Accredited Africa Training Institute for Capacity Development
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COURSE BROCHURE

Workplace Safety Inspection

Custom Courses / Health, Safety and Environment (HSE)

Unit Standard AATICD-0293 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to conduct effective workplace safety inspections, identify hazards, and recommend corrective actions. It promotes a proactive safety culture and ensures compliance with South African occupational health and safety legislation.

Category	Custom Courses
Subfield	Health, Safety and Environment (HSE)
Unit Standard	AATICD-0293
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 relevant occupational health and safety legislation and regulations to workplace inspections.
- Plan and prepare for a workplace safety inspection, including gathering necessary documentation and checklists.
- Conduct a systematic workplace inspection to identify hazards and unsafe conditions or practices.
- Analyze inspection findings to determine risk levels and prioritize corrective actions.
- Demonstrate effective communication of inspection results and recommendations to management and employees.
- Evaluate the effectiveness of implemented corrective actions and recommend improvements for continuous safety enhancement.

WHO SHOULD ATTEND

- This course is designed for health and safety representatives, supervisors, team leaders, and any employees responsible for conducting workplace inspections or contributing to a safe working environment.

COURSE OUTLINE

Day 1: Introduction to Workplace Safety Inspections

- The need for safety inspections: reducing accidents and improving safety culture
- Legal framework: Occupational Health and Safety Act (Act 85 of 1993) and regulations
- Key definitions: hazard, risk, incident, near miss
- Types of inspections: planned, unplanned, formal, informal
- Roles and responsibilities of inspectors, supervisors, and employees
- Overview of the inspection process: preparation, execution, reporting, follow-up

Day 2: Hazard Identification and Risk Assessment

- Categories of hazards: physical, chemical, biological, ergonomic, psychosocial
- Common hazards in different work environments (e.g., manufacturing, offices, construction
- Hazard identification methods: checklists, observation, interviews, document review
- Risk assessment fundamentals: likelihood and severity
- Risk rating matrices and prioritization
- Recording findings: inspection forms, checklists, and electronic tools
- Practical examples of hazard identification

Day 3: Inspection Techniques and Safety Checklists

- Designing checklists: tailoring to specific workplace needs
- Inspection techniques: walkthrough, sampling, observation, review of records
- Conducting inspections: opening meeting, touring, closing meeting
- Recognizing unsafe acts and conditions
- Interviewing employees and gathering information
- Communication skills for inspectors: active listening, questioning, feedback
- Common pitfalls in inspections and how to avoid them

Day 4: Reporting, Documentation, and Corrective Actions

- Structure and content of inspection reports
- Writing clear, factual, and objective findings
- Root cause analysis techniques (e.g., 5 Whys, fishbone
- Developing corrective action plans: SMART criteria
- Hierarchy of controls: elimination, substitution, engineering, administrative, PPE
- Presenting findings to management and employees
- Tracking and verifying corrective actions
- Legal requirements for reporting and record-keeping

Day 5: Advanced Inspection Practices and Continuous Improvement

- Behavior-based safety and its role in inspections
- Ergonomic and environmental inspections
- Integrating inspections with safety management systems (ISO 45001
- Key performance indicators for inspection programs
- Auditing inspection programs: internal and external
- Continuous improvement: Plan-Do-Check-Act cycle
- Case studies of successful inspection programs
- Group exercise: simulated inspection and report preparation

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-0293) 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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