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

Safety Officer Training

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0287 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This comprehensive Safety Officer Training course equips learners with the practical skills and theoretical knowledge required to effectively implement and maintain occupational health and safety (OHS) systems in the workplace. It focuses on identifying hazards, conducting risk assessments, and ensuring compliance with South African legislation, thereby fostering a culture of safety and reducing workplace incidents.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0287
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Apply the requirements of the Occupational Health and Safety Act and relevant regulations to workplace scenarios.
- Conduct comprehensive hazard identification and risk assessments to determine appropriate control measures.
- Demonstrate the ability to investigate workplace incidents and recommend corrective actions to prevent recurrence.
- Implement and monitor safety communication and training programs to promote a positive safety culture.
- Evaluate the effectiveness of a safety management system and propose improvements based on audit findings.

WHO SHOULD ATTEND

- This course is designed for individuals seeking to become safety officers, as well as current safety representatives, supervisors, and managers who wish to enhance their competency in managing workplace safety.

COURSE OUTLINE

Day 1: **Introduction to Occupational Health and Safety**

- Overview of Occupational Health and Safety (OHS
- Historical incidents that shaped modern safety practices
- South African legislative framework: OHS Act, Mine Health and Safety Act, etc.
- Key regulatory bodies: Department of Employment and Labour, etc.
- Role and responsibilities of a Safety Officer
- Safety culture and its impact on organizational performance

Day 2: **Hazard Identification and Risk Assessment**

- Types of hazards: physical, chemical, biological, ergonomic, psychosocial
- Hazard identification methods: inspections, audits, job safety analysis
- Risk assessment process: identification, analysis, evaluation
- Risk matrix and risk scoring
- Hierarchy of controls: elimination, substitution, engineering, administrative, PPE
- Practical exercise: hazard hunt and risk assessment

Day 3: **Incident Investigation and Reporting**

- Incident vs. accident; near misses
- Legal requirements for incident reporting
- Steps in incident investigation: securing the scene, gathering data, analyzing
- Root cause analysis: 5 Whys, fishbone diagram
- Corrective and preventive actions
- Report writing and documentation

Day 4: **Safety Training, Communication, and Emergency Preparedness**

- Principles of adult learning
- Developing safety training materials
- Effective safety communication: toolbox talks, posters, meetings
- Emergency preparedness: fire, evacuation, first aid
- Emergency response team and drills
- Safety committees and employee involvement

Day 5: **Safety Management Systems and Continuous Improvement**

- Safety management system frameworks: ISO 45001, OHSAS 18001 (historical
- Safety policy and objectives
- Safety inspections and audits
- Safety performance indicators: lagging and leading
- Continuous improvement: Plan-Do-Check-Act cycle
- Integrating safety into organizational culture

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	**R 17,700.00**
1	In-House	R 23,900.00	**R 23,900.00**
1	On-Campus (Pretoria)	R 26,700.00	**R 26,700.00**

UPCOMING SESSIONS

Start	End	Method	Venue
07 Dec 2026	11 Dec 2026	Online	—
07 Dec 2026	11 Dec 2026	On-Campus	Maseru, Lesotho
07 Dec 2026	11 Dec 2026	On-Campus	Kigali, Rwanda
07 Dec 2026	11 Dec 2026	On-Campus	Accra, Ghana
07 Dec 2026	11 Dec 2026	On-Campus	Cape Town, South Africa
07 Dec 2026	11 Dec 2026	On-Campus	Abu Dhabi, UAE
07 Dec 2026	11 Dec 2026	On-Campus	Victoria Falls, Zimbabwe
14 Dec 2026	18 Dec 2026	On-Campus	Mbabane, Eswatini

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

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard AATICD-0287) and click **Get A Quotation**. 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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