

**Safety, Health and Environment (SHE)**

# Managing Hazards at workplace

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSD2746**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

Hazard management is essentially a problem-solving process aimed at defining problems (identifying hazards), gathering information about them (assessing the risks) and solving them (controlling the risks). Where a control has been used to address an identified hazard, this should be reviewed by checking the effectiveness of the control (evaluation). The whole hazard management process should also be reviewed after a period of time or when something changes.

Hazardous situations and objects are all around us – at home, in public places and at work. Every worker has a role to play in making the workplace as healthy and safe as possible. As you go about your daily work, it is important that you recognise potential hazards and assess risks so that appropriate action can be taken.

## Course Outcomes

- This course aims to train attendees to be effective Risk Managers through the process of identification, assessment and control of hazards in their workplace.
- Describe the health and safety effects relating to the use of hazardous chemicals
- Explain the importance and use of reading labels and Safety Data Sheets
- Explain how management should:

- a) Identify what substances in their workplace involve risks to health and safety.
  - b) Assess risks relating to the use of those substances.
  - c) Identify appropriate control measures.
  - d) Review control measures for substances in the workplace
- Explain what their role is in implementing or assisting in the implementation of the work health and safety management system.
  - Outline the requirements that are set out in the WHS Act 2011 and WHS Regulation 2011 for workplace substances.
  - Describe the content and explain the importance of the Managing Risks of Hazardous Chemicals in the Workplace Code of Practice
  - Outline the steps that are required in their workplace to manage workplace substances.

## Course Outline / Curriculum

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Identify hazards and assess risk

Health and safety at work Page

Workplace hazards and risks Page

Causes of injury Page

A risk management approach Page

Types of hazards Page

Reporting a hazard Page

Risk assessment Page

Risk management strategy Page

Control measures Page

Follow procedures and strategies for risk control

Legislative requirements Page

Organisational policy Page

Workplace induction Page

Reporting mechanisms Page

Hazard reporting procedures Page

Notifiable incidents Page

Less serious incidents Page

Managing aggression Page

Reporting incidents Page

Participating in WHS procedures Page

Emergency plans Page

Contribute to OHS in the workplace

A culture of safety Page

Continuous improvement Page

Employees' WHS rights Page

Employer and employee responsibilities Page

Supporting WHS processes Page

Consultation Page

Formal consultative processes Page

Participative arrangements Page

Supporting risk control procedures Page

Assist with health and safety audits Page

Providing feedback Page

## Target Audience

Managers, supervisors and others who need to know how to identify, assess, and control health and safety risks in their workplace and why it must be done.

## Key Course Benefits

### Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda Kampala, Uganda Nairobi

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning Remote Teams Flexit

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite Custom Dates Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

[Government Training](#)

[NGO Capacity Building](#)

[Corporate Workshops](#)

[Online Learning](#)

[Face-to-Face Training](#)

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Managing Hazards at workplace
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue /Date</b>	
<b>Estimated Number ofDelegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

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Authorised Name

Signature / Stamp

Date

Prepared by Magna Skills Development Institute | Training Coordinator: Denis Wunganayi

Register: <https://www.magnaskills.com/applyadd?c=2746> | Course Page: <https://www.magnaskills.com/course/2746> | WhatsApp: +27 63 007 9022

This document is intended to support course review, sponsorship approval, delegate nomination and organisational training planning.