

SAFETY OFFICER

PROFESSIONAL ONLINE COURSE

SGTAEC25018



About this course

The role of the Safety Officer is critical in ensuring legal compliance, preventing workplace incidents, and protecting both employees and employers from unnecessary harm and liability. In South Africa, Safety Officers are expected to understand and apply the Occupational Health and Safety Act, associated regulations, and recognised industry best practice across a wide range of workplaces.

This comprehensive Safety Officer Training Programme equips learners with the practical and legal knowledge required to perform the Safety Officer function competently and confidently. The course goes beyond basic awareness training by focusing on real-world application, legal accountability, and the day-to-day responsibilities Safety Officers face in operational environments.

The programme covers hazard identification and risk management, incident reporting and investigation, inspections, contractor control, emergency preparedness, safety committees, and compliance monitoring. Learners are guided through the role and limitations of the Safety Officer, with clear emphasis on documentation, escalation, and defensible decision-making.

By the end of this course, learners will understand how to support employers in meeting their legal duties, how to protect employees through proactive safety management, and how to function effectively as a Safety Officer within South African workplaces.

Accreditation & Alignment

This course supports legal and compliance requirements under:

- Occupational Health and Safety Act 85 of 1993
- Applicable regulations including General Machinery Regulations and Construction Regulations
- Department of Employment and Labour inspection and reporting requirements
- Employer duties relating to workplace health and safety management

While not aligned to a single SAQA unit standard, the content is delivered at an equivalent NQF Level 4–5 applied safety and supervisory competency, exceeding basic awareness training by covering:

- Practical Safety Officer duties and responsibilities
- Legal accountability and compliance monitoring

- Applied hazard identification and risk management
- Incident reporting, investigation and corrective action
- Contractor and workplace safety control

Who should do this course?

This course is ideal for:

- Safety Officers and aspiring Safety Officers
- HSEQ practitioners and coordinators
- Supervisors and line managers with safety responsibilities
- Employers and business owners
- HR practitioners involved in health and safety compliance
- Employees appointed to assist with OHS compliance

No prior Safety Officer experience is required.

What you will learn – Course Modules

Module 1: Introduction to the Safety Officer Role

Purpose of the Safety Officer function, scope of responsibility, authority and limitations, ethical conduct, and interaction with management, employees and contractors.

Module 2: South African Occupational Health and Safety Legal Framework

Overview of the OHS Act, regulations, legal hierarchy, duties, enforcement mechanisms, and consequences of non-compliance.

Module 3: Legal Duties, Appointments and Accountability

Employer and employee duties, Section 16 appointments, delegated responsibilities, and the Safety Officer's role in legal appointment systems.

Module 4: Hazard Identification and Risk Management

Hazard identification techniques, baseline and task-based risk assessments, hierarchy of controls, risk rating and legal defensibility.

Module 5: Incident Reporting, Investigation and Corrective Action

Legal reporting requirements, incident classification, basic investigation principles, root causes, corrective and preventative actions.

Module 6: Inspections, Monitoring and Compliance Control

Workplace inspections, legal registers, non-conformance management, follow-up actions and audit readiness.

Module 7: Contractor and Visitor Safety Management

Contractor safety files, inductions, permit systems, shared responsibility and managing non-compliance.

Module 8: Occupational Health, Hygiene and Environmental Considerations

Basic occupational health principles, hazardous substances, ergonomics, noise, environmental impacts and reporting lines.

Module 9: Emergency Preparedness and Response

Emergency planning, fire safety principles, evacuation procedures, drills and coordination with emergency services.

Module 10: Safety Committees, Communication and Training

Safety committees, safety representatives, toolbox talks, communication strategies and safety awareness.

Module 11: Introduction to Safety Management Systems

System-based safety management, policies, objectives, leadership, worker participation and continuous improvement concepts.

Module 12: COIDA, Injury on Duty and the Safety Officer Interface

High-level overview of COIDA, injury-on-duty reporting, employer responsibilities and the Safety Officer's support role.

Module 13: Professional Conduct, Recordkeeping and Career Development

Ethics, record retention, legal defensibility of documentation and ongoing professional development.

Mode of delivery & duration

This programme is delivered 100% online via the SAFCON Learning Management System.

- Self-paced learning
- Approximate duration: 10–15 hours
- Accessible on any device
- Downloadable templates and resources included

Course Assessment

Assessment is completed online and includes:

- Knowledge checks
- Scenario-based application questions
- Final summative assessment

A minimum 70% pass mark is required to achieve competence.

Results are automatically recorded for compliance and audit purposes.

Course Certificate

Learners who successfully complete the programme receive:

Your certificate includes:

- Digital PDF format
- Unique certificate number
- Recognition for audits, HR compliance, ISO systems and labour inspections

Why choose SAFCON Group Training Academy?

SAFCON Group Training Academy delivers professional, legally grounded safety training designed for real workplace application. Our courses are developed by experienced HSEQ practitioners with extensive industry exposure across multiple sectors, ensuring learners receive practical, relevant and defensible knowledge rather than generic theory.

This Safety Officer Training Programme is structured to equip learners with the competence required to function confidently within South African workplaces. The content focuses on legal compliance, applied risk management, effective incident handling and practical safety control measures aligned with employer responsibilities and Department of Employment and Labour expectations.

Our self-paced online delivery model allows learners to study at their own pace without disrupting work commitments, while still meeting professional and compliance requirements. All learners receive permanent access to learning material, downloadable resources and a comprehensive Safety Officer Starter Pack that provides immediately usable workplace tools.

SAFCON's training is recognised for audits, inspections and management systems, making it suitable for organisations seeking credible, defensible safety competence rather than attendance-based certification.

Why organisations and learners choose SAFCON:

- Developed by experienced HSEQ professionals
- Focused on practical, real-world application
- Legally aligned to South African legislation
- Includes a Safety Officer Starter Pack with workplace tools
- Self-paced, flexible online delivery
- Suitable across all industries

How to Enrol

✓ Instant Enrolment (Pay Once)

Register securely via PayFast and receive immediate access.

✓ 3-Month Subscription (Pay in Instalments)

Spread the cost over three monthly instalments while receiving full access immediately.

Certificate issued after subscription completion.

✓ **Corporate / Group Bookings**

For bulk registrations, VAT invoices, purchase orders and reporting support, select Request Corporate Booking.

What happens after enrolment?

You will receive:

- Welcome email
- LMS login details
- Immediate course access
- Ongoing learner support

Study at your own pace and download your certificate upon completion.

“All courses are tax-deductible as professional training.”



Contract Information

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