



PST TRAINING (PTY) LTD

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HIRA (Hazard Identification and Risk Assessment) Including Basic Risk Assessment

Overview

The HIRA (Hazard Identification and Risk Assessment) including Basic Risk Assessment course equips learners with the essential knowledge and practical skills required to systematically identify workplace hazards, assess and rate associated risks, and implement effective control measures.

This integrated programme combines structured HIRA methodologies with practical risk assessment application in accordance with the Occupational Health & Safety Act. The course promotes a proactive and legally compliant approach to risk management, supporting incident prevention, operational safety, and continuous improvement within the workplace.

Learners will gain hands-on experience in hazard identification, risk rating, application of the hierarchy of controls, and completion of risk assessment documentation.

Course Objectives

On completion of this course, delegates will be able to:

- Understand the legal framework governing hazard identification and risk assessment
- Explain the purpose and importance of HIRA and workplace risk assessments
- Identify health and safety hazards associated with tasks, equipment, and processes
- Assess and rate risks using probability, frequency, and severity principles
- Apply recognised HIRA methodologies and risk assessment tools
- Select and implement appropriate control measures using the hierarchy of controls
- Conduct and document a structured HIRA and basic risk assessment
- Communicate findings and support continuous improvement in risk management

Course Prerequisite

- Communication: ABET / NQF Level 3 or equivalent
- Mathematical Literacy: ABET / NQF Level 3 or equivalent
- Copy of ID document (required for registration and certification purposes)
- English proficiency sufficient to engage with training materials

Language of Delivery

English

Delivery Methods

The course is facilitated by a competent subject matter expert using a combination of:

- Interactive discussions
- Practical exercises and risk assessment activities
- Case studies and workplace examples
- Group activities and role plays
- Video and slide presentations
- Written questions and knowledge checks

Training & Evaluation

- Training conducted on a 70% theoretical and 30% practical basis
- Continuous evaluation throughout the course Practical HIRA / Risk Assessment exercise included
- Learner assignment and participation assessment

Who should attend?

This course is suitable for all employees, including:

- Employers and Business Owners
- Health & Safety Managers and Officers
- Line Managers and Supervisors
- Health & Safety (SHE) Representatives
- Contractors and Contract Supervisors
- Team Leaders responsible for task planning
- Employees working in hazardous environments
- Anyone required to conduct or participate in risk assessments

Course Outline

This course consists of the following 5 modules

Module 1

Occupational Health & Safety Framework and Legal Responsibilities

- Introduction to Occupational Health, Safety and Environment
- Purpose and importance of hazard identification and risk assessment
- Occupational Health & Safety Act (relevant sections, including Section 8)
- Legal responsibilities of employers and employees
- Duty to identify hazards and assess risks
- Reportable incidents and legal implications
- Causes and consequences of workplace incidents (human, organisational, environmental)

Module 2	Hazard Identification and Risk Concepts • OHS terminology and key definitions • Types of SHE hazards • Hazard identification techniques and examples • Hazard Identification Guide • Cause–Control–Consequence chain • Difference between hazard and risk • Understanding risk exposure • Probability, frequency, and severity scales • Risk criteria, ranking, and risk matrices • Purpose of risk rating • ALARP principle (As Low As Reasonably Practicable)
Module 3	HIRA Methodologies and Types of Risk Assessments • What is HIRA and why it is required • HIRA fundamentals and best practices • Research and reference material • Extracting hazards (Funnel Method) • Process flow planning and management • RAG Tag system for visual risk recognition • Types of Risk Assessments: • Baseline Risk Assessment (Baseline HIRA) • Issue-Based Risk Assessment • Continuous Risk Assessment • Risk assessment and rating forms
Module 4	Risk Control Measures and Practical Application • Hierarchy of controls • Selecting and implementing control measures • Mitigating hazards effectively • Avoiding and reducing risk • Linking control measures to risk ratings • Preparing for a HIRA • Establishing and managing the HIRA team • Key questions to ask during a risk assessment
Module 5	Conducting, Documenting and Managing HIRA Findings • When a HIRA must be conducted • Conducting a structured HIRA / Risk Assessment • Completing risk assessment forms and templates • HIRA control registers • Communicating HIRA findings • Roles and responsibilities in risk management • Reviewing and updating HIRA documentation • Supporting continuous improvement in safety management

Additional Information

Duration	1 Day	
Includes	• Comprehensive Training Manual • Lunch & Refreshments (not applicable to on-site / online training) • SAIOSH Accredited (2 CPD Credits/Points)	• Electronic Certificate (on successful completion) • Electronic Delegate Feedback Questionnaire