

Health and Safety Training

Training Courses:

- Health & Safety Reps (3 Day)
- Health & Safety Reps (1 Day)
- Fire Prevention
- HIRA
- Incident Investigation
- SHE for Supervisors
- Introduction to OHSACT
- Introduction to Environmental Legislation
- Basic Principles of Occupational Hygiene
- Hazardous Chemical Substances
- Construction Regulations
- Permit to Work Systems
- Asbestos Safety
- Laser Safety
- among others:

HEALTH AND SAFETY TRAINING COURSE INFORMATION

SAFETECH has received full accreditation from the
HWSETA as a Training Provider



HW592A1000508



Health and Safety Representative

3 Day - HWSETA Accredited



Objective of the course:

This course requires Learners to be able to perform Safety, Health and Environmental representation activities and to have a better understanding of Health and Safety legislation relevant to the functions, duties and responsibilities of the Health and Safety Representative.

Who should attend: The target audience for the above course are both new and appointed Health and Safety Representatives.

This course is accredited against the following Registered Unit Standards on the SAQA NQF:

259622 – Describe the functions of the workplace Health and Safety Representative

120333 – Conduct, report and follow up on pre-use, safety and/or audit inspection

Should the Learner wish to be assessed for this course, they will receive 8 credits, should they be found competent.

Course Contents:

- Definitions.
- THE Occupational Health & Safety Act
- OHS Act sections applying to Employers and Employees
- Prohibitions, consequences, offences and penalties
- The Health and Safety Representative roles, responsibilities and duties
- Safety agreements
- Committee for health and safety
- Simulations and portfolio
- Introduction to incident investigation
- Hazardous Chemical Regulations
- Electrical Safety
- Noise and Hearing Conservation
- Fire safety
- Environmental Management



Learning Methods and Assessment:

This course is outcomes based. It has both theoretical class work and practical exercises. Candidates conduct a simulated Health and Safety Representative Inspection, complete a checklist and hold a simulated Health and Safety Committee meeting. There are other various inspection checklists that are discussed and simulated during the course.

They are also required to complete a written Knowledge Questionnaire, and their Portfolio of Evidence is given to them, to complete the assessment during the last day of class.

Health and Safety Representatives (1 Day)

Objective of the course:

This course is designed as a refresher course in the legal requirements, functions and duties of SHE Representatives.

Target Audience:

Existing SHE Reps, re-elected SHE Reps who need refresher training in the legal requirements, rights, duties and functions of a SHE Rep. However, new SHE Reps can attend this course.

Course Content:

- Definitions
- OHS Act sections applying to Employers and Employees
- Prohibitions, consequences, offences and penalties
- The Health and Safety Representative roles, responsibilities and duties
- Safety agreements
- Committee for health and safety
- Brief overview of inspection checklists
- Overview of relevant regulations

Learning Methods and Assessment:

This course has both theoretical class work and practical exercises. Some self assessments and practicals are conducted during the training. Time permitting a brief simulation with an Inspection Checklist is conducted.



Fire Prevention

Objective of the course:

To teach personnel basic use of fire extinguishers and to prevent fires.

Who should attend:

Fire Team Members, Supervisors, Team Leaders and Health and Safety Representatives.

Course Content:

- What is fire prevention
- Triangle of combustion
- Definitions e.g. flashpoint, firepoint, etc.
- Flammable ranges of various substances
- Classes of fire
- Extinguishing methods and media
- Common causes of fire
- Spread of fire
- Fire fighting equipment
- Fire fighting techniques
- Fire surveillance
- Fire equipment inspections

Course Duration:

6 Hours

Learning Methods and Assessment:

This course has both theoretical class work and practical exercises. Students are given a practical demonstration on using fire extinguishers and are each given an opportunity to use fire extinguishers (weather permitting).



HIRA

Hazard Identification and Risk Assessment

2 Day - HWSETA Accredited



Objective of the course:

This course requires Learners to be able to conduct risk assessments. The course aims to give learners the necessary knowledge and experience to be able to conduct risk assessments in the workplace

Who should attend: The target audience for the above course are SHE Practitioners, Health and Safety Representatives, Supervisors, Managers in industry, Construction and Administration.

This course is accredited against the following Registered Unit Standards on the SAQA NQF:

120330 - Conduct a continuous risk assessment in the workplace

Should the Learner wish to be assessed for this course, they will receive 4 credits, should they be found competent.

Course Contents:

- Legislative requirements and definitions
- Hazard identification and reporting of hazards
- Broad categories of hazards
- Hazard reporting systems
- Process of risk assessment
- Components of risk
- Conduct a risk assessment
- Managing risk
- Practical work
- Portfolio of evidence



Learning Methods and Assessment:

This course is outcomes based. It has both theoretical class work and practical exercises. Candidates conduct a simulated risk assessment.

They are also required to complete a written Knowledge Questionnaire and their Portfolio of Evidence is given to them, to complete the assessment during the last day of class.

Incident Investigation

2 Day - Unit Standard Aligned

Objective of the course:

This course requires learners to be able to perform preliminary health, safety and environmental incident investigations and to understand health and safety legislation relevant to the investigating of incidents in the workplace.

Who should attend: The target audience for the above course are new and appointed Health and Safety Representatives, new and appointed Incident Investigators, Supervisors and Management.

This course is aligned against the following Registered Unit Standards on the SAQA NQF:

259617 - Conduct an investigation into workplace safety, health and environmental incidents

Course Contents:

- Requirements for incident investigation (legislation, reporting etc.)
- The importance of investigating incidents
- The basic incident investigation process
- Hazard identification and reporting of hazards
- The incident sequence and causation
- Approaches to investigation
- Dominoe theory
- Incident investigation process
- Gather the evidence
- Analyse the data
- Root cause analysis
- The 5 Why's
- Recording, reporting and auditing
- Practical work and case studies



Learning Methods and Assessment:

This course is outcomes based. It has both Theoretical class work and practical exercises. Candidates conduct a simulated risk assessment.

They are also required to complete a written Knowledge Questionnaire, and their Portfolio of Evidence is given to them, to complete the assessment during the last day of class.

SHE for Supervisors (3 Days)

Objective of the course:

This course is designed to help give Supervisors the necessary tools and skills to perform their tasks. This course is also designed to help Supervisors understand various legal requirements and safety requirements in and around the workplace.

Target Audience:

New and existing Supervisors, Team Leaders and Junior Managers

Course Content:

Module 1 - The Supervisor

- What is a Supervisor?
- Functions of a Supervisor (POLC)
- Responsibilities of a Supervisor
- Characteristics of a successful Supervisor

Module 2 - SHE Requirements in the workplace

Part A: Safety

- Premises and housekeeping
- Safe stacking and storage
- Mechanical handling and lifting equipment
- Pressure equipment
- Electrical equipment
- Portable tools
- Construction
- Fire risk

Part B: Health

- Hazardous Chemical Substances
- Substance abuse
- Ergonomics
- Illumination
- Noise
- Hazardous Biological Agents
- Thermal conditions and ventilation

Part C: Environment

- What is the environment?
- Environmental legislation
- Pollution
- Waste
- Climate change

When does an employee have a "**Right to refuse to do work**"

Module 3: SHE Management Systems

- What is a SHE Management System?
- SHE integration
- Business benefits of a SHEMS
- Monitoring of compliance
- Consequences of non-compliance
- Audits
- Corrective and preventative actions
- Management review

Learning Methods and Assessment:

This course has both Theoretical class work and practical exercises.

They are also required to complete a written Knowledge Questionnaire.



Introduction to the OHSACT (1 Day)

Objective of the course:

The course objective is to provide the candidate with an awareness of the major requirements of the Occupational Health & Safety Act.

Target Audience:

All personnel who supervise other staff and act on behalf of the employer, SHE Reps, SHE Practitioners and Management.

All students receive a copy of the OHSACT with course

Course Content:

- Definitions
- OHS Act Sections applying to Employers and Employees
- Prohibitions, Consequences, Offences and Penalties
- Overview of relevant regulations

Learning Methods and Assessment:

This course has theoretical class work and makes use of the OHSACT, PowerPoint slides and written notes.

Additional legal courses offered:

- Legal Liability
- Legal Liability - 1 on 1 session with CEO/MD
- Legal Liability - OHSACT and NEMA
- Noise Induced Hearing Loss training
- Driven Machinery Regulations (Updated Regs)
- Construction Regulations (updated regs)
- Asbestos safety and regulations

If you have any specific needs, please feel free to ask us, we will gladly tailor a legal course to meet your specific needs.



Introduction to Environmental Legislation

Objective of the course:

The course objective is to provide the candidate with an awareness of the major requirements of various environmental legislation in South Africa.

Target Audience:

All personnel who supervise other staff and act on behalf of the employer, SHE Reps, SHE Practitioners and Management.

Course Content:

- Law in South Africa
- International environmental law
- The Constitution (S24, S32, S34)
- The Bill of Rights
- NEMA
- NEM:Waste Act
- National Water Act
- Biodiversity Act
- NEM:Air Quality Act

Learning Methods and Assessment:

This course has theoretical class work and makes use of PowerPoint slides and written notes.

Basic principles of Occupational Hygiene

3 Day Course

Objective of the course:

This course is designed to give learners a broad overview of Occupational Hygiene and the various principles associated with Occupational Hygiene.

Who should attend:

- Persons wanting to register or in the process of registering as Occupational Hygiene Assistants with SAIOH
- Health and Safety Professionals
- Occupational health specialists (including physicians and nurses, environmental health trained professionals)
- Specialists in subjects such as acoustics, ergonomics, human factors, occupational psychology, engineering, or analytical chemistry who want a broader appreciation of how their role interfaces with other professions over health issues in the workplace

Course Contents:

- What is Occupational Hygiene?
- The human body and industrial diseases
- The fundamentals of toxicology
- Example of hazardous substances/processes
- Measurement strategy for airborne contaminants
- Occupational Exposure Limits (OEL's)
- Types of control measures
- General considerations for
 - o Ventilation
 - o Asbestos
 - o Biological Hazards
 - o Noise & Vibration
 - o Thermal Environment
 - o Illumination
 - o Radiation
 - o Ergonomics
 - o Behaviour & Culture
 - o Work Related Stress
- The AIA Occupational Hygiene Report



Learning Methods and Assessment:

This course has both theoretical class work and practical exercises. They are also required to complete a written Knowledge Questionnaire.

Hazardous Chemical Substances (1 Day)

Objective of the course:

The course objective is to give staff a practical knowledge of the health and safety aspects of working with chemicals. It is designed to meet the legal requirements of **HCSR**.

Target Audience:

The target audience for the above course is all staff who handle or are exposed to chemicals.

Course Content:

- Why health and safety?
- Introduction to the Occupational Health and Safety Act
- Applicable regulations
- Hazardous Chemical Substances Regulations
- Definitions
- In what form are chemicals found in the air?
- Points of entry into the body, and how do chemicals affect us?
- Tips on handling chemicals
- Types of PPE
- Essentials of safe work
- Incompatible materials
- In-depth look at the relevant onsite MSDS'.

Learning Methods and Assessment:

This course has theoretical class work and makes use of PowerPoint slides and written notes.

Safetech can offer shorter versions of this material for general employees (2hr or 4hr sessions).



Construction Regulations

Objective of the course:

The course objective is to provide the candidate with an awareness of the major requirements of the Construction Regulations.

Target Audience:

All personnel who work in construction industry, SHE Professionals (construction and general industry), Maintenance Dept Foreman / Managers.

Course Content:

- In-depth overview of the Construction Regulations
- Discussions and debates on various issues around the Construction Regulations

Learning Methods and Assessment:

This course has theoretical class work and makes use of PowerPoint slides and written notes.

Permit to Work

Objective of the course:

This course is designed to give candidates a greater understanding of permits, what they are, why they are necessary and how to use permits.

Target Audience:

Anyone issuing or receiving Permits To Work.

Course Content:

- What are permits?
- Why are permits required?
- What type of permits can be issued?
- Focus on specific permits as per clients requirements:
 - o Confined Space Entry
 - o Hotwork
 - o Lock out Tag out (LOTO)
 - o Working at heights
 - o General work permits
 - o and any others clients may require
- Focus on client's specific Procedures and instructions.

Learning Methods and Assessment:

This course has theoretical class work and makes use of PowerPoint slides and written notes. Practical use of and completion of various permits.



Asbestos Safety

Objective of the course:

The course objective is to give staff a practical knowledge of the health and safety aspects of working with Asbestos. This course is intended to meet the requirements of the Asbestos Regulations for training.

Target Audience:

The target audience for the above course is all staff who handle or are exposed to Asbestos.

Course Content:

- What is Asbestos?
- Where is Asbestos found?
- When is Asbestos dangerous?
- Health effects
- Typical Safe Work Procedures
- Exerpts from the Asbestos Regulations
- PPE and clean up

Learning Methods and Assessment:

This course has theoretical class work and makes use of PowerPoint slides and written notes.

Learners write a short multiple choice and true or false test after completing the course.



**Permit to Work
must be obtained**

Laser Safety

Objective of the course:

This course is designed to give candidates a greater understanding of different types of lasers, the health requirements and legal requirements associated with the use of lasers.

Target Audience:

People working with and supervising in areas where lasers are used. Laser Safety Officers, SHE Practitioners.

Course Content:

- Fundamentals of LASER operation
- LASER hazards
- Classification of LASER's and LASER systems
- Control measures and Personal Protective Equipment
- Occupational exposure limits and safety standards

Learning Methods and Assessment:

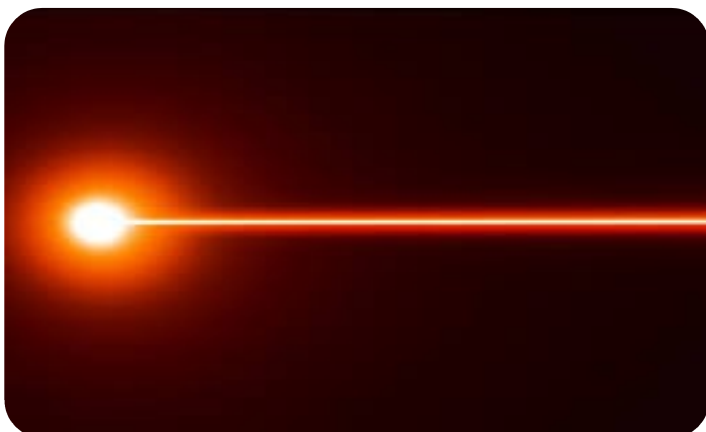
This course has theoretical class work and makes use of PowerPoint slides and written notes. Walkabouts and identification of basic laser issues can be conducted during the course.

Please note that SAFETECH can conduct LASER AUDITS

SAFETECH provides a wide range of different courses. We offer courses In-House (at your facility) or as Public Courses.

We offer **formal courses** (as listed in this document) and **workshops**. We can tailor a course to your company's specific requirements.

Should you require any assistance with workshops, please don't hesitate to contact us and we will see how we can accommodate your request.



Should you require any further information about our courses, please do not hesitate to contact us at either of our offices listed below:

Southern Office (Head office)

Office: +27 (0)41 365 6846
Fax: +27 (0)41 365 2123
sarah.mullan@safetech.co.za
P.O. Box 27607
Greenacres
Port Elizabeth
6057

Northern Office

Office: +27 (0)82 411 1571
Fax: +27 (0)86 657 9864
carlita.westoby@safetech.co.za
P.O. Box 80171
Doornpoort
0017

Website: www.safetech.co.za

