and risks in the workplace to minimize and control potential for injury and loss

3. Skills Programme Task Details

3.1 Identify, monitor and mitigate hazards and risks in the workplace to minimize and control potential for injury and loss

Unique Product or Service:

Forestry and related workplace hazard assessment and risks identification performed

Occupational Responsibilities:

- Forestry and related industries risk assessment processes

SECTION 3: SKILLS PROGRAMME COMPONENT SPECIFICATIONS

SECTION 3A: KNOWLEDGE/THEORY MODULE SPECIFICATIONS

List of Knowledge Modules for which Specifications are included:

900113-000-00-KM-01, Forestry and Related Industry Hazard Identification and Risk Assessment (HIRA),
NQF Level 4, Credits 5

1. 900113-000-00-KM-01, Forestry and Related Industry Hazard Identification and Risk Assessment (HIRA), NQF Level 4, Credits 5

1.1 Purpose of the Knowledge Modules

The focus of the learning in this knowledge module is to build an understanding of the underpinning principles for conducting a hazard identification and risk assessment activity and apply hazard identification and risk assessment technique acceptable to the forestry and related industry company.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: Terminology and definitions (15%)
- KM-01-KT02: Hazard identification sources (15%)
- KM-01-KT03: Areas of risk (20%)
- KM-01-KT04: Categories of risk analysis (10%)
- KM-01-KT05: Daily risk assessments (5%)
- KM-01-KT06: Uncontrolled and unsafe acts and conditions (15%)
- KM-01-KT07: Compliance and conformance (20%)

1.2 Guidelines for Topics

1.2.1. KM-01-KT01: Terminology and definitions (15%)

Topic elements to be covered include:

- KT0101 Hazard identification
- KT0102 Risk assessment
- KT0103 Definitions

Internal Assessment Criteria and Weight

- IAC0101 The ability to differentiate between hazards and risks is demonstrated
- IAC0102 Various methods of risks assessment are described

(Weight 15%)

1.2.2. KM-01-KT02: Hazard identification sources (15%)

Topic elements to be covered include:

- KT0201 SHE rep monthly inspection reports
- KT0202 Daily risk assessment
- KT0203 Checklists (types and uses)

- KT0204 History
- KT0205 People

Internal Assessment Criteria and Weight

- IAC0201 The various sources of hazard identification are identified
- IAC0202 The monthly report of the SHE Rep as a source of information is described
- IAC0203 The concept of risk rating is defined, and calculation techniques are described
- IAC0204 The concept of risk mitigation (daily risk assessment) is described
- IAC0205 The use of the documentation when compiling a risk assessment from scratch is explained
- IAC0206 Various types of checklists and their applications and the differences in checklists are motivated
- IAC0207 Trends are identifying from historical information
- IAC0208 Types of questions to ask people (as a source of information) to probe for information are listed
- IAC0209 Mechanisms to identify any risks or hazards which went unnoticed or were not reported are assessed

(Weight 15%)

1.2.3. KM-01-KT03: Areas of risk (20%)

Topic elements to be covered include:

- KT0301 Safety
- KT0302 Health
- KT0303 Environmental
- KT0304 Quality
- KT0305 Legal
- KT0306 Social (community)

Internal Assessment Criteria and Weight

- IAC0301 The different areas of risks are identified and defined
- IAC0302 Hazards are identified and categorised, giving examples

(Weight 20%)

1.2.4. KM-01-KT04: Categories of risk analysis (10%)

Topic elements to be covered include:

- KT0401 Base line risk assessment
- KT0402 Continuous risk assessment

Internal Assessment Criteria and Weight

- IAC0401 The daily use of hazards and risks transferred from the baseline risk assessment to documents and checklist are explained
- IAC0402 The use of workplace operational plans to identify hazards obvious to the eye at a workplace is motivated
- IAC0403 The function of planned job observations is described in terms of risk assessment
- IAC0404 The process of compliance audits is analysed
- IAC0405 Methods to analyse the SHE Rep monthly checklist are applied

(Weight 10%)

1.2.5. KM-01-KT05: Daily risk assessments (5%)

Topic elements to be covered include:

- KT0501 Pre-entry risk assessment
- KT0502 Changing circumstances

Internal Assessment Criteria and Weight

- IAC0501 All risks identified for the area of entry are identify and communicate to workers
- IAC0502 The ability to rate and mitigate risks is demonstrated (calculations and formulation)
- IAC0503 Documentation such as (PPE, driver, machine, facilities, and task related checklists) used in the identification of hazards and risks are demonstrated
- IAC0504 Additional risks obtained from checklists must be analysed and rated
- IAC0505 The risk assessment is continuous update to adapt to changing circumstances
- IAC0506 A good understanding of formats and the application thereof is demonstrated

(Weight 5%)

1.2.6. KM-01-KT06: Uncontrolled and unsafe acts and conditions (15%)

Topic elements to be covered include:

SP Curr Doc Forestry Hazard and Risk Assessor 4 35

- KT0601 Terms and definitions
- KT0602 Categories
- KT0603 Consequences and ratings
- KT0604 Reporting

Internal Assessment Criteria and Weight

- IAC0601 Various consequences of uncontrolled and unsafe acts and conditions are analysed
- IAC0602 Uncontrolled and unsafe acts and conditions are separated into category ranges (such as near misses, fatalities, lost time injuries, non-lost time injuries, on toward, production loss, company reputation, social reputation, quality loss, property damage, financial losses)
- IAC0603 The financial implication attached to each loss is calculated
- IAC0604 The severity of uncontrolled and unsafe acts and conditions is estimated
- IAC0605 The content and format of monthly reports on findings related to uncontrolled and unsafe acts and conditions are discussed

(Weight 15%)

1.2.7. KM-01-KT07: Compliance and conformance (20%)

Topic elements to be covered include:

- KT0701 Terms and definitions
- KT0702 Concept and principles of compliance
- KT0703 Non-compliance
- KT0704 Maintain a compliant system

Internal Assessment Criteria and Weight

- IAC0701 The concept of compliance is defined
- IAC0702 Discernment between conformance, compliance, non-conformance, and non-compliance is demonstrated
- IAC0703 Principles of compliance are identified and explained
- IAC0704 The effect of non-compliance on a safety system is analysed and the importance of anticipation of the effect is justified
- IAC0705 Procedures and processes for the rectification of non-compliance are discussed
- IAC0706 The importance of testing that procedures and standards of the safety system align against operations is argued

- IAC0707 Methods to test between regulations and OHS act for compliance are described
- IAC0708 Methods and techniques to maintain a compliant system is demonstrated (elements and sub-elements: IRCA, NOSA, ISO, SANS, FSC, etc.

(Weight 20%)

1.3 Provider Programme Accreditation Criteria

- Human Resource Requirements:
 - Facilitator/learner ratio 1:12 (knowledge module)
- Qualifications, registration, or experience of the trainer:
 - An appropriate certificate at NQF Level 5 or above or 5 years appropriate forestry safety experience
 - Registered as a facilitator and assessor
- Physical Requirements:
 - The provider must have lesson plans and structured learning material or provide learners with access to structured learning material that addresses all the aspects of the curriculum
 - Key processes related to forestry operations
- Machinery and equipment
 - Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery
- Documentation
 - operator manuals, policies, procedures, templates etc.
- Legal Requirements:
 - Compliant with OHS ACT Requirements
- Safety Requirements:
 - Personal Protective Equipment (all within the required SABS standards):
 - Helmet
 - Visor
 - Safety boots

Adherence to company safety policies and procedures

1.4 Exemptions

- None

SECTION 3B: PRACTICAL MODULE SPECIFICATIONS

The following Application Modules are compulsory

900113-000-00-PM-01, Assess Hazards and Identify Risks in The Forestry and Related Industry Workplace and Implement Control Measures, NQF Level 4, Credits 10

1. 900113-000-00-PM-01, Assess Hazards and Identify Risks in The Forestry and Related Industry Workplace and Implement Control Measures, NQF Level 4, Credits 10

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to promote preventive and corrective measures to control hazards and risks pertaining to the working environment.

The learner will be required to:

- PM-01-PS01: Estimate quantities and understand the cost implication of materials and labour required for health, safety, and environmental projects
- PM-01-PS02: Promote preventive and corrective measures to control hazards and risks pertaining to the working environment
- PM-01-PS03: Review current base line risk assessment using an objective approach
- PM-01-PS04: Perform an infield pre-entry/daily risk assessment at a work site
- PM-01-PS05: Perform a continuous risk assessment
- PM-01-PS06: Draw up a toolbox talk derived from daily and continuous risk assessment

1.2 Guidelines for Practical Skills

1.2.1. PM-01-PS01: Estimate quantities and understand the cost implication of materials and labour required for health, safety and environmental projects

Scope of Practical Skill

Given a tender document with requirements needed for a project the learner must be able to:

- PA0101 Establish resources needed to perform activities
- PA0102 Identify legal requirements necessary to be legally compliant
- PA0103 Calculate cost per quantities needed

Applied Knowledge

- AK0101 Analytical skills
- AK0102 Computer skills
- AK0103 Technical skills
- AK0104 Basic research ability
- AK0105 Financial skills

Internal Assessment Criteria

- IAC0101 Legal requirements are correctly identified and compared in the analysis process
- IAC0102 The needs analysis document is successfully implemented
- IAC0103 The cost calculation is correctly estimated as part of needs analysis process.

1.2.2. PM-01-PS02: Promote preventive and corrective measures to control hazards and risks pertaining to the working environment

Scope of Practical Skill

Given a scenario with relevant information the learner must be able to:

- PA0201 Apply the principle of tolerate, treat, transfers, terminate to mitigate risks
- PA0202 Apply necessary legislation
- PA0203 Conduct walkabouts and audits
- PA0204 Give feedback report with findings and recommendations to management
- PA0205 Act on management instructions
- PA0206 Implement corrective actions
- PA0207 Monitor progress

Applied Knowledge

- AK0201 Knowledge of the risk rating matrix
- AK0202 Knowledge of the appropriate legislation
- AK0203 Analytical knowledge

Internal Assessment Criteria

- IAC0201 The severity of the risk is successfully identified
- IAC0202 The necessary regulations in the act pertaining to the process is correctly identified
- IAC0203 The preventive measures to mitigate the identified risks are successfully identified
- IAC0204 The measurement results (audit) and recommendations made on ineffective control measures from management are evaluated
- IAC0205 An action plan to monitor progress on corrective actions is correctly implemented

1.2.3. PM-01-PS03: Review current base line risk assessment using an objective approach

Scope of Practical Skill

Given a base line risk assessment and a scenario illustrating the change in risks and hazards within a typical forestry related operation, and information on the review team, the learner must be able to:

- PA0301 Evaluate the base line risk assessment according to the categories and activities of risk
- PA0302 Calculate associated risk
- PA0303 Review the risk rating according to probability, severity, and frequency
- PA0304 Identify and discuss the necessary changes to the risk assessment
- PA0305 Prioritise additional actions and requirements
- PA0306 Make the necessary changes as a team to the base line risk assessment

Applied Knowledge

- AK0301 Knowledge of the risk rating matrix
- AK0302 Analytical skills
- AK0303 Reasoning skills
- AK0304 Calculations

Internal Assessment Criteria

- IAC0301 Existing activities of risks are evaluated, and new activities and risks are included where necessary
- IAC0302 The risk rating matrix is correctly used, and an understanding of probability, severity and frequency is shown
- IAC0303 Actions to be taken are successfully prioritised
- IAC0304 Control measure changes are discussed with the SHE team, with emphasis on the importance of implementing and maintaining

1.2.4. PM-01-PS04: Perform an infield pre-entry/daily risk assessment at a work site

Scope of Practical Skill

Given access to a worksite and blank template the learner must be able to:

- PA0401 Identify the team members (at least 3) to conduct the risk assessment
- PA0402 Identify hazards and associated risks information such as rules, regulations and legislation, machine capabilities and limitations, etc.

- PA0403 Rate the risks and highlight highest risks
- PA0404 Determine mitigating measures
- PA0405 Communicate risks of the day and preventative measures to the supervisor and work team

Applied Knowledge

- AK0401 Observation skills
- AK0402 Mathematical skills
- AK0403 Knowledge of the risk rating matrix
- AK0404 Communication skills

Internal Assessment Criteria

- IAC0401 Obvious risks and hazards at hand are successfully identified
- IAC0402 The non-obvious risks present in the work area are successfully identified
- IAC0403 The risk is correctly rated according to severity and probability.
- IAC0404 Proper and relevant mitigating measures are established
- IAC0405 The risk templates are correctly completed, and these risks and mitigations are communicated to the work team and supervisor.

1.2.5. PM-01-PS05: Perform a continuous risk assessment

Scope of Practical Skill

Given access to an appropriate simulated workplace the learner must be able to:

- PA0501 Conduct a continuous risk observation (normal everyday observation)
- PA0502 Perform a walkabout risk assessment and purposefully observe the risks and potential hazards and rate the risks
- PA0503 Carryout a job observation and measure risk against instruction or procedure
- PA0504 Determine whether existing controls are effective, and risks have been correctly rated
- PA0505 Note any non-conformances

Applied Knowledge

- AK0501 Observation skills
- AK0502 HIRA Skills

Internal Assessment Criteria

- IAC0501 The relevant activities are observed and linked to the baseline risk assessment.
- IAC0502 A job observation form on two work activities is accurately completed and linked to the baseline risk assessment.
- IAC0503 Existing controls that are not effective are successfully identified and rated correctly
- IAC0504 Non-conformances are correctly captured for auctioning

1.2.6. PM-01-PS06: Draw up a toolbox talk derived from daily and continuous risk assessment

Scope of Practical Skill

Given continuous or pre-entry risk assessment information the learner must be able to:

- PA0601 Draw up a toolbox talk
- PA0602 Deliver the content to a team

Applied Knowledge

- AK0601 Writing skills
- AK0602 Presentation skills
- AK0603 Communications skills

Internal Assessment Criteria

- IAC0601 Key points are correctly summarized to create general awareness on the relevant risks
- IAC0602 A proper creative toolbox talk is developed on the identified key points
- IAC0603 The message is successfully brought across to create awareness

1.3 Provider Programme Accreditation Criteria

- Human Resource Requirements:
 - Facilitator/learner ratio 1:12 (practical module)
- Qualifications, registration, or experience of the trainer:
 - An appropriate certificate at NQF Level 5 or above or 5 years appropriate forestry safety experience
 - Registered as a facilitator and assessor with a FP&M SETA
- Physical Requirements:
 - The provider must have lesson plans and structured learning material or provide learners with access to structured learning material that addresses all the aspects of the curriculum
 - Key processes related to forestry operations
- Machinery and equipment
 - Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery
- Documentation
 - operator manuals, policies, procedures, templates etc.
- Legal Requirements:
 - Compliant with OHS ACT Requirements
- Safety Requirements:
 - Personal Protective Equipment (all within the required SABS standards):
 - Helmet
 - Visor
 - Safety boots
 - Adherence to company safety policies and procedures

1.4 Exemptions

- None

SECTION 3C: WORK INTEGRATED LEARNING MODULE SPECIFICATIONS

List of Work Integrated Learning Modules for which Specifications are included

900113-000-00-WM-01, Forestry and Related Industries Risk Assessment Processes, NQF Level 4, Credits
20

1. 900113-000-00-WM-01, Forestry and Related Industries Risk Assessment Processes, NQF Level 4, Credits 20

1.1 Purpose of the Work Experience Modules

The focus of the work experience is on providing the learner an opportunity to:

Assess hazards and identify risks in the forestry and related industry workplace and implement control measures.

The learner will be required to:

- WM-01-WE01: Assist management in drawing up a baseline risk assessment for new activities
- WM-01-WE02: Review current baseline risk assessment and prioritise additional actions and requirements
- WM-01-WE03: Evaluate a pre-entry/daily risk assessment of a workplace or activity
- WM-01-WE04: Perform continuous risk assessment
- WM-01-WE05: Draw up toolbox talks derived from daily and continuous risk assessment and ensure correct delivery and circulation thereof
- WM-01-WE06: Workplace operational plan involvement as part of a team
- WM-01-WE07: Review WSWP (written safe work procedure), WI (work instructions), SOP (standard operating procedure) or BOP (best operating procedure) to see if information is current and applicable
- WM-01-WE08: Monitor and update various matrices such as training, medical, PPE, etc. to maintain compliance and effectiveness against control measures in risk assessment

1.2 Guidelines for Work Experiences

1.2.1. WM-01-WE01: Assist management in drawing up a baseline risk assessment for new activities

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Familiarise self with the new task to be introduced into the company such as studying machine manuals, legislation, technical guides, safety manuals, etc.
- WA0102 Benchmark with other companies by doing internet searches
- WA0103 Assist with identifying the various steps of the activity
- WA0104 Assist in the identification of the hazards and risks associated with each step
- WA0105 Assist in the calculation of associated risks using the risk rating matrix
- WA0106 Assist in formulating control measures for mitigation of risks

Supporting Evidence

- SE0101 Baseline risk assessment

1.2.2. WM-01-WE02: Review current baseline risk assessment and prioritise additional actions and requirements

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0201 Determine whether existing control measures are effective by reviewing incident trends that have been identified during continuous risk assessments
- WA0202 Identify if the recalculation of risk rating is necessary
- WA0203 Determine additional actions and control measures to be implemented to address non compliance
- WA0204 Communicate to management at the SHE committee meeting about the additional control measures to be implemented

Supporting Evidence

- SE0201 Baseline risk assessment
- SE0202 SHE Committee meeting minutes

1.2.3. WM-01-WE03: Evaluate a pre-entry/daily risk assessment of a workplace or activity

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0301 Accompany the supervisor or safety rep or management and evaluate the content of the daily risk assessment
- WA0302 Observe the work area and identify and point out the not so obvious unsafe conditions
- WA0303 Discuss additional observations or unsafe conditions with the supervisor / SHE rep / manger to reach an objective risk rating and mitigation

Supporting Evidence

- SE0301 Pre-entry / daily risk assessment

1.2.4. WM-01-WE04: Perform continuous risk assessment

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0401 Observe workers for compliance with written procedures and standards during operations and throughout the day
- WA0402 Identify deviations from written safe work procedures (WSWP) and work instructions (WI) during work operations

- WA0403 Report on deviations to supervision and management and rectify according to the severity of the risk and consequence of risk
- WA0404 Make recommendations at future SHE committee meetings

Supporting Evidence

- SE0401 Continues risk assessment
- SE0402 WSWP
- SE0403 WI
- SE0404 SHE Committee meeting minutes

1.2.5. WM-01-WE05: Draw up toolbox talks derived from daily and continuous risk assessment and ensure correct delivery and circulation thereof

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0501 Identify the key points on unsafe acts and conditions and summarise information in a toolbox talk
- WA0502 Use a template to do a write up of the information in order of priority linked to the risk rating
- WA0503 Use drawings and illustrations to enhance the toolbox talk
- WA0504 Obtain approval from management for radical out of the norm subjects
- WA0505 Distribute the toolbox talk to relevant parties
- WA0506 Monitor delivery of the toolbox talk and test for understanding

Supporting Evidence

- SE0501 Signed toolbox talk

1.2.6. WM-01-WE06: Workplace operational plan involvement as part of a team

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0601 Do a walkabout with management of the workplace to identify all risks and hazards
- WA0602 Document identified risks on the risk template or pre-work agreement
- WA0603 Identify and record mitigation and control measures
- WA0604 Monitor the implementation of control measures and mitigations for compliance

Supporting Evidence

- SE0601 Risk assessment
- SE0602 Pre-work agreements

1.2.7. WM-01-WE07: Review WSWP (written safe work procedure), WI (work instructions), SOP (standard operating procedure) or BOP (best operating procedure) to see if information is current and applicable

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0701 Conduct task observations to determine whether current WSWP, WI, SOP and BOP is relevant and up to date
- WA0702 Identify and record areas which need improvement or to be updated
- WA0703 Formulate suggestions for improvement
- WA0704 Report on findings and suggestions at the SHE committee meeting
- WA0705 Conduct task observations with newly formatted check sheets, to appreciate changes
- WA0706 Review and report on findings of the implemented changes, whether successful or not

Supporting Evidence

- SE0701 Task observation
- SE0702 Action log
- SE0703 Report on findings
- SE0704 SHE Committee meeting minutes
- SE0705 Review Plan

1.2.8. WM-01-WE08: Monitor and update various matrices such as training, medical, PPE, etc. to maintain compliance and effectiveness against control measures in risk assessment

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0801 Conduct a first party audit on company matrices to establish whether the planning and phasing of the matrix is up to date
- WA0802 Identify and record short comings in the matrix and the implementation thereof
- WA0803 Compile a report on findings and recommendations and submit to management for corrective action and budget approval
- WA0804 Monitor the implementation of corrective action

Supporting Evidence

- SE0801 Audit report with findings
- SE0802 Risk assessment
- SE0803 Action log

1.3 Contextualised Workplace Knowledge

- 1 Safety system, its elements and documentation
- 2 Written safe work procedures (WSWP)
- 3 Work instructions (WI)
- 4 Standard operating procedure (SOP) or best operating procedure (BOP)
- 5 Workplace organogram and reporting structures
- 6 Applicable legislations

1.4 Criteria for Workplace Approval

Physical Requirements:

- Fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery
- Key Processes, e.g.:
- Forestry or related industries production processes

Human Resource Requirements:

- Manager with appropriate knowledge and experience of the workplace procedures in the area in which the learner is placed with 5 years of experience in a managerial position
- Supervisor/learner ratio of 1:3

Legal Requirements:

- None

Safety Requirements:

- Compliance with Occupational Health and Safety Act

1.5 Additional Assignments to be Assessed Externally

None

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum Number:	900113-000-00-00
Curriculum Title:	Forestry Hazard and Risk Assessor

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

325705001-WM-01, Forestry and Related Industries Risk Assessment Processes, NQF Level 4, Credits 20

WM-01-WE01	Assist management in drawing up a baseline risk assessment for new activities		
	Scope Work Experience	Date	Signature
WA0101	Familiarise self with the new task to be introduced into the company such as studying machine manuals, legislation, technical guides, safety manuals, etc.		
WA0102	Benchmark with other companies by doing internet searches		

WA0103	Assist with identifying the various steps of the activity		
WA0104	Assist in the identification of the hazards and risks associated with each step		
WA0105	Assist in the calculation of associated risks using the risk rating matrix		
WA0106	Assist in formulating control measures for mitigation of risks		
	Supporting Evidence	Date	Signature
SE0101	Baseline risk assessment		
WM-01-WE02	Review current baseline risk assessment and prioritise additional actions and requirements		
	Scope Work Experience	Date	Signature
WA0201	Determine whether existing control measures are effective by reviewing incident trends that have been identified during continuous risk assessments		
WA0202	Identify if the recalculation of risk rating is necessary		
WA0203	Determine additional actions and control measures to be implemented to address non compliance		
WA0204	Communicate to management at the SHE committee meeting about the additional control measures to be implemented		
	Supporting Evidence	Date	Signature
SE0201	Baseline risk assessment		

SE0202	SHE Committee meeting minutes		
WM-01-WE03	Evaluate a pre-entry/daily risk assessment of a workplace or activity		
	Scope Work Experience	Date	Signature
WA0301	Accompany the supervisor or safety rep or management and evaluate the content of the daily risk assessment		
WA0302	Observe the work area and identify and point out the not so obvious unsafe conditions		
WA0303	Discuss additional observations or unsafe conditions with the supervisor / SHE rep / manager to reach an objective risk rating and mitigation		
	Supporting Evidence	Date	Signature
SE0301	Pre-entry / daily risk assessment		
WM-01-WE04	Perform continuous risk assessment		
	Scope Work Experience	Date	Signature
WA0401	Observe workers for compliance with written procedures and standards during operations and throughout the day		
WA0402	Identify deviations from written safe work procedures (WSWP) and work instructions (WI) during work operations		
WA0403	Report on deviations to supervision and management and rectify according to the severity of the risk and consequence of risk		

WA0404	Make recommendations at future SHE committee meetings		
	Supporting Evidence	Date	Signature
SE0401	Continues risk assessment		
SE0402	WSWP		
SE0403	WI		
SE0404	SHE Committee meeting minutes		
WM-01-WE05	Draw up tool box talks derived from daily and continuous risk assessment and ensure correct delivery and circulation thereof		
	Scope Work Experience	Date	Signature
WA0501	Identify the key points on unsafe acts and conditions and summarise information in a tool box talk		
WA0502	Use a template to do a write up of the information in order of priority linked to the risk rating		
WA0503	Use drawings and illustrations to enhance the tool box talk		
WA0504	Obtain approval from management for radical out of the norm subjects		
WA0505	Distribute the toolbox talk to relevant parties		
WA0506	Monitor delivery of the toolbox talk and test for understanding		
	Supporting Evidence	Date	Signature
SE0501	Signed tool box talk		

WM-01-WE06	Workplace operational plan involvement as part of a team		
	Scope Work Experience	Date	Signature
WA0601	Do a walkabout with management of the workplace to identify all possible risks and hazards		
WA0602	Document identified risks on the risk template or pre-work agreement		
WA0603	Identify and record mitigation and control measures		
WA0604	Monitor the implementation of control measures and mitigations for compliance		
	Supporting Evidence	Date	Signature
SE0601	Risk assessment		
SE0602	Pre-work agreements		
WM-01-WE07	Review WSWP (written safe work procedure), WI (work instructions), SOP (standard operating procedure) or BOP (best operating procedure) to see if information is current and applicable		
	Scope Work Experience	Date	Signature
WA0701	Conduct task observations to determine whether current WSWP, WI, SOP and BOP is relevant and up to date		
WA0702	Identify and record areas which need improvement or to be updated		
WA0703	Formulate suggestions for improvement		

WA0704	Report on findings and suggestions at the SHE committee meeting		
WA0705	Conduct task observations with newly formatted check sheets, to appreciate changes		
WA0706	Review and report on findings of the implemented changes, whether successful or not		
	Supporting Evidence	Date	Signature
SE0701	Task observation		
SE0702	Action log		
SE0703	Report on findings		
SE0704	SHE Committee meeting minutes		
SE0705	Review Plan		
WM-01-WE08	Monitor and update various matrices such as training, medical, PPE, etc. to maintain compliance and effectiveness against control measures in risk assessment		
	Scope Work Experience	Date	Signature
WA0801	Conduct a first party audit on company matrices to establish whether the planning and phasing of the matrix is up to date		
WA0802	Identify and record short comings in the matrix and the implementation thereof		
WA0803	Compile a report on findings and recommendations and submit to management for corrective action and budget approval		

WA0804	Monitor the implementation of corrective action		
	Supporting Evidence	Date	Signature
SE0801	Audit report with findings		
SE0802	Risk assessment		
SE0803	Action log		

	Contextualised Workplace Knowledge	Date	Signature
1	Safety system, its elements and documentation		
2	Written safe work procedures (WSWP)		
3	Work instructions (WI)		
4	Standard operating procedure (SOP) or best operating procedure (BOP)		
5	Workplace organogram and reporting structures		
6	Applicable legislation		

	Additional Assignments to be Assessed Externally	Date	Signature
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