

Global FM School for Facilities Management

Course Outline Guide 2024

Short Course Program: Occupational Health and Safety for General Managers and FM Managers



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1. What is the Occupational Health and Safety Course?

This course will assist the Facility Manager and Management to explain the basic principles of the OHSA Act and accompanying Regulations, Explain the requirements for minimum compliance stipulated in the Act, Interpreting the management controls required to achieve compliance, and Explaining the obligations of Managers in terms of communication and training.



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2. General Information

2.1 Entrance requirement for this course

Open - No pre-requisites required

2.2 Duration of the course

This course has been designed to be presented over 2 days.

2.3 Course dates

March 2024

2.4 Methodology on Class Attendance

The Course will be presented via Webinar.

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2.5 Tuition Fees

Per learner: R 6 500.00 (Incl. Vat) per learner

2.6 What are the payment terms and conditions?

Pre-payment is essential for all courses.

Certificates will only be issued to learners that have complied with all the requirements for a particular course. No certificates will be issued to any learner that is not fully paid-up.

Global-FM retains the right to amend course dates/ module dates. Should this occur, Global-FM will offer alternative dates in co-operation with the learners.

Should you be forced to pull out of a course prior to the commencement of the course, before attending the classes, you may be substituted by another without extra cost.

A registration fee of R 200.00 excluding VAT is payable on your registration.

In the event of cancellation made at least 30 days prior to the commencement date, a full refund of the course fee will be made. For a cancellation, made between 14 - 30 days prior to the commencement date, a 50% refund of the course fee will be made. If a cancellation is made less than 14 days prior to the commencement date, no refund of the course fee will be made.

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2.7 What are the registration fees?

R 200.00 excluding VAT

3. How to register

Please visit our website:

www.global-fmschool.com, and click on the "contact button" to submit your application to register.

Alternatively, send an email to admin@global-fmschool.com and a electronic registration form will be emailed to you, to complete.

Thereafter, the logistics for the enrollment procedures will be communicated to you via email.

4. Who endorses the Course?

Global-FM School for Facilities Management.

This is a Non-Credit Bearing Course

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5. Course Topics

The topics for this course includes the following:

1. The Basic Principles of the Act and the Accompanying Regulations, focusing on The concepts of civil liability and criminal liability are explained with examples, Reasons for the existence of the Act are explained with reference to health, safety and good corporate governance, The Act and Regulations are used to access information for different scenarios, and the Responsibility of an organisation to ensure compliance within the generic framework of the Act explained and an indication is given of the legal implications of non-compliance.
2. Explain the requirements for minimum compliance stipulated in the Act, focusing on the structures required to facilitate application of the Act in an organisation will be named, and an indication given of the appointments required to achieve compliance. The duties of selected designated appointments explained with reference to responsibilities and accountability, and The obligations of the employer to provide the means to comply with the Act explained with reference to resources and financing.

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3. Interpreting the Management Controls required to achieve compliance, focusing on A Compliance plan developed for an organisation / business unit, A Risk Assessment conducted and an indication is given of control measures required to contain the assessed risks in an organisation / business unit at an acceptable level, A system to assess and review risk control measures is proposed for a specific organisation / business unit, and the use of documents and records in a management audit to support legal defence, compliance, and corporate governance is explained with reference to the evidence each document provides.
4. The Obligations of Managers in terms of Communication and Training, focusing on the obligations of management to communicate policies and procedures relating to OHSA explained with examples, the legal requirements in respect of training explained for a specific workplace, and the duties of employees to comply with safety requirements and report health and safety risks / threats to themselves are explained and a process is proposed to ensure compliance.

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