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## **REGULATIONS FOR THE PROFESSIONAL CERTIFICATE IN APPLYING SHE PRINCIPLES AND PROCEDURES (ASHEPP)**

These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2022)

**Name of Qualification:** Applying SHE Principles and Procedures (ASHEPP)

1. **Duration of the course :** 5 days
2. **Student entry qualifications:**
  - i. Normally a prospective student must possess a minimum of 5 O LEVELS
  - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution or class 2(two) driver
  - iii. Relevant work experience
  - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

## **PROGRAMME STRUCTURE**

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge.

## **MODE OF DELIVERY**

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

## **LEARNING RESOURCES**

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

## **CONTINUOUS ASSESSMENT METHOD**

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

## **WRITTEN END OF SEMESTER EXAMINATION**

- i. Each taught module shall be examined in written form.
- ii. The candidate shall be required to answer four (4) essay questions per module from a list of Six (6) possible questions.

## **Applying SHE Principles and Procedures (ASHEPP)**

The course will enable learners to understand the importance of compliance to safety, health and environmental legal and other requirements for a specific workplace and the importance of integrating safety, health and environmental considerations into all routine activities at the workplace. In addition learners will be able to identify any deviations and workplace safety performance in the workplace from health, safety and environmental requirements and be able to ensure that the correct action is taken in situations where safety health and environmental issues are not in accordance with requirements.

### **Formative assessment**

- Various activities will be completed during class and as homework

### **Summative assessment**

- Written assessment and practical exercise to be completed at the end of the course
- Learners need to achieve a minimum of 65%.

### **Course outline**

By the end of the course, the successful learner will be able to:

- understand the importance of compliance to the requirements – both legal HSE requirements and others – in a workplace
- integrate HSE considerations into all routine activities in a workplace
- identify HSE-related deviations in the workplace, as well as deviations related to HSE performance in the workplace
- recommend corrective actions where HSE-related deviations are not in accordance with specified requirements
- explain the safety, health and environmental requirements applicable in a specific workplace
- monitor workplace compliance to safety, health and environmental requirements, against specified requirements
- evaluate performance of workplace safety activities required by safety, health and environmental management programmes
- remedy workplace non-compliance to, and non-performance of, safety, health and environmental requirements and programmes.