

# **ISO 45001 AND OHS LEGISLATION TRAINING CONTRACT DETAILED SCOPE OF WORK**

The service includes conformance to all Education, Training and Development practices and not limited to Facilitation of learning using a variety of different methodologies, Assessment of learning intervention with assessment instruments and Moderation where applicable, learning assessment design, learning content design, classroom effectiveness and the evaluation of learner participation. The roles and services will include but not limited to the following:

## **Detailed Scope of Work**

### **5.1 SHE Management Training (Classroom Based)**

**Duration:**

10 Days.

**Frequency:**

Training shall be provided on appointment and when the need arises.

**Refresher/Retraining:**

Retraining will be conducted where internal regulations, standards and procedures set change.

**Validation of certificate:**

Certificate does not expire.

**Unit Standard: (credits required)**

- 1) Facilitate the development, implementation and maintenance of a Safety, Health, and Environment management system - **Unit Standard 244283**
- 2) Explain basic health and safety principles in and around the workplace -**Unit Standard 259639**
- 3) Participate in the implementation and evaluation of a safety and health management programme in the workplace - **Unit Standard 259601**

**Target Group:**

OHS/SHE Professionals, SHE Reps, Managers and Supervisors.

**Purpose:**

To give learners the understanding and skills to conduct an organisation's baseline, issue based and continuous risk assessments, as well as understanding of SHE management system requirements and procedures.

**Course contents:**

The course should cover the following aspects:

- 1) Understanding of SHE management system requirements and procedures.
- 2) Safety hazards and environmental aspects identification and risk assessment in the workplace.
- 3) Guidance on development and implementation of SHE management system procedures and work instructions.
- 4) Understanding of the various workplace SHE aspects e.g., Occupational hygiene, mechanical, electrical, environmental impacts, occupational health, etc.
- 5) The link between occupational health and occupational hygiene and the effect on workplace safety.
- 6) The impact of human behaviour on workplace safety.
- 7) Applicable SHE legal requirements

**Course outcomes:**

- 1) Explain SHE management requirements and procedures,
- 2) Conduct safety hazards and environmental aspects identification and risk profiling in the workplace'.
- 3) Develop and implement SHE management systems and work instructions.
- 4) Prevention and management of workplace incidents
- 5) Understanding of the link between human behaviour and safety
- 6) An appreciation of the applicable SHE legal requirements and an ability to comply to these in the workplace.

## **5.2 OHS legislation for OHS Practitioners (Classroom based)**

### **Duration:**

10 Days

### **Frequency:**

Once off and training shall be provided as and when the need arises.

### **Unit Standard: (credits required)**

Demonstrate understanding of occupational health and safety legislation in the workplace - **Unit Standard - 244288**

Demonstrate knowledge and understanding of relevant current occupational health and safety legislation - **Unit Standard 120344**

### **Target Group:**

OHS/ SHE Practitioners and Employees on the SHE Practitioners Development Program and those aspiring to be SHE Practitioners.

### **Purpose:**

The purpose of this course is to provide learners with knowledge of the basic principles of occupational health and safety legislation, the consequences of non-compliance and skills that will enable them to practice effectively at Business Units and Construction Sites.

### **Course contents:**

#### **Introduction**

The introductory part of the course should entail the following outcomes:

- 1) How legislation is compiled and promulgated.
- 2) How to read and understand an Act, its Regulations and reference material.
- 3) Understanding legal principles, prosecution, and compliance.
- 4) High level overview of Provincial and Local Authority By-laws.
- 5) General legal principles

#### **Health legislation**

- 1) Detailed overview of applicable health legislation at National level.
- 2) Requirements and compliance to applicable health legislation.
- 3) Registration, certification, and minimum documentation required for Eskom Clinics.

#### **As a minimum, the following statutes need to be discussed in detail:**

- 1) The Constitution of the Republic of South Africa, 1996
- 2) Occupational Health and Safety Act (Act no. 84 of 1993)
- 3) Hazardous substance Act (Act no. 15 of 1973)

- 4) Compensation of Occupational Injuries and Diseases Act (Act no. 130 of 1993)
- 5) Foodstuffs, Cosmetics, and disinfectants Act (Act 54 of 1972)
- 6) Health Act (Act 63 of 1997)
- 7) Medicines and Related Substances Act 101 of 1965
- 8) Tobacco Products Control Amendment Act 63 of 2008

#### **Safety legislation**

- 1) Detailed overview of applicable environmental legislation at National level.
- 2) Requirements and compliance to applicable environmental legislation.
- 3) Registration, certification, and minimum documentation required for Eskom.

#### **As a minimum, the following statutes need to be discussed in detail:**

- 1) The Constitution of the Republic of South Africa, 1996
- 2) National Roads Act (Act no. 54 of 1971)
- 3) Fire brigade services act (Act 99 of 1987)
- 4) Road traffic act (Act 29 of 1989)
- 5) Occupational Health and Safety Act (Act no. 84 of 1993)
- 6) Mines Health and Safety Act 29 of 1996
- 7) Compensation of Occupational Injuries and Diseases Act (Act no. 130 of 1993)
- 8) Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act 36 of 1947
- 9) National Key Points Act 102 of 1980

#### **Court proceedings**

- 1) Detailed overview of the structures for courts in RSA.
- 2) Detailed overview of the role and function of courts in different levels.
- 3) Detailed overview of correct court proceedings in a Civil case as opposed to a Criminal case.

#### **Legal compliance management**

- 1) Introduction and appreciation of the SHE legal register managed in Eskom.
- 2) Registration on the SHE Legal Register website and practical use of the centralised legal compliance registers.

#### **Course outcomes:**

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

- 1) Demonstrate knowledge and understanding of the basic principles of the relevant legislation.
- 2) Explain the requirements for compliance as stipulated in the current legislation.
- 3) Determine the management controls required under legislation to achieve compliance.
- 4) Demonstrate knowledge and understanding of record keeping required by the legislation.
- 5) Explain the legal obligations of the employer in terms of training and communication.
- 6) Discuss pertinent occupational health and safety legislation applicable to a specific workplace.
- 7) Discuss and explain the application of the common law principles pertinent to health and safety in the workplace.
- 8) Apply the current Act for compensation for occupational injuries and diseases in the workplace.

### **5.3 Principles of ISO 45001 latest standard version Training**

#### **Duration:**

1 Day

#### **Prerequisite:**

None

**Frequency:**

Training shall be provided as and when the need arises.

**Refresher/Retraining:**

Refresher training will be conducted as and when required.

**Validation of certificate:**

Certificate will not expire.

**Unit Standard:**

NA

**Target Group:**

All employees involved in the implementation of the OHS Management System and contractor OHS Management Personnel.

**Purpose:**

To provide learners with a basic understanding of the principles and requirements for the application and implementation of ISO 45001: 2018, Occupational Health and Safety management system and benchmark practices.

To enable learners to run a competitive, reputable, and sustainable business and maintain acceptable standards of performance related to the process, product, or service.

**Learning outcomes:**

- 1) An understanding of the new structure of the standard
- 2) A basic knowledge of Health & Safety Issues
- 3) An appreciation of Risk Analysis process
- 4) A detailed review and interpretation of the main requirements of ISO 45001:2018

**On completion of this course, learners will be able to understand the:**

- 1) Introduction of Occupational Health and Safety Management (ISO 45001)
- 2) Elements of a successful Occupational Health and Safety Management system
- 3) Fundamental issues pertaining Occupational Health and Safety Management Systems.
- 4) Comparison between OHSAS 18001:2007 and ISO 45001:2018
- 5) Basic understanding of the Requirements of ISO 45001:2018
- 6) Documentation and steps necessary for implementation of ISO 45001:2018
- 7) Applying the fundamentals of risk management.

**5.4 ISO 45001:2018 Train the Trainer (Classroom Based)****Duration:**

2 Days

**Prerequisite:**

Candidates must complete 5 Days Facilitation Skills training, **Migration from OHSAS 18001:2007 to ISO 45001:2018 and ISO 45001:2018 Understanding and Implementation Training before being allowed to do this course.**

**Frequency:**

Training shall be provided as and when the need arises.

**Refresher/Retraining:**

Refresher training will be conducted as and when required.

**Validation of certificate:**

Certificate will not expire.

**Unit Standard:**

NA

**Target Group:**

SHEQ Practitioners

**Purpose:**

To provide learners with a basic understanding of the principles and requirements of the standard.

**Learning outcomes:**

1. An understanding of the new structure of the standard
2. A basic knowledge of Health & Safety Issues
3. An appreciation of Risk Analysis process
4. A detailed review and interpretation of the main requirements of ISO 45001:2018

**On completion of this course, learners will be able to understand the:**

1. Introduction of Occupational Health and Safety Management (ISO 45001)
2. Elements of a successful Occupational Health and Safety Management system
3. Fundamental issues pertaining Occupational Health and Safety Management Systems.
4. High level Comparison between OHSAS 18001:2007 and ISO 45001:2018
5. Basic understanding of the Requirements of ISO 45001:2018
6. Documentation and steps necessary for implementation of ISO 45001:2018
7. Applying the fundamentals of risk management.

**Supplier who will get technical approval to present this course will be expected to allow Eskom to use their material to present the 1- day Principles of ISO 45001 Latest Version Training internally.**

## **5.5 ISO 45001:2018 Understanding and Implementation Training**

**Duration:**

5 Days.

**Frequency:**

Training shall be provided as and when the need arises.

**Refresher/Retraining:**

Refresher will be conducted where the content of standard change.

**Validation of certificate:**

Certificate does not expire.

**Unit Standard:**

None

**Target Group:**

All employees involved in the implementation of the OHS Management System and contractor OHS Management Personnel.

**Purpose:**

To provide learners with the necessary knowledge and skills to enable them to understand, plan, implement and audit an Occupational Health and Safety Management System based on the ISO 45001:2018 Standard.

To enable learners to run a competitive, reputable, and sustainable business and maintain acceptable standards of performance related to the process, product, or service.

**On completion of this course, learners will be able to understand and explain the:**

- 1) Elements of a successful Occupational Health and Safety Management system
- 2) Fundamental issues pertaining Occupational Health and Safety Management Systems.
- 3) Comparison between OHSAS 18001:2007 and ISO 45001:2018
- 4) Demonstrating an understanding of Occupational Health and Safety theories and principles.
- 5) Documentation and steps necessary for implementation of ISO 45001:2018
- 6) Applying the fundamentals of risk management.
- 7) Applying an Occupational Health and Safety Management System within the organisation

**Learning Outcomes:**

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

- 1) Explain the fundamentals of Occupational Health and Safety Management Systems.
- 2) Explain the elements of a successful Occupational Health and Safety Management system.
- 3) Establish, implement, and maintain a successful Occupational Health and Safety Management system in line with ISO 45001:2015 Standard.

## **5.6 ISO 45001 Internal Auditors Training**

**Duration:**

3 days

**Prerequisite:**

ISO 45001:2018 Understanding and Implementation training (5 days)

**Frequency:**

Training shall be provided as and when the need arises.

**Refresher/Retraining:**

Refresher training will be conducted as and when required.

**Validation of certificate:**

Certificate will not expire.

**Unit Standard:**

NA

**Target Group:**

Occupational Health and Safety Management Practitioners

**Purpose:**

The purpose of this course is to equip learners with knowledge and skills to audit the Occupational Health and Safety Management System using/ following ISO 19011:2011. Successful Training Providers will be expected to update their training material immediately when the ISO 19011:2018 (Guidelines auditing management systems – ISO/PC 302) is published internationally.

**Course contents and outcomes:** On completion of this course, learners will:

- 1) Understand the new structure of the ISO 45001:2018 standard and the ISO 19011:2018 (Guidelines auditing management systems – ISO/PC 302).
- 2) Have an appreciation of Risk Analysis process.
- 3) Understand Occupational Health and Safety Management System Standard
- 4) Know auditing principles and how to prepare for Audits.
- 5) Understand the ISO 45001 format and the process of effectively auditing the intent of ISO 45001 standard.
- 6) Be able to compile and manage an Audit Programme,
- 7) Be able to complete the Audit Plan, checklist, opening and closing meeting agenda and NC Report
- 8) Identify and report non-conformances.
- 9) Know how to perform an audit.
- 10) Be able to prepare and distribute the audit report.
- 11) Evaluate corrective actions for root causes.
- 12) Know and comply to SAATCA Internal Auditor Registration process.

## **5.7 ISO 45001 Lead Auditors Training**

**Duration:**

5 days

**Prerequisite:**

ISO 45001:2018 Understanding and Implementation training (5 days)

**Frequency:**

Training shall be provided as and when the need arises.

**Refresher/Retraining:**

Refresher training will be conducted as and when required.

**Validation of certificate:**

Certificate will not expire.

**Unit Standard:**

NA

**Target Group:**

Occupational Health and Safety practitioners responsible for leading Occupational Health and Safety Management System audits and assurance.

**Purpose:**

The purpose of this course is to equip learners with knowledge and skills to audit and lead audits of Occupational Health and Safety Management System in line with ISO 19011 & ISO 17021 standards requirements.

**Course Outcomes:**

On completion of this course, learners will:

- 1) Understand OHS management definitions, concepts, and guidelines.
- 2) Understand the requirements of the ISO 45001:2018 standard.

- 3) Understand the roles and responsibilities of the lead auditor.
- 4) Apply ISO 19011 and ISO 17021 definitions, concepts, and guidelines.
- 5) Recognize the principles, practices, and types of audits.
- 6) Understand the role of objectives, scope, and criteria in the audit process.
- 7) Be able to plan and lead audits.
- 8) Learn how to manage the auditing programme.
- 9) Learn how to perform/conduct an audit and to communicate effectively during the audit.
- 10) Be able to prepare audit conclusions.
- 11) Be able to report audit results.
- 12) Understand and comply to SAATCA Auditor/ Lead Auditor Registration requirements.

### **5.8 NEBOSH Construction Health and Safety Management**

**Duration:** 15 Days

**Frequency:** Training shall be provided as and when the need arises.

**Target Group:** Operating Managers, First Line Supervisors, and SHE Professionals who require competency in the management and control of Occupational Health, Safety, Environment and Quality issues.

**Pre-requisite:** N/A

#### **Objectives and Outcomes:**

The purpose of this course is to equip learners with knowledge and skills to be able to explain the importance of integrating safety and health (SHEQ) considerations in routine activities within the workplace and identify the critical areas to prevent incidents.

Also, to be able to measure safety performance against established objectives, deal with any deviations from the set objectives and make recommendations on the development of the safety and health (SHEQ) management programme.

#### **Course contents:**

The course is structured around NGC1: Management of Health and Safety workplace hazards, NCC1: Managing and Controlling Hazards in Construction Activities and NCC2: Construction Health and Safety Practical and covers the following:

1. Foundation in Occupational health and safety
2. Concept of SHEQ management
3. Basic Legal Liability concepts and Health and Safety Policy
4. Organising for health and safety in the workplace, Health and Safety Committees and Representatives
5. Promoting a positive health and safety culture
6. Risk assessment
7. Principles of control and incidents prevention
8. General site issues – hazards and controls (including requirements for premises, housekeeping, machinery, and equipment safety)
9. Working at height – hazards and control
10. Excavation work and confined spaces – hazards and control

11. Demolition – hazards and control
12. Movement of people and vehicles – hazards and control
13. Work equipment – hazards and control
14. Manual and mechanical handling – hazards and control
15. Electrical – hazards and control
16. Fire – hazards and control
17. Chemical and biological health – hazards and control
18. Physical and psychological health – hazards and control
19. Incident investigation, recording and reporting.
20. Monitoring, review, and audit

**Course outcomes:**

1. On completion of this course, learners will be able to:
2. Explain the communication processes in promoting occupational health and safety in the working place.
3. Demonstrate the planning and execution of a project designed to promote occupational health and safety in the working place.
4. Monitor, measure, and report on the effectiveness of the promotional programme.

**Resources:** External

**Delivery:** Classroom

**5.9 Safety Stacking and Storage training**

**Duration:** 3 Days

**Frequency:** Training shall be provided as and when the need arises.

**Target Group:** Stores and Maintenance personnel and all other employees exposed to stacking and storage risk.

**Pre-requisite:** N/A

**Objectives and Outcomes:**

The purpose of this course is to equip learners with knowledge and skills to be able to understand the hazards of poor stacking and storage of different material and applicable control measures to ensure proper storage practices and avoid the risk of falling objects.

**Course contents:**

The course should be practical and covers the following items:

1. Legal requirements
2. Written Safe Work Procedures for stacking and storage of different material
3. Importance of Housekeeping, demarcations and colour coding in stores
4. Required PPE per area and stored material
5. Floors and supporting systems/structures
6. Safe Stacking techniques and procedures
7. Material handling and moving equipments
8. Store area management and inspections
9. Fire Safety and emergency preparedness in for stores
10. Automated storage systems
11. Training and competency for stores personnel

12. Incident investigation, recording and reporting.
13. Monitoring, review, and audit

**Course outcomes:**

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

1. Explain the legal requirements and procedures related to stacking and storage practices in the workplace.
2. Demonstrate an understanding of the planning and execution of safe stacking and storage practices
3. Demonstrate good understanding of the importance of different materials and goods segregation to prevent cross contamination and hazardous conditions
4. Practice safe rules for de-stacking
5. Know and understand the safe use of material handling equipments such as forklifts, pallet jacks and other handling tools
6. Storage area management, inspections and audits
7. Housekeeping practices in stores
8. Demonstrate proper understanding of the purpose of good lighting and noise control in stores
9. Demonstrate good understanding of proper selection, use and maintenance of PPE related to material storage and stacking.
10. Explain the required fire prevention practices and emergency preparedness procedures related to stacking and storage.
11. How to ensure continuous improvement for material handling, stacking and storage work areas.

**Resources:** External

**Delivery:** Classroom



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