



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Workplace Health Safety And Security Essentials Training

Business, Commerce and Management Studies / Office Administration

Unit Standard 110064 · NQF Level 2 · 4 Credits · 1 Day

COURSE OVERVIEW

This course equips learners with essential knowledge and skills to identify, assess, and manage workplace health, safety, and security risks. It covers legal requirements, hazard identification, emergency procedures, and incident prevention, ensuring a safer working environment. Participants will learn to apply safety protocols and contribute to a culture of health and security in the workplace.

Category	Business, Commerce and Management Studies
Subfield	Office Administration
Unit Standard	110064
Accreditation	SAQA Accredited · NQF Level 2 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply relevant health, safety, and security legislation and regulations to workplace scenarios.
- Identify and assess workplace hazards and risks using appropriate methods.
- Implement control measures to mitigate identified risks and prevent incidents.
- Demonstrate procedures for responding to emergencies and incidents.
- Evaluate the effectiveness of health, safety, and security measures in the workplace.
- Communicate health, safety, and security information effectively to stakeholders.

WHO SHOULD ATTEND

- This course is designed for employees, supervisors, and managers across all industries who are responsible for or involved in maintaining workplace health, safety, and security.
- It is ideal for those seeking to comply with South African occupational health and safety legislation.

COURSE OUTLINE

Day 1: Foundations of Workplace Health, Safety and Security

- Overview of OHS Act, Compensation for Occupational Injuries and Diseases Act (COIDA), and relevant regulations.
- Roles and responsibilities of employers, employees, and health and safety representatives.
- Hazard identification and risk assessment (HIRA) principles.
- Common workplace hazards: physical, chemical, biological, ergonomic, and psychosocial.
- Emergency procedures: fire, evacuation, first aid, and security incidents.
- Personal protective equipment (PPE) selection, use, and maintenance.
- Incident reporting and record-keeping.
- Promoting a positive safety culture and employee participation.

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **4 NQF credits** at **NQF Level 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
31 Jul 2026	31 Jul 2026	On-Campus	Cape Town, South Africa
31 Jul 2026	31 Jul 2026	On-Campus	Accra, Ghana
03 Aug 2026	03 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	03 Aug 2026	On-Campus	Lagos, Nigeria
04 Aug 2026	04 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Johannesburg, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Dubai, UAE
07 Aug 2026	07 Aug 2026	On-Campus	Mauritius

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 110064) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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