



# CPT

SKILLS DEVELOPMENT SOLUTIONS



Learnerships



Skills  
Programmes

## SHE Business Relations - Skills Programme NQF 2 Breakdown

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Name of Module	Unit Standards covered	NQF Level	Duration	Approval Number
SHE Business Relations	13222 - Deal with SHE Emergencies (4) 12456 - Explain and use organisational procedures (6) 12466 - Explain the individuals role in a business (4) 13220 - Keep a work area safe and productive (8) 9530 - Manage work time effectively (3) 13258 - Participate in work group activities (4) 12484 - Perform Basic fire fighting (4) 12483 - Perform basic first aid (4)	2	10	MERSETA SP0062/06-17

### **Deal with safety, health and environmental emergencies in the workplace**

- Discuss and explain procedures for dealing with safety, health and environmental emergencies
- Identify the nature of an incident and the relevant emergency procedure
- Follow emergency procedures
- Record and report incidents

### **Explain and use organisational procedures**

- Discuss the purpose of organisational policies and procedures
- Identify, select and apply organisational policies and procedures
- Discuss the purpose of an organisation's vision, mission and values
- Reflect on the role of organisational policies and procedures in the work life of the individual

### **Explain the individual's role within business**

- Discuss the rights of an employee within the workplace
- Identify and explain the structures, culture and procedures and concepts within a organisation
- Discuss how business functions
- Reflect on the individual's role within the organisation

### **Keep the work area safe and productive**

- Discuss and explain the purpose of safety equipment and procedures

- Identify and explain the purpose of demarcated areas, emergency stops, exits and first aid stations
- Use personal protective equipment
- Perform housekeeping duties in work area
- Identify and respond to unsafe or potentially unsafe conditions, incidents or acts that may occur

### **Manage work time effectively**

- Demonstrate understanding of the concept "time management in a 24-hour day world"
- Describe the difference between urgent and important and prioritize daily activities
- Estimate time spent on a task and draw up a general day, week and month planner to manage time

### **Participate in work group activities**

- Describe the work team, and roles and functions of team members
- Identify and explain the benefits and difficulties of team work
- Describe and discuss helpful and unhelpful behaviours in the context of a work group
- Contribute to work group goals and decisions

### **Perform basic fire fighting**

- Discuss and explain procedures for dealing with fires in the workplace
- Identify the type of fire, its context and select the appropriate fire fighting procedure
- Identify, select and check appropriate fire fighting and safety equipment
- Fight containable/extinguishable fires
- Retreat from fire site and hand over to appropriate personnel
- Report/record status of fire and equipment

### **Perform basic first aid**

- Explain and discuss basic first aid concepts
- Determine the nature of the injury/medical emergency, the context of the injury and basic first aid
- Apply basic first aid
- Hand over the injured/ill person to medical personnel
- Complete first aid report

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