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About NOSA

NOSA is a wholly-owned subsidiary of The Carlyle Group (one of the world’s largest and most experienced global private-equity firms, employing more than 1 550 people in 31 offices across six continents).

NOSA provides services to companies on five continents and training to over 65 000 individuals on an annual basis. NOSA’s extensive product suite includes:

- Auditing and certification
- Consulting
- Contractor management
- Chemical and microbiological laboratories, testing and examination services
- Corporate and public training
- Driver and operator risk management
- Educational sector HSE management systems and training
- E-learning, blended learning, learner management systems, video and bespoke content digitisation
- Fire safety and first aid training, and support services
- Food safety and quality services
- Injury on duty (IOD) and occupational disease claim management
- Mining services
- NOSHCON conference and exhibition
- Occupational hygiene services
- Recruitment and employment services within the HSE and other risk sectors
- Research and development
- Supplier audits and consulting
- Software solutions
- Supplier vetting software and site audits
- Working at height training and installations

The NOSA Group conducts approximately 5 000 annual site audits and services over 4 000 clients, through established operations in China, South America, Africa and the Middle East, with a widespread global network of accredited partners and resellers. For more information, please visit the NOSA website at www.nosa.co.za.
SECTION 1
GENERAL INTRODUCTORY COURSES
1. APPLYING SHE PRINCIPLES AND PROCEDURES (ASHEPP)

Unit standard title: Verify compliance to safety, health and environmental requirements in the workplace

Duration: 2 days
Licenced: Yes
Credits: 4
SAQA ID: 259604
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at NFQ Level

FORMATIVE ASSESSMENT
• Various activities will be completed during class and as homework

SUMMATIVE ASSESSMENT
• Written assessment to be done at the end of the course
• Learners must achieve a minimum of 65%

COURSE OUTLINE
By the end of the course, the successful learner will be able to:
• understand the importance of compliance to SHE legal and other requirements in a workplace
• integrate SHE considerations into all routine activities in a workplace
• identify SHE-related deviations in the workplace, as well as deviations related to SHE performance in the workplace
• recommend corrective actions where SHE-related deviations are not in accordance with specified requirements
• explain the safety, health and environmental requirements applicable in a specific workplace
• monitor workplace compliance to safety, health and environmental requirements, against specified requirements
• evaluate performance of workplace safety activities required by safety, health and environmental management programmes
• remedy workplace non-compliance to, and non-performance of, safety, health and environmental requirements and programmes.

TARGET GROUPS
• Supervisory personnel/artisans
• General workers
• Office workers

2. CONSTRUCTION REGULATIONS

Duration: 2 days
Licenced: No
Prerequisites: None

COURSE OUTLINE
By the end of the course, the successful learner will:
• be familiar with the recent changes to the Construction Regulations
• be able to apply legal referencing, in terms of the Construction Regulations
• understand the role and function of various Legal Construction Appointments
• understand the importance of compliance to the requirements of the Construction Regulations

TARGET GROUPS
• Managers
• Supervisors
• Contractors
• All employees working in the construction sector

3. INTRODUCTION TO OCCUPATIONAL SHE

Duration: 1 day
Licenced: Yes
Prerequisites: None

COURSE OUTLINE
By the end of the course, the successful learner will:
• identify and understand safety and health hazards and risks associated with construction activities
• be familiar with the processes and procedures with regards to professional registration.

TARGET GROUPS
• Managers
• Supervisors
• Contractors
• All employees working in the construction sector

FORMATIVE ASSESSMENT
• Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%

COURSE OUTLINE
By the end of the course, the successful learner will:
• have a basic understanding of hazards and risks at the point of action
• understand the scope and objectives of SHE legislation
• conduct a basic preliminary risk assessment of a specific work area
• be able to take immediate and appropriate action to rectify deviations, according to his/her scope and authority in the workplace
• be able to notify the correct person in an appropriate method to ensure further action is taken.

TARGET GROUPS
• Employees new to the industry, or those with no formal SHE training
• Employees who are small-group team leaders, shop stewards, or those who are newly-elected SHE representatives, who have no previous exposure to SHE legislation or the fundamentals of organisational system management

4. SHE INDUCTION

COURSE OUTLINE
By the end of the course, the successful learner will:
• be able to explain the duties of both the employees and employers with regard to occupational health and safety in the workplace
• understand the requirements that apply to persons entering the workplace and performing any duties therein
• understand the requirements for the use of personal protective equipment (PPE), housekeeping and emergency procedures that apply to the workplace
• be able to explain both employer and employee duties with regard to occupational health and safety in the workplace
• be able to explain the general safety rules in a workplace
• be able to explain the use and application of PPE in a workplace
• be able to explain the need for good housekeeping in the workplace
• be able to explain and applying emergency procedures in the workplace.

TARGET GROUPS
• All employees requiring SHE induction

FORMATIVE ASSESSMENT
• Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%

5. INTRODUCTION TO THE OCCUPATIONAL HEALTH AND SAFETY ACT

COURSE OUTLINE
By the end of the course, the learner will be able to demonstrate knowledge of the following:
• Legal liabilities of employers and contractors
• Difference between common law and legislation
• Which attributes need to be addressed
• How to use and read the OHS Act
• How to do citation of legal requirements
• Who can assist in making the OHS Act work
• Responsibilities and rights of various role players in terms of the OHS Act
• Intention and meaning of the sections of the OHS Act
• When a health and safety policy is effective
• Basic understanding of how to manage health and safety

TARGET GROUPS
• All employees, but especially management and supervisory personnel

6. PRELIMINARY INCIDENT INVESTIGATION

COURSE OUTLINE
This course provides the learner with a basic knowledge of the responsibilities pertaining to the Occupational Health and Safety Act (OHS Act).

FORMATIVE ASSESSMENT
• Various activities will be completed during class as well as homework
SUMMATIVE ASSESSMENT
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE
By the end of the course, the successful learner will be able to:
- explain the specific requirements pertaining to conducting a preliminary investigation into workplace incidents
- gather information for a preliminary investigation
- identify incident causes
- conduct post-investigation activities.

TARGET GROUPS
- SHE representatives
- Members of investigation teams

8. OHS LEGISLATION
Unit standard title: Demonstrate knowledge and understanding of relevant current occupational health and safety legislation
Duration: 4 days
Licenced: No
Credits: 4
SAQA ID: 120344
NQF Level: 4
Prerequisites: Mathematical and Communication skills at NQF Level 2

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE
By the end of this course, the successful learner will understand:
- how to demonstrate knowledge and understanding of the relevant legislation
- and be able to explain the requirements for compliance, as stipulated in the current legislation.
- the concepts of civil and criminal liability (which are explained with the help of examples)
- the reasons for the existence of the legislation (which are explained with reference to good corporate governance)
- legislative structure and the correct citation of legislation, as well as regulations
- the responsibility of an organisation to ensure compliance within the generic framework of the legislation (which is explained relative to the duties of employer, employees and contractors)
- the legislative accountability of the chief executive officer and/or employer
- and be able to explain the requirements for non-compliance to legal requirements
- organisational structure and the need for legal appointments with clear duties (which are explained in order to achieve compliance)
- resources and financing as an employer's obligation to ensure compliance
- management controls required to achieve compliance
- specific legal requirements for a workplace with a drafted compliance plan
- how to identify and note the deviations from the plan and the reasonable control measures required to achieve compliance
- how to assess and review control measures
- what to include in the record keeping required by legislation
- how to name the documentation with legal status, and how to offer an indication of why each is necessary. The time frames relating to each of the documents are also explained
- the use of documents and records, with reference to legal compliance and corporate governance
- the legal obligation of the employer, in terms of training and communication
- training with regards to hazards and risks in the workplace according to legal requirements
- the legal requirements (in respect of training) that are required for a specific workplace
- duties of employees and their duty to report in terms of their legal requirements
- how to monitor the quality of the health and safety programme.

**TARGET GROUPS**
- SHE supervisors
- SHE officers
- SHE representatives
- All workers exposed to SHE hazards

**9. SHE REPRESENTATIVE**

| Duration: | 1 day |
| Licenced: | Yes |
| Prerequisites: | None |

**COURSE OUTLINE**

By the end of the course, the learner will be able to:
- explain the general purpose and broad content of the OHS Act
- explain the election/nomination process
- explain the functions and responsibilities of HSE representatives

**10. SHE REPRESENTATIVE FUNCTIONS**

| Duration: | 3 days |
| Licenced: | Yes |
| Prerequisites: | Communication and Mathematical Literacy at NQF Level 1 |

On completion of the course, the successful learner will be able to identify, evaluate and record safety, health and environmental hazards in their designated work areas, and be able to evaluate the risks attached to operational tasks and processes.
FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE
By the end of the course, the learner will be able to:
- explain the objectives and benefits of structured workplace and operational process inspections
- determine the NOSA elements that need to be included in regular SHE and supervisory inspections, checks and/or planned maintenance schedules
- prepare for and carry out practical workplace inspections and equipment checks, as well as identify deviations and record findings
- present summary reports on inspection findings for action by the SHE committee
- comply with legislative requirements and codes of practice
- reduce both occupational incident frequency and severity rates
- prepare a summary report on findings, together with recommendations for submission to the SHE committee or other appropriate management.

TARGET GROUPS
- Employees and supervisors responsible for the implementation and maintenance of SHE standards and management control procedures, in daily operational processes and procedures
- SHE representatives, SHE committee members, shop stewards and staff involved in or responsible for the evaluation of inspection reports
- SHE practitioners on all levels
SECTION 2
SPECIALISED COURSES
1. AUDITOR'S COURSE

Unit standard title: Perform auditing activities

Duration: 5 days
Licenced: No
Credits: 12
SAQA ID: 12674
NQF Level: 5
Prerequisites: SAMTRAC or Navigator

This course will take the learners through a detailed proven procedure for effective internal audits. Whilst the course is directed towards the NOSA SHE Management System, the principles can be applied to audit any SHE system/process.

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework
- Learner needs to complete a POE

SUMMATIVE ASSESSMENT
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE
By the end of the course, the learner will be able to:
- plan and prepare for the audit process
- produce an audit plan
- inform affected stakeholders of audit plan
- collect and record audit data
- evaluate findings for conformance/non-conformance to legislation, company policy and procedures
- compile, process and circulate the findings report to affected parties
- discuss audit findings and make suitable recommendations with affected parties
- evaluate, record and process the corrective action(s)/improvements made
- communicate the audit plan to affected parties
- conduct the audit process
- collect on-site data of compliance and non-compliance
- interpret and evaluate findings
- determine conformance and non-conformance
- compile an audit report
- report on the audit findings
- follow up and evaluate corrective action(s)/improvements made
- discuss and explain auditing process and the purpose of auditing.

TARGET GROUPS
- Members of internal audit teams
- SHE representatives, practitioners and committee members
- Supervisors/departmental managers and quality practitioners

2. HAZARDOUS IDENTIFICATION AND RISK ASSESSMENT (HIRA)

Duration: 2 days
Licenced: Yes
Prerequisites: Communication and Mathematical Literacy at NQF Level 3

This practical course will provide the successful learner with the necessary tools and skills to enable them to carry out hazard and risk assessments in their workplace. The aim of the course is to enable these people to make responsible and informed contributions to the health and safety effort in their workplace.

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE
By the end of the course, the learner will be able to:
- explain the hazard identification and risk assessment processes
- explain the different types of hazard identification and risk assessments in the workplace
- select the appropriate hazard identification and risk assessment methods for different circumstances
• describe and apply the techniques used in hazard identification and risk assessment in the workplace
• conduct a risk assessment using the HIRA methodology
• identify applicable control measures

TARGET GROUPS
• Management and supervisors
• SHE representatives and other SHE practitioners
• Any person who is expected to carry out formal hazard identification and risk assessments

3. INCIDENT INVESTIGATION LEVEL 3

Duration: 3 days
Licensed: Yes
Prerequisites: None

Upon completion of the course, the successful learner will understand how to adopt a detailed but simple approach to incident investigation procedures and techniques.

FORMATIVE ASSESSMENT
• Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%

COURSE OUTLINE
By the end of the course, the learner will be able to:
• explain the specified requirements pertaining to conducting an investigation into workplace incidents
• explain the relevant standards for an investigation into workplace incidents
• explain the extent of the investigation
• describe the relevant hazards and risks likely to be encountered during the investigation
• describe the purpose of conducting investigations into workplace incidents
• prepare to gather data for the investigation
• verify the purpose and extent of the investigation
• verify the persons, tools, equipment and material as fit for purpose and available
• explain the relevant hazard and risk control measures for workplace incident data gathering, and the consequences of not conforming to specified requirements, in preparing for data gathering
• gather and evaluate data, according to the requirements for the intended type of investigation
• determine the prevailing conditions at the scene of the incident by using accepted data-gathering methods
• identify the causes of an incident through the interpretation of variances
• explain the importance of identifying the causes of the incident being investigated and the consequences of non-compliance with any of the required steps
• perform post-investigation functions

TARGET GROUPS
• Department managers, supervisors and investigators
• Team members, SHE representatives, committee members and SHE practitioners

4. INTRODUCTION TO SAMTRAC

Duration: 5 days
Licensed: No
Prerequisites: Grade 12 or equivalent

On completion of this course, the successful learner will have the ability to apply the techniques for hazard identification and risk assessment, as well as understand HSE management-system requirements and procedures.

FORMATIVE ASSESSMENT
• Various activities will be completed during class as well as homework
• Client needs to provide information for the practical on-site assessment

SUMMATIVE ASSESSMENT
• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%
• report the findings, recommendations and remedial action
• deal with the identified sub-standard acts and conditions reported appropriately
• evaluate and record remedial action accordingly
• explain the consequences of non-compliance with any of the above.

TARGET GROUPS
• Department managers, supervisors and investigators
• Team members, SHE representatives, committee members and SHE practitioners
COURSE OUTLINE

By the end of the course, you should have a better understanding of the following:

- Fundamentals of HSE-related legislation and legal compliance
- What occupational health, safety, and environment (HSE) is
- Important legal and related definitions
- The construct of an act
- How to write a legal citation correctly
- Key aspects of the OHS Act
- The applicability of the OHS Act to certain scenarios
- The key aspects of NEMA
- The applicability of NEMA to certain scenarios
- Important safety-related issues
- What HSE is
- The importance of HSE
- Important definitions in occupational safety
- Key issues in occupational safety
- Important definitions in occupational health
- Some key issues in occupational health
- Important definitions in environmental management
- Key issues in environmental management
- Important health-related definitions and issues
- Important environmental-related definitions and issues
- Fundamentals of management system theory and practice
- What a management system is
- Why a management system is necessary
- A simplified overview of the Plan-Do-Check-Act (PDCA) cycle
- Implementation of an HSE management system
- The role of management within HSE
- The benefit of a management system
- The documentation hierarchy
- Documentation-related definitions and different types of documentation
- How to complete a procedure with a given template
- How to complete a work instruction with a given template
- Important definitions in incident management
- How to conduct an incident investigation and the process thereof
- Direct, indirect and root causes of an incident
- Methods in incident prevention
- How risk is at the heart of any HSE management system
- Important risk related definitions
- What comprises a safety hazard and risk
- What comprises a health hazard and risk
- What comprises an environmental aspect and impact
- How to conduct a risk assessment using a risk methodology
- How to calculate residual risk using a given formula
- The important role of controls in risk management
- The function of the hierarchy of controls

TARGET GROUPS

- SHE practitioners
- Risk managers

5. ROOT CAUSE ANALYSIS (RCA) TRAINING

Duration: 2 days
Prerequisites: None

FORMATIVE ASSESSMENT

- Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT

- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE

By the end of the course, the successful learner will be able to:

- explain the background and specified requirements pertaining to conducting an RCA investigation
- gather the correct type of information needed for conducting an RCA, as well as understanding the importance of the analysis of such information
- implement and use an RCA methodology, as well as the corrective and preventative actions aligned with the NOSA Five Star SHEQ Management System
enable their organisation to minimise incidents through applying RCA techniques
identify the underlying reasons for incidents occurring and ensure the prevention of possible recurrences
help the learner ensure higher productivity, fewer incidents and a more effective SHEQ management system.

TARGET GROUPS
The course is applicable to delegates from all industries, but will be especially beneficial for the following groups:
- HSE practitioners
- Middle/senior management
- Supervisors

6. ITIS: TRAIN-THE-TRAINER

Unit standard title: Conduct targeted training and development using given methodologies
Duration: 5 days
SAQA ID: 117870
NQF Level: 4
Prerequisites: SAMTRAC

The course deals with training and facilitation techniques, focused on outcomes-based learning principles. Learners are guided to facilitate adult learning. This course is a prerequisite for licensee registration to current selected NOSA courses.

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework
- Formative presentation

SUMMATIVE ASSESSMENT
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%
- Summative presentation
- Workplace assignment to be completed 20 working days after course conclusion

COURSE OUTLINE
By the end of the course, the successful learner will be able to:
- plan and prepare for training and development that involves group training, group facilitation and presentations
- identify learning needs in relation to intended learning outcomes and stakeholder objectives
- deliver presentations for training and development purposes
- facilitate group learning activities
- review training and development.

TARGET GROUPS
- SHE practitioners
- Training personnel
- Supervisors and/or others who present formal or informal training

7. NOSA INTEGRATED FIVE STAR SYSTEM NAVIGATOR

Duration: 2 days
Licenced: No
Prerequisites: None

This course will provide the successful learner with an overview of the NOSA Integrated Five Star System and guidelines that will enhance effective implementation and maintenance of system standards.

COURSE OUTLINE
- Overview of the requirements of the NOSA Integrated Five Star System
- Overview of the requirements of the CM8001

TARGET GROUP
- SHE practitioners

8. SAMTRAC FOR GENERAL INDUSTRY: SOUTH AFRICA

Unit standard title: Facilitate the development, implementation and maintenance of a safety, health and environment management system
Duration: 10 days
Licenced: No
Credits: 10
SAQA ID: 224283
NQF Level: 5
Prerequisites: Introduction to SAMTRAC
The purpose of this course is to equip the learner with the ability to plan, implement and maintain a HSE management system.

**FORMATIVE ASSESSMENT**
- Various activities will be completed during class as well as homework

**SUMMATIVE ASSESSMENT**
- Written assessment to be done at the end of the course
- Individual assessment
- Group assessment
- Learner’s overall achievement will be based on an aggregated final percentage

**COURSE OUTLINE**
- Discuss fundamental issues pertaining to occupational safety, health and environment.
- Fundamental issues pertaining to occupational safety in the workplace are explained.
- Fundamental issues pertaining to occupational health in the workplace are explained in terms of specified requirements.
- Fundamental issues pertaining to the environment are explained according to specified requirements.
- Demonstrate understanding of safety theories and principles.
- Fundamental theories of occupational safety are applied in a proposed occupational safety management programme.
- Apply the fundamentals of risk management.
- The fundamental principles of risk management are explained.
- The fundamental principles of risk management are applied during the implementation of risk management strategies in the workplace.
- Apply SHEQ Management systems.
- The various elements and general requirements of SHEQ Management systems are explained and demonstrated.
- The process of planning, implementing and maintaining SHEQ Management systems is explained and demonstrated.
- The issue of interpretation in law
- The background to South African law
- The importance of the Constitution in South Africa
- The difference between legislation and common law
- The difference between criminal and civil liability
- Other types of important liability
- The most important aspects of the OHS Act, including legal appointments thereto
- Important occupational health-related legislation
- An overview of occupational health and safety related labour legislation
- The most important aspects of NEMA and related environmental legislation
- How SHE is enforced in SA, including the role and functions of SHE-related inspectors
- The basic guidelines and criteria for a safety relevant site layout
- The importance of good housekeeping, including requirements for storage and stacking
- The different types of symbolic safety signs and importance thereof
- The different types of portable tools
- An overview of lifting equipment and key safety factors thereof
- The fundamentals of elevated work, primarily with regard to ladders and scaffolding
- Safety requirements of different types of pressure equipment
- The basics of electricity and fundamentals regarding electrical safety
- Important aspects and features relating to fire safety
- A comprehensive overview of the different types of safeguarding, both equipment related and personal
- A basic overview of behaviour-based safety (BBS)
- What comprises occupational hygiene and typical occupational hygiene terminology and principles
- The role and functions of the occupational hygienist
- The different aspects relating to toxicity, including acute and chronic health effect
- Workplace occupational stressors that can adversely affect health, including noise, illumination, ventilation, thermal issues and radiation
- Hazardous biological agents and chemical substance stressors
- How ergonomic issues can adversely affect worker health
- The history and development of occupational health
- The importance and role of the OHS
The WORAS methodology used in SAMTRAC:
- Principles of, and requirements for, a comprehensive risk assessment process
- The risk assessment process within the context of risk management
- How to conduct a baseline risk assessment

Different types of risk controls
- The different ways in which risk can be financed, both pre-loss and post-loss
- Different theories on what is a management system
- The different aspects of what is 'management'
- The process of management, also known as 'POLC'
- The simplicity and universality of the PDCA Cycle
- The importance of SHE management integration
- The NOSA approach to PDCA, i.e. the CMB 001
- The planning component of the PDCA, including SHE corporate standards and legal requirements
- What a SHE Policy is and what it should comprise
- The importance of developing a HIRA-based SHEMP and what it should encompass
- The implementation component of the PDCA, including SHE structure and appointments, training and communication
- Operational controls are implemented as required
- The importance of documentation in a SHE management system, including how to compile a procedure and work instruction
- Emergency management as a part of SHE management system implementation
- The importance of the ‘check’ component in the PDCA Cycle
- Different types of monitoring and measurement that contribute to effective checking actions
- Different types of specific monitoring and measurement for safety, health and environmental management
- How to compile a comprehensive and effective monitoring plan
- The entire incident reporting and investigation process, including root cause analysis and incident costing and recall
- How corrective and preventive actions are needed to remedy and prevent system non-conformances
- The role of audits, both internal and external, as part of the checking component of the PDCA Cycle
- The NOSA CMB 253 and allied protocols as a possible ‘blueprint’ for developing and maintaining a SHE management system
- The attributes and importance of SHE management review
- The intrinsic importance of continuous improvement within any SHE management system

TARGET GROUPS
- SHE and occupational health practitioners
- Department of Labour (DoL) inspectors and hygienists
- Risk/insurance assessors
9. SAMTRAC FOR GENERAL INDUSTRY: NAMIBIA

Duration: 10 days
Licenced: No
Prerequisites: Introduction to SAMTRAC

COURSE OUTLINE

By the end of the course, the learner will be able to:

- describe risk management as a process and discuss different risk-control measures
- evaluate different incident-prevention theories
- motivate for the use of SHE management systems to prevent incidents in the workplace
- advise on different legislative requirements with regard to safety, health and the environment
- evaluate the management of different technical aspects as part of the SHE management system
- assist management with the implementation and maintenance of effective occupational health, safety and environmental programmes
- identify relevant environmental acts, regulations and guidelines
- describe the impact of industrial operations on the environment
- write risk-based standards for SHE management systems

TARGET GROUPS

- SHE practitioners
- Occupational health practitioners and hygienists
- Department of Labour (DoL) inspectors
- Risk/insurance assessors
- Line managers and supervisors
- SHE representatives, committee members and chairpersons
- Staff involved with the day-to-day management of SHE programmes

10. ADVANCED SAMTRAC

Duration: 5 days (classroom), 2 weeks to complete SHEQ Management System assignment
Licenced: No
Prerequisites: SAMTRAC (or equivalent qualification), or a tertiary qualification in an SHE discipline

THEORETICAL ASSESSMENT

- To proceed to the practical module of Advanced SAMTRAC, the learner will have to submit the prescribed homework in written format, on the supplied hard copy template, when he/she registers for the practical module

TARGET GROUPS

- SHE practitioners
- Occupational health practitioners and hygienists
- Department of Labour (DoL) inspectors
- Risk/insurance assessors
- Line managers and supervisors
- SHE representatives, committee members and chairpersons
- Staff involved with the day-to-day management of SHE programmes

PREPARATION FOR THE PRACTICAL MODULE

- It is essential that the learner familiarise himself/herself with relevant theory prior to attending the Advanced SAMTRAC practical module
- Be prepared to lead a classroom discussion or workshop about the ideas and issues covered in the pre-reading material
- The learner will require a laptop or large format tablet to use during the course and the minimum requirement is that it has MSOffice or a similar suite installed, as well as either Chrome or Firefox as a web browser. Internet Explorer is not compatible with the e-Tool at this stage
- Note that the practical assignment is due no later than 14 calendar days after the last day of the course

COURSE OUTLINE

By the end of the course, the successful learner will be able to:

- apply the course methodologies and tools to implement an effective SHEQ management system on behalf of their organisation
- ensure the company IMS conforms to the requirements of ISO Annex SL
- interpret management standards requirements based on ISO Annex SL directives
- list and describe the 10 clauses required in management systems and link the appropriate CMB253N clauses to them
- discuss the key practitioners’ approaches in quality to provide a holistic understanding of quality management and quality concepts
- describe the history of the international quality standards linked to IMS
- define the quality and the determinants of products and services in terms of requirements
- discuss the historical development of quality practices to show the global need for quality standards
- discuss the principles of quality and their applications to ensure their effective implementation within an organisation
- discuss the concept of Plan-Do-Check-Act (PDCA), using examples
- explain and apply the process approach to a specific work context to ensure effective implementation
- describe the importance of the international standards in quality
- discuss the importance of the guidelines document in a national and international business context, to ensure an understanding of adherence to requirements
- discuss the importance of the requirements standard/specification to ensure an understanding of the development and implementation of a quality management system
- identify and explain the differences between standards/specifications in terms of the contexts in which they are used to maintain a quality management system
- interpret IMS standards
- apply IMS standards requirements to a management system to determine compliance and conformity
- implement and maintain an IMS according to the standard to ensure compliance to requirements
- improve a quality management system according to the standard in terms of efficiency and effectiveness
- demonstrate an understanding of the business process approach model
- describe the stages of the process approach in terms of international standards
- describe process interaction using examples
- identify associated risks and impacts in order to promote process effectiveness
- gather process information using the relevant techniques
- apply discipline specific technical skills to the businesses
- explain the interaction and integration of business processes with regard to quality of management systems
- explain different monitoring and verification techniques
- explain the application of different monitoring and verification methods within the integrated management system using examples
- describe the deliverables/elements of the business processes using examples
- demonstrate an understanding of the business process approach model
- describe the stages of the process approach in terms of international standards
- describe the process interaction using examples
- identify associated risks and impacts in order to promote process effectiveness
- explain the application of different monitoring and verification methods within the integrated management system using examples
- have a basic understanding of the IDEF0 method of integrated process modelling
- identify opportunities for process improvement
- identify techniques to recognise current and potential problems to be able to choose the most appropriate one to address the problem or the opportunity for improvement
- determine the cost of poor quality in an IMS through consultation and the use of models
- develop alternative solutions to identify opportunities to ensure criteria compliance
- apply acceptance criteria and select the most appropriate alternative
- prepare a proposal regarding the identified opportunities for approval by the higher authority
- propose solutions to problems and improvement opportunities
- select appropriate team members to analyse the problem to improve process efficiency and effectiveness
- apply appropriate tools and techniques to determine the root cause/s of the problem
- develop tools and techniques not limited to root cause analysis
- apply a specific solution to develop the implementation plan
- develop an implementation plan based on the chosen solution
- implement the plan at process level in order to achieve planned results
• evaluate and verify results against defined objectives
• develop operational strategies for a unit
• examine the strategic plan of an entity to determine the purpose of a unit in contributing to the achievement of the entity’s strategy
• develop and record operational strategies for achieving the purpose of a unit
• align the operational strategy of a unit with the overall strategy of an entity
• follow a systematic process to develop goals, objectives and performance standards that are clear, concise, measurable and achievable
• develop an operational plan
• develop the operational plan to transform the goals and objectives into tasks, responsibilities, time frames, performance measures, resource needs and contingencies
• validate measurable parameters against customer and unit performance requirements
• describe monitoring systems in the operational plan to enable the measurement of progress and results against the performance standards
• implement the operational plan, with amendments where necessary, to meet the specified goals, objectives and performance standards
• ensure optimal use of available resources during implementation to promote cost-effectiveness
• encourage the use of control measures by first line managers in the areas of their responsibility
• monitor, measure and evaluate the achievement of goals and objectives

• monitor the performance of the unit against the goals, objectives and performance standards in the plan using established monitoring systems
• conduct performance reviews to measure inputs and outputs of team members against the operational plan
• implement recommendations on corrective action with the agreement of the responsible first line managers
• evaluate results in terms of the teams’ contribution to the performance of a unit
• demonstrate understanding of the relationship between values, ethics and organisational culture and its impact on achieving goals and objectives
• demonstrate the relationship between personal values, organisational ethics, and the entity’s culture through examples from the South African workplace
• illustrate the complexity of the conflicts between personal values and the entity’s values and ethical codes with examples from the South African workplace
• analyse and describe the potential impact of organisational values and culture on the entity’s triple bottom line
• apply the concept of corporate ethics to a unit
• explain the imperatives for ethical conduct in South African organisations with reference to acts, regulations, codes and other documents relevant to the entity
• analyse the role of corporate governance within an entity to determine the contribution of a unit in promoting internal organisational codes and ethical practices
• analyse the specific ethical practices of a unit in different areas with examples

• analyse a unit in relation to the principles of corporate ethics from a teleological or deontological viewpoint, and from an absolutist or relativist viewpoint
• select an instrument for analysing individual and organisational conduct in respect of organisational values, codes of conduct and corporate ethics
• apply the instrument to gather and record information within a unit in respect of organisational values, codes of conduct and corporate ethics
• apply the instrument to evaluate the current state in a unit against the desired state in respect of organisational values, codes of conduct and corporate ethics
• formulate recommendations for strengthening shared organisational values, the code of conduct and ethical practices
• prepare an implementation plan that describes the strengthening of the entity’s values, code of conduct and ethical practices in the unit
• describe the role and responsibilities of the manager in terms of decision making to strengthen the values, code of conduct and ethical practices in a unit and the entity
• outline the communication activities for promoting the entity’s values, code of conduct and ethical practices in a unit and the entity
• describe the process for monitoring and evaluating improvements in relation to the entity’s organisational values, code of conduct and ethical practices in a unit with role allocation and time frames
• design a SHEQ management system for their company as part of their individual assignment
TARGET GROUPS

- HSE and SHEQ practitioners, officers and managers
- General managers, senior line managers and supervisors
- SHE representatives, committee members and chairpersons
- Engineering, operations management and project management professionals
- Personnel responsible for the management and implementation of SHEQ programmes and management systems
- Department of Labour (DoL) inspectors
- Risk/insurance assessors
- Continuous improvement and quality professionals

11. SAMTRAC CONSTRUCTION

Duration: 5 days (classroom); 2 weeks to complete CHS Management Plan assignment

Licenced: No

Prerequisites: SAMTRAC (or equivalent qualification), or a tertiary qualification in an HSE discipline

On completion of the course, each learner will be able to build construction-specific health and safety knowledge onto the knowledge gained from attending SAMTRAC (or an equivalent health and safety course). It will also assist the learner to implement a construction health and safety management plan.

THEORETICAL ASSESSMENT

- Learners have to successfully complete an online theory assessment to attend the classroom sessions
- Learners have to pass the theory assessment with a minimum of 65%

PREPARATION FOR THE PRACTICAL MODULE

- Learners should be prepared to lead a classroom discussion or workshop about the ideas and issues covered in the pre-reading material
- They will need a laptop or large format tablet to use during the course, with MSOffice or a similar suite installed, and either Chrome or Firefox as a web browser. Internet Explorer is not compatible with the e-Tool at this stage
- The practical assignment is due no later than 14 calendar days after the final day of the scheduled sessions

COURSE OUTLINE

At the end of the course, the learner will be able to:

- understand what construction work is
- know who has health and safety duties relating to construction work
- understand the need for consulting, co-operating and co-ordinating activities with other accountable people
- know the specific duties relating to construction work
- understand what is required to manage risks in construction work
- understand the need for safe work method statements (SWMS)
- know what is covered in health and safety management plans for construction projects
- know what information, training, instruction and supervision is required on construction projects
- understand general workplace management arrangements
- understand the role of HSE in PHASE 1: PLANNING
- understand the role of HSE in PHASE 2: DESIGN
- understand the role of HSE in PHASE 3: TENDER
- understand the role of HSE in PHASE 4: CONTRACT
- understand the role of HSE in PHASE 5: CONSTRUCTION
- understand the role of HSE in PHASE 6: EVALUATION
- explain the construction health and safety (CHS) organisation on a project
- explain international construction health and safety organisation basics
- define general individual HSE duties and responsibilities of construction contractors
- establish an effective CHS organisation in South African construction companies
- understand the SACPCMP-prescribed scope for CHS
- understand the SACPCMP-prescribed outcomes and deliverables for CHS
- understand the reason for consultation cooperation and promotion activities with workers, as well as other accountable persons
- understand what an effective consultation is
• explain subcontractor health and safety control requirements on a project
• understand why assessing and appointing qualified subcontractors is required
• describe how to control contracted labour, suppliers and subcontractors’ health and safety compliance
• establish a checklist for assessing subcontractor health and safety performance
• explain the minimum requirements for an employee wellness programme
• explain the role of occupational hygiene in the employee wellness programme
• define the requirements for maintaining the work environment
• explain various concepts of hazard identification, risk assessment and control
• explain conditions to consider when conducting HIRA
• describe which health risks should also be included in assessments
• describe the components covered to minimise site establishment risk
• explain the administrative health and safety requirements
• establish the provision of employee welfare facilities
• establish adequate health and safety controls in site workshops
• explain the need to provide medical and first aid facilities to ensure wellness
• explain the need to protect the public and the site.

TARGET GROUPS
• HSE and SHEQ practitioners, officers and managers
• General managers, senior line managers, and supervisors
• Operations and project management practitioners
• Personnel responsible for the management and implementation of CHS management plans and HSE management systems

12. STRATEGIC RISK PLANNING

Unit standard title: Apply concepts and principles relevant to the practical aspects of corporate governance and accountability

Duration: 5 days
Licenced: No
Credits: 10
SAQA ID: 12885
NQF Level: 6
Prerequisites: Able to implement auditing procedures; NQF Level 5

On completion of this course the successful learner will be able to:

• explain the responsibilities of the different role players
• explain the principles of corporate governance and accountability in a meaningful manner
• describe the specific responsibilities of management in terms of the relevant legislation
• explain the specific management responsibilities in terms of the relevant legislation relating to reporting on compliance with the Code of Corporate Practice and Conduct
• prepare information concerning practical aspects of corporate governance and accountability
• provide information with regard to corporate practices and conduct, that adds value to the organisation
• provide the functioning details of board and committees that comply with legal and organisational requirements
• establish and implement audit committees in accordance with GAAP/GRAP
• present an organisational structure that complies with industry standards and organisational strategy
• provide management control system information that allows for improved productivity and organisational functioning
• demonstrate knowledge of risk management elements related to corporate governance

FORMATIVE ASSESSMENT
• Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
• Written assessment to be done at the end of the course

COURSE OUTLINE

At the end of the course, the learner will be able to:

• Learner needs to achieve a minimum of 65%
• identify business risk and exposures that encompass strategic, financial, operational and systems risks
• explain the probability of loss and related consequences to the client in a meaningful manner
• describe preventative, detective and corrective strategies for risk management in line with GAAP/GRAP
• describe information risk management processes in line with organisational needs and environment.

TARGET GROUPS
• Executive management
• Risk managers
SECTION 3
INTERNATIONAL COURSES
1. NEBOSH INTERNATIONAL GENERAL CERTIFICATE (IGC)

Duration: 11 days
Licenced: No
Prerequisites: SAMTRAC/SAMTRAC online Environmental Module

The NEBOSH International General Certificate (IGC) in Occupational Health and Safety is a recognised health and safety qualification worldwide, which focuses on international health and safety standards and priorities (ILO/18001), and best-practice controlling hazards. It offers an excellent basic grounding in the essentials of health and safety.

COURSE OUTLINE

The IGC consists of three components:

- **IGC 1**: Management of international health and safety
  - Element 1: Foundations
  - Element 2: Health and safety management systems – Plan
  - Element 3: Health and safety management systems – Do
  - Element 4: Health and safety management systems – Check
  - Element 5: Health and safety management systems – Act

- **IGC 2**: Controlling workplace hazards
  - Element 1: Workplace hazards and risk control
  - Element 2: Transport hazards and risk control

- **IGC 3**: Health and safety practical application
  - Element 3: Musculoskeletal hazards and risk control
  - Element 4: Work equipment hazards and risk control
  - Element 5: Electrical safety
  - Element 6: Fire safety
  - Element 7: Chemical and biological health hazards and risk control
  - Element 8: Physical and psychological health hazards and risk control

**TARGET GROUPS**

- Managers
- Supervisors
- Non-safety specialists
- Worker representatives who have both general and specific health and safety responsibilities within their organisations

2. NEBOSH INTERNATIONAL CONSTRUCTION CERTIFICATE (ICC)

Duration: 16 days
Licenced: No
Prerequisites: SAMTRAC/SAMTRAC online Environmental Module

The National Examination Board in Occupational Safety and Health (NEBOSH) International Construction Certificate (ICC) course provides employees in the construction industry with essential knowledge required to enable them to take an active role in the management of health and safety in their workplace and the best way to integrate risk management into daily operations, as well as monitor it effectively. It covers key construction issues in more technical detail.

COURSE OUTLINE

- The ICC comprises three national general certificate (NGC) units:
  - **IGC 1**: Management of international health and safety
    - Element 1: Foundations in health and safety
    - Element 2: Health and safety management systems – Plan
    - Element 3: Health and safety management systems – Do
    - Element 4: Health and safety management systems – Check
    - Element 5: Health and safety management systems – Act
  - **ICC 1**: Managing and controlling hazards in international construction activities
    - Element 1: Construction management
    - Element 2: Construction site – hazards and risk control
    - Element 3: Vehicle and plant movement – hazards and risk control
    - Element 4: Musculoskeletal – hazards and risk control
    - Element 5: Work equipment – hazards and risk control
    - Element 6: Electrical safety
    - Element 7: Fire safety
    - Element 8: Chemical and biological health hazards and risk control
Element 9: Physical and psychological health hazards and risk control
Element 10: Working at height – hazards and risk control
Element 11: Evacuation work and confined spaces – hazards and risk control
Element 12: Demolition and deconstruction – hazards and risk control

ICC 2: International construction health and safety practical application

TARGET GROUP
People involved in construction work, who need to provide advice on health, safety and welfare in construction work

3. NEBOSH CERTIFICATE IN ENVIRONMENTAL MANAGEMENT (EC)

Duration: 6 days
Licenced: No
Prerequisites: SAMTRAC/SAMTRAC online Environmental Module

The NEBOSH Certificate in Environmental Management (EC) is designed for managers, supervisors and employees who are responsible for managing environmental issues as part of their work, and focuses on assessing environmental management systems.

COURSE OUTLINE
EC 1: Management and control of environmental hazards

EC 2: Environmental practical application

TARGET GROUPS
Managers and supervisors
Employees responsible for managing environmental issues

4. SAMTRAC INTERNATIONAL E-LEARNING

Duration: 9 months
Licenced: No
Credits: 10
SAQA ID: 244283
NQF Level: 5
Prerequisites: None

Upon completion of the course, the learner will possess both foundational and fundamental knowledge critical to occupational HSE management. SAMTRAC International covers the integration of occupational HSE management, and students are taken through the practical process of implementing and maintaining an occupational HSE management system using the Plan-Do-Check-Act (PDCA) cycle.

COURSE OUTLINE
At the end of the course, the learner will be able to:
- describe risk management as a process and discuss different risk control measures
- evaluate different incident prevention theories
- motivate the use of HSE management system to prevent incidents in the workplace
- advise on different legislative requirements with regard to safety, health and the environment
- evaluate the management of different technical aspects as part of the HSE management system
- assist management with the implementation and maintenance of an effective occupational health, safety and environmental programme
- identify relevant environmental acts, regulations and guidelines
- describe the impact of industrial operations on the environment
- write risk-based standards for HSE management system
- advise on implementation and measurement of standards
- advise on co-ordinating the HSE
management system to achieve continual improvement

- describe how the effectiveness of the system can be evaluated.

TARGET GROUPS

- SHE practitioners
- Occupational health practitioners and hygienists
- Risk/insurance assessors
- Line managers and supervisors
- SHE representatives, committee members and chairpersons
- Staff involved with day-to-day management of a HSE programme
SECTION 4
EMS COURSES
1. BASIC FIRE AWARENESS

Duration: 1 day
Licenced: No

COURSE OUTLINE

By the end of the course, the learner will be able to understand:
- fire terminology
- causes of fire in the workplace
- fire triangle
- symbolic signs
- classifications of fire
- types of firefighting equipment
- extinguishers
- fire hose reel
- fire spread
- fire prevention goals
- how to prevent a fire
- alerting the fire department
- dangers of fires
- safe firefighting
- consequences of fire
- basic legal requirements.

TARGET GROUP
- This course can be used as a fire induction programme for all employees.

2. EMERGENCY EVACUATION PROCEDURES

Unit standard title: Explain emergency preparedness and response procedures

Duration: 2 days
Licenced: No
Credits: 3
SAQA ID: 259597
NQF Level: 2
Prerequisites: None

COURSE OUTLINE

On completion of the course, the successful learner will be able to distinguish between an emergency and an incident, as well as understand the different types of emergencies that may take place in the workplace. The learner will be able to explain the types of emergency alarms in the workplace, the procedures for responding to them, and the methods and procedures that need to be applied in an assembly area after an alarm.

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
- Written test
- Practical exercise

TARGET GROUP
- All employees responsible for workplace evacuation, emergency preparedness and assisting emergency teams in emergency planning.

3. BASIC FIREFIGHTER

Unit standard title: Apply firefighting techniques

Duration: 2 days
Licenced: No
Credits: 3
SAQA ID: 252250
NQF Level: 1
Prerequisites: None

COURSE OUTLINE

On completion of the course, the successful learner will be capable of identifying, containing, preventing and extinguishing different types of fires by operating basic firefighting equipment.

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
- Written test
- Practical exercise

TARGET GROUP
- All employees responsible for workplace evacuation, emergency preparedness and assisting emergency teams in emergency planning.
EMS COURSES

- operate basic firefighting equipment
- perform basic firefighting procedures.

TARGET GROUP
- All employees responsible for workplace firefighting and appointed workplace firefighters, or persons who want to gain greater knowledge about workplace firefighting and basic fire prevention. It is useful to have a fire marshal complete this programme, as they act as the backup for the appointed workplace firefighter.

4. FIRE MARSHALL

| Duration: | 2 days |
| Licenced: | No |
| Credits: | 3 |
| SAQA ID: | 252250 |
| NQF Level: | 1 |
| Prerequisites: | None |

On completion of the course, the successful learner will be able to identify the classes of fire, the correct extinguishing medium and how to extinguish the fire without endangering themselves or others. The fire marshal will also be able to conduct all operations until they reach a safe conclusion or the fire brigade arrives.

COURSE OUTLINE

At the end of the course, the learner will be able to understand:
- fire terminology
- causes of fire in the workplace
- fire triangle
- symbolic signs
- classification of fire
- types of firefighting equipment
- extinguishers
- fire hose reel
- fire spread
- fire prevention goals
- how to prevent a fire
- alerting the fire department
- dangers of fires
- safe firefighting
- consequences of fire
- duties of a workplace firefighter
- duties of a workplace first aider
- legal requirements
- evacuation awareness
- what to do in case of an emergency
- different types of emergency situations
- emergency assembly points
- if a fire is discovered
- if danger is not imminent
- bomb threat emergency
- in the event of a medical emergency
- post mortem (after emergency)
- communication in emergency situations
- emergency evacuation plan (general information)
- emergency evacuation plan (implementation)
- contents of an emergency evacuation plan
- possible consequences of emergency situations
- duties of emergency personnel in the workplace.

TARGET GROUP
- Various activities will be completed during class as well as homework.
- All employees responsible for workplace evacuation, emergency preparedness and assisting emergency teams in emergency planning.

5. FIRST AID LEVEL 1

| Duration: | 2 days |
| Licenced: | MERseta |
| Credits: | 5 |
| SAQA ID: | 119567 |
| NQF Level: | 1 |
| Prerequisites: | None |

This training is designed to assist learners with emergency protocols that need to be followed to ensure correct and legal first aid is given when responding to any emergency situation, and to ensure they can administer the essential life-saving skills required.

COURSE OUTLINE

At the end of the course, the learner will be able to understand:
- the principles of emergency care
- rescue breathing / artificial respiration
- cardio-pulmonary resuscitation (adult only)
- airway obstruction / choking
- how to recognise and treat:
  - wounds and bleeding
  - shock, unconsciousness and fainting
  - burns
  - fractures and splinting
  - head and spinal injuries
  - cyanide poisoning (optional component for gold mining operations).

**TARGET GROUP**

- The course aims to provide people from all walks of life and all forms of industry with the basic lifesaving skills that are needed in any emergency situation. The course caters for requirements set by schools, educational institutes and all industries within the workplace.

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### 6. FIRST AID LEVEL 2

- **Duration:** 3 days
- **Licenced:** No
- **Prerequisites:** Valid First Aid Level 1 Certificate to qualify to attend the course; basic general knowledge of methods of contracting HIV

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- principles of emergency care
- emergency scene management
- artificial respiration / rescue breathing
- cardiopulmonary resuscitation
- airway obstruction
- wounds and bleeding
- shock, unconsciousness and fainting.
- burns
- fractures and splinting
- head and spinal injuries
- chest pains and stroke
- chest, pelvic and abdominal injuries
- medical emergencies
- join injuries and rescue carries
- environmental injuries and illnesses
- poisons, bites and stings
- multiple injury management
- head and spinal injuries
- chest pains and stroke
- chest, pelvic and abdominal injuries
- medical emergencies
- join injuries and rescue carries
- environmental injuries and illnesses
- poisons, bites and stings
- multiple injury management
- chest pains and stroke
- chest, pelvic and abdominal injuries
- medical emergencies
- join injuries and rescue carries
- environmental injuries and illnesses
- poisons, bites and stings
- multiple injury management
- behavioural emergencies
- emergency childbirth
- water-related emergencies.

**TARGET GROUPS**

- This course provides the perfect mix of the basics of first aid with a number of advanced skills including the resuscitation of a child and infant, joint injuries as well as what to do in the event of a venomous snake bite.
- Companies with an extensive risk profile, as learners will acquire a more in-depth knowledge of various injuries and emergency conditions with which fellow employees in the workplace might suffer.

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### 7. FIRST AID LEVEL 3

- **Duration:** 4 days (with a valid First Aid Level 2 certificate) or 5 days (with no first aid certificate)
- **Licenced:** No
- **Prerequisites:** Valid First Aid Level 2 Certificate to qualify to attend the course; basic general knowledge of methods of contracting HIV

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- principles of emergency care
- emergency scene management
- artificial respiration / rescue breathing
- cardiopulmonary resuscitation
- airway obstruction
- wounds and bleeding
- shock, unconsciousness and fainting
- burns
- fractures and splinting
- head and spinal injuries
- chest pains and stroke
- chest, pelvic and abdominal injuries
- medical emergencies
- join injuries and rescue carries
- environmental injuries and illnesses
- poisons, bites and stings
- multiple injury management
- head and spinal injuries
- chest pains and stroke
- chest, pelvic and abdominal injuries
- medical emergencies
- join injuries and rescue carries
- environmental injuries and illnesses
- poisons, bites and stings
- multiple injury management
- behavioural emergencies
- emergency childbirth
- water-related emergencies.

**TARGET GROUPS**

- This course is aimed at individuals who wish to know as much as possible regarding the topic of first aid, candidates will also be exposed to the concerns around particularly
trying situations involving behavioral emergencies, emergency childbirth situations and how to handle water-related emergencies

- Organisations that operate in remote areas or where there is a high flow of public, as learners will be able to manage the majority of emergency situations while awaiting the arrival of further advanced medical assistance

8. PORTABLE EXTINGUISHER HANDLING

**Duration:** 1 day  
**Licensed:** No  
**Prerequisites:** None

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- explain the critical factors pertaining to the extinguishing of a fire by means of a portable fire extinguisher  
- prepare to extinguish a fire  
- extinguish the fire  
- perform post-extinguishing activities

**TARGET GROUPS**

- All employees as part of induction  
- Persons performing basic fire safety duties

9. BASIC WILD LAND FIREFIGHTING

**Duration:** 2 days  
**Licensed:** No  
**Prerequisites:** Basic firefighter

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- identify factors influencing wild land fire behaviour  
- identify types of wild land fires and their dangers  
- understand and interpret the fire danger index levels  
- identify various methods in contacting the fire department  
- explain basic communication skills on the fire ground  
- identify basic preventative measures  
- explain methods of attack in accordance with fire behaviour  
- identify types of fire lines and the construction thereof  
- identify PPE to be used  
- identify tools and equipment to be used during wild land fires  
- explain and demonstrate mop-up procedures  
- identify problem situations and explain corrective actions  
- identify problems that firefighters may encounter and the corrective actions  
- explain legal requirements.

**TARGET GROUPS**

- All employees who could be required to respond to grass and wild land fire incidents
SECTION 5
SHE LEGISLATION COURSES
1. ADVANCED OHS ACT

Duration: 2 days  
Licenced: No  
NQF Level: 4  
Prerequisites: Introduction to the OHS Act

On completion of this course the learner will have in-depth knowledge and understanding of the OHS Act (procedures and regulations).

COURSE OUTLINE

At the end of the course, the learner will be able to:
- demonstrate knowledge and understanding of the basic principles of the relevant legislation  
- explain the requirements for compliance as stipulated in the current legislation  
- identify deviations from the plan and control measures required to achieve compliance are given  
- monitor activities necessary to ensure that control measures are assessed and reviewed  
- demonstrate knowledge and understanding of record keeping required by legislation  
- explain the legal obligation of the employer in terms of training and communication

TARGET GROUP
- All personnel requiring an in-depth knowledge of SHE legislation

3. CLIMATE CHANGE MANAGEMENT

Duration: 2 days  
Licenced: No  
Prerequisites: None

Upon completion of this course, the successful learner will be able to assist their company in setting environmental objectives and targets to mitigate climate change.

COURSE OUTLINE

At the end of the course, the learner will be able to:
- Climate change science and definitions  
- Legal, economic and socio-political context of climate change  
- Carbon footprinting  
- Climate change mitigation and carbon footprint reduction  
- Climate change adaptation  
- Carbon management

TARGET GROUPS
- Environmental managers  
- SHE management representatives  
- Risk managers and general managers
4. CORPORATE GOVERNANCE: AN INSIGHT INTO STRATEGIC RISK MANAGEMENT

Duration: 2 days
Licenced: No
Prerequisites: None

On completion of the course, the successful learner will be able to apply principles of corporate governance to enhance their company’s organisational sustainable competitive advantage through strategic risk management.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- understand the reasons for, and the applicability of, corporate governance principles
- understand the fundamental importance of governance with regard to strategic risk
- understand and apply an enterprise/integrated approach to risk management that is fundamentally linked to governance concerns
- understand of global developments in corporate governance
- identify the causes of corporate governance failures and governance scandals
- understand governance analysis and rating systems, and approaches to assessment
- understand the importance of governance checks and balances
- understand corporate sustainability
- apply principles of ethics and leadership toward sustainable competitive advantage
- understand the South African corporate governance framework, particularly King IV

TARGET GROUPS
- Risk managers
- Senior and executive management

5. SAFETY FOR SENIOR EXECUTIVES

Duration: 1 day
Licenced: No
Prerequisites: None

COURSE OUTLINE
At the end of the course, the learner will be able to:

- understand the health and safety role and responsibilities of senior executives
- recognise the importance of integrating health and safety objectives with other business objectives
- take account of health and safety aspects during strategic planning and decision making
- understand the principles of health and safety management.

TARGET GROUP
- Senior and executive management

6. LEGAL LIABILITY

Duration: 1 day
Licenced: No
Credits: 3
Prerequisites: None

COURSE OUTLINE
At the end of the course, the learner will be able to understand:

- Legal terminology
- Driving forces for legal compliance
- Criminal and civil liability – common law
- Case studies
- COID Act – case law
- Delict recovery of damages
- Indemnity agreements
- OHS Act and legislative criminal liability
- Employers’ duties
- Duties of manufacturers
- Inspectors’ powers and investigation/inquiries
- Contractors
- Duties of client and agent
- Duties of designer
- Duties of principal contractor and contractor
- Environmental law
- Corporate governance
- Legal compliance strategy

TARGET GROUP
- Top management and contractors
SECTION 6
OHSAS AND ISO CERTIFICATION COURSES
1. ISO 9001 BRIDGING COURSE FROM 2008 TO 2015

**Duration:** 1 day  
**Licenced:** No  
**Prerequisites:** ISO 2008: 2015 Introduction or Implementation courses

On completion of the course, the successful learner will be completely familiar with the changes from ISO 9001: 2008 to ISO 9001: 2015, and the process module.

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- Key perspectives, i.e. reasons for the changes
- Three basic core concepts of the 2015 version
- Main changes to the 2008 version
- Nature and benefits of ‘risk-based’ thinking
- Structure of standard ISO 9001: 2015
- Clause-by-clause comparison of the requirements
- Revised Seven Quality Management principles

**TARGET GROUP**

- Anyone employed by an organisation with a quality-management system, meeting the requirements of ISO 9001, or anyone who wishes to pursue this route

2. ISO 9001: 2015 INTRODUCTION

**Duration:** 1 day  
**Licenced:** No  
**Prerequisites:** None

This course will provide learners with the requirements of ISO 9001: 2015 and the process module.

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- ISO 9001: 2015 contains requirements for a quality management system
- These requirements can be complex and confusing to those encountering it for the first time. Organisations that have implemented, or plan to implement the standard, will need to understand these requirements and how they have an impact on the organisation. The course includes a series of lectures and workshops aimed at providing a clear understanding of the requirements, and feedback on their interpretation
- It also provides an opportunity for learners to discuss specific requirements with an experienced quality professional
- The course gives learners the opportunity to discuss the standards and expectations of certification bodies, along with practical advice and support in plain English

**TARGET GROUP**

- Anyone employed by an organisation with a quality-management system meeting the requirements of ISO 9001, or anyone wishing to pursue this route

3. ISO 9001: 2015 IMPLEMENTATION

**Duration:** 3 days  
**Licenced:** No  
**Prerequisites:** ISO 9001: 2015 Introduction

On completion of this course, the successful learner will be able to develop and implement a quality management system (QMS) in accordance with the requirements of ISO 9001: 2015.

**COURSE OUTLINE**

At the end of the course the learner will be able to:

- have an understanding of the requirements of Quality Management Systems Standard ISO 9001
- be able to implement a quality management system
- implement a range of techniques for a QMS in their organisation

**TARGET GROUPS**

- Quality managers
- Quality co-ordinators
- Administrators

4. ISO 9001: 2015 INTERNAL AUDITOR

**Duration:** 3 days  
**Licenced:** No  
**NQF Level:** 5  
**Prerequisites:** ISO 9001: 2015 Introduction and Implementation courses; learners should have some knowledge of their own quality system and, ideally, an understanding of the ISO 9001 series of standards
On completion of this course, the successful learner will be able to perform internal audits essential for the effective management and improvement of an ISO 9001: 2015 Quality Management System.

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- describe how to schedule, plan and perform an audit, report findings, conduct opening and closing meetings and establish follow-up actions
- experience the critical stages of an audit.

**TARGET GROUPS**

- Anyone involved with performing or managing internal quality audits

**5. OHSAS 18001 INTRODUCTION**

**Duration:** 1 day  
**Licenced:** No  
**Prerequisites:** Learners should have a working knowledge of current legislation and be involved in the organisation's internal auditing and/or system implementation

Upon completion of the course, the successful learner will understand the principal requirements of OHSAS 18001, the internationally recognised Occupational Health and Safety Assessment Series (OHSAS).

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- bring learners up to date with current thinking on Occupational Health and Safety, and thoroughly explore the Management System Framework defined in OHSAS 18001
- compare other internationally recognised management systems (ISO 9000/ISO 14000), and work through implementing a management system to enable continuous improvement of OHS performance linked to third-party certification.

**TARGET GROUP**

- Anyone with direct responsibility for occupational health and safety, particularly health and safety officers, supervisors and managers

**6. OHSAS 18001 IMPLEMENTATION**

**Duration:** 2 days  
**Licenced:** No  
**Prerequisites:** ISO 9001: 2015 Introduction; learners should have a working knowledge of current legislation and be involved in the organisation's internal auditing and/or system implementation

Upon completion of the course, the successful learner will implement the principal requirements of OHS 18001, the internationally recognised Occupational Health and Safety Assessment Series (OHSAS).

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- apply the principles of health and safety management, implement continual improvement, and interpret the requirements of current legislation The OHSAS 18001 approach to occupational health and safety in detail
- apply the procedures for hazard identification, risk management, emergency planning, training, communication, consultation, and management review
- use OHSAS 18001 as a model to define roles and responsibilities of auditors and lead auditors, and plan, coordinate and perform OHSAS audits.

**7. OHSAS 18001 INTERNAL AUDITOR**

**Duration:** 3 days  
**Licenced:** No  
**Prerequisites:** OHSAS 18001 Introduction and Implementation courses

Upon completion of this course, the successful learner will be able to conduct an internal audit in accordance with OHSAS 18001.

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- apply the principles of health and safety management, implement continual improvement, and interpret the requirements of current legislation The OHSAS 18001 approach to occupational health and safety in detail
- apply the procedures for hazard identification, risk management, emergency planning, training, communication, consultation, and management review
- use OHSAS 18001 as a model to define roles and responsibilities of auditors and lead auditors, and plan, coordinate and perform OHSAS audits.
TARGET GROUPS

- Supervisors, managers and directors who are responsible and liable for occupational health and safety management
- Consultants advising on the implementation of OHSAS systems including OHSAS 18001
- 3 CPD points (ECSA)

8. ISO 14001 BRIDGING COURSE FROM 2008 TO 2015

Duration: 1 day
Licenced: No
Prerequisites: Must already be qualified as an internal auditor on any previous auditing course

On completion of the course, the successful learner will be able to understand the benefits of adopting an environmental management system (EMS) and achieving international environmental standard ISO 14001: 2015 certification.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- understand the requirements of ISO 14001 and enable them to participate effectively in EMS development and related activities
- understand the structure of ISO 14001
- know the benefits of having an EMS
- understand key requirements for an EMS
- understand EMS principles and EMS standards
- develop an EMS

TARGET GROUPS

- Internal auditors
- SHEQ managers

9. ISO 14001: 2015 INTRODUCTION

Duration: 1 day
Licenced: No
Prerequisites: None

On completion of the course, the successful learner will be able to explain and apply safety, health and environmental requirements in the workplace.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- understand the requirements of environmental management
- implement systems Standard ISO 14001 and EMS carry out an initial preliminary review
- appreciate environmental impacts and effects
- adopt a range of techniques for the implementation of an EMS in their organisation.

TARGET GROUPS

- Managers who need practical understanding of EMS development
- Individuals appointed to develop an EMS
- Quality or safety auditors who need to cover environmental issues
- Trainee environmental consultants
- Employees

10. ISO 14001: 2015 IMPLEMENTATION

Duration: 2 days
Licenced: No
Prerequisites: ISO 14001: 2015 Introduction

Upon completion of the course, the successful learner will have a sound understanding of environmental management systems and a methodology for their implementation.

COURSE OUTLINE

At the end of the course the successful learner will be able to:

- understand the requirements of environmental management
- implement systems Standard ISO 14001 and EMS carry out an initial preliminary review
- appreciate environmental impacts and effects
- adopt a range of techniques for the implementation of an EMS in their organisation.

TARGET GROUPS

- All those with an interest in environmental issues, who seek to implement a management system to manage those issues in an efficient and cost-effective way

11. ISO 14001: 2015 INTERNAL AUDITOR

Duration: 3 days
Licenced: No
Prerequisites: ISO 14001: 2015 Introduction and Implementation courses; it is preferable that learners have some knowledge of ISO 14001
and/or their own environmental system prior to attending the course.

Upon completion of the course, the successful learner will be able to perform effective internal audits of an environmental management system to ISO 14001.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- proceed through the whole system of planning and preparing for audits, through performance to reporting the findings in an effective manner (which is beneficial to the organisation)
- begin auditing as soon as they want.

TARGET GROUPS
- Environmental, health and safety and quality managers
- Anyone who will be required to perform internal audits of the environmental management system

12. INTEGRATED OHSAS 18001 AND 14001 EMS

INTRODUCTION
Duration: 1 day
Licenced: No
Prerequisites: ISO 14001: 2015 Introduction

On completion of the course, the successful learner will be able to explain and apply safety, health and environmental requirements in the workplace and principal requirements of OHSAS 18001.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- understand the requirements of ISO 14001 and Management System Framework defined in OHSAS 18001
- understand the structure of ISO 14001
- understand the benefits and key requirements of having an EMS
- understand EMS principles, EMS standards and developing an EMS
- implement a management system to enable continuous improvement of OHS performance linked to third party certification.

TARGET GROUPS
- Managers who need practical understanding of EMS development
- Individuals appointed to develop an EMS
- Quality or safety auditors who need to cover environmental issues
- Trainee environmental consultants
- Employees

13. INTEGRATED OHSAS 18001 AND 14001 EMS

IMPLEMENTATION
Duration: 3 days
Licenced: No
Prerequisites: Combined OHSAS 18001 and 14001 Introduction

Upon completion of the course, the successful learner will have a sound understanding of environmental management systems and a methodology for their implementation. The learner will also be equipped to implement the principal requirements of OHSAS 18001, the internationally recognised Occupation Health and safety Assessment Series (OHSAS).

COURSE OUTLINE
On completion of the course, learners will:

- have an understanding of the requirements of the Environmental Management Systems Standard ISO 14001 and EMS
- be able to carry out an initial preliminary review appreciate environmental impacts and effects
- have a range of techniques for the implementation of an EMS in their organisation
- be up to date with current thinking on occupational health and safety through a practical workshop and thoroughly explores the Management System Framework defined in OHSAS 18001
- begin with a comparison of other internationally-recognised management systems (ISO 9000/ISO 14000), and will make learners familiar with the requirements of OHSAS 18000.

TARGET GROUP
- All those with an interest in environmental issues and those who seek to implement a management system to manage those issues in an efficient and cost-effective way. It is also beneficial to those with direct responsibility for occupational health and safety, particularly health and safety officers, supervisors and managers. Learners should have a working knowledge of current legislation and be involved in the organisation’s internal auditing.
14. INTEGRATED OHSAS 18001 AND 14001
EMS INTERNAL AUDIT

Duration: 2 days
Licensed: No
Prerequisites: Combined OHSAS 18001 and 14001 implementation; it is preferable if learners have some knowledge of ISO 14001 and/or their own environmental system prior to attending the course.

Upon completion of the course, the successful learner will be able to perform effective internal audits of an environmental management system to ISO 14001. The learner will also be able to conduct an internal audit in accordance with OHSAS 18001.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- ISO 14001 states that internal audits of the environmental management system must be performed. This will enable an organisation to not only determine the degree of compliance with its system, but also opportunities for improvements.
- This course takes learners through the whole system of planning and preparing for audits, through performing to reporting the findings in an effective manner that is beneficial to the organisation.
- The course includes a series of lectures and exercises designed to ensure that learners leave the course able to start auditing as soon as they like.
- Learners will be given a thorough introduction to the principles of health and safety management, continual improvement and the requirements of current legislation.

- The OHSAS 18001 approach to occupational health and safety is interpreted in detail.
- Procedures for hazard identification, risk management, emergency planning, training, communication, consultation, and management review.
- Using OHSAS 18001 as a model, learners will be able to define roles and responsibilities of auditors and lead auditors, and plan, coordinate and perform OHSAS audits.

TARGET GROUPS

- Environmental, health and safety and quality managers.
- It is also suitable for anyone who will be required to perform internal audits of the environmental management system.
- Supervisors, managers and directors who are responsible and liable for occupational health and safety management.
- Consultants advising on the implementation of OHSAS systems, including OHSAS 18001.
- 3 CPD points (ECSA)
SECTION 7
WORKING AT HEIGHT
1. BASIC WORKING AT HEIGHT

IWH Designation: Basic Fall Arrest Technician
Unit standard title: Explain and perform fall arrest techniques when working at height

Duration: 1 day
Licenced: No
Credits: 2
SAQA ID: 229998
NQF Level: 1
Prerequisites: Communication at ABET Level 3 or equivalent; Mathematical Literacy at ABET Level 3 or equivalent, and a valid medical certificate of fitness specific to the construction work to be performed and issued by an Occupational Health Practitioner in the form of Annexure 3

Upon completion of the course, the successful learner will acquire the knowledge, skills and attitudes to work at height safely, thereby minimising the risk of falling and increasing the learner’s chances of survival should a fall occur. Learners who need this training are typically required to climb structures and position themselves safely while performing work at height. They do not participate in emergency operations and must, therefore, work under the supervision of a person who is qualified/skilled to carry out rescue procedures from fall arrest systems.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- demonstrate basic knowledge of the limitations of a limited range of fall arrest equipment and regulations
- inspect, assemble and store fall arrest equipment
- select suitable anchor points
- use fall arrest systems with a double lanyard
- use pre-installed vertical and horizontal life-lines and explain reducing risks during rescue.

SUMMATIVE ASSESSMENT
- Written test
- Practical exercise

COURSE OUTLINE
At the end of the course, the learner will be able to:

- perform a risk assessment of the worksite where work is to be done at height
- demonstrate knowledge of fall arrest rescue equipment and advanced fall arrest rescue techniques
- develop a fall protection plan and fall arrest plan
- manage safety of personnel working at heights.

TARGET GROUPS
- Safety officers
- Supervisors or any identified personnel who are currently actively involved in and have been identified to write and prepare a fall protection plan to become competent (as required by the OHS Act)

2. FALL PROTECTION PLAN DEVELOPMENT

IWH Designation: Fall Protection Planner
Unit standard title: Assess a worksite for work at height and prepare a fall protection plan

Duration: 5 days
Licenced: No
Credits: 3
SAQA ID: 229994
NQF Level: 4
Prerequisites: Communication and Mathematical Literacy at NQF Level 3, Basic Working at Height (US229998).

Upon completion of the course, the successful learner will be able to take up the responsibility for the safety and protection of people working at height, where there is a risk of injury from a fall. Learners will also be able to develop fall protection plans for people working at height.

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework

3. FALL ARREST AND RESCUE

IWH Designation: Fall Arrest Technician
Unit standard title: Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan

Duration: 3 days
Licenced: No
Credits: 3
Upon completion of the course, the successful learner will be equipped with the ability to work at height where there is a risk of injury from a fall. Learners are able to follow fall arrest principles to perform work at height safely, under supervision of a qualified supervisor.

COURSE OUTLINE
At the end of the course, the learner will be able to:
- Explain the use and limitations of a range of fall arrest equipment
- Inspect and assemble fall arrest equipment
- Select suitable anchor points
- Use a double-leg fall arrest lanyard
- Use pre-installed vertical and horizontal lifelines

4. BASIC FALL ARREST

**IWH Designation:** Basic Fall Arrest Technician  
**Unit standard title:** Explain and perform fall arrest techniques when working at height

| Duration: | 2 days |
| Licenced: | No |
| Credits: | 2 |
| SAQA ID: | 229998 |
| NQF Level: | 1 |

**Prerequisites:** Communication and Mathematical Literacy at NQF Level 3.  
Medical certificate of fitness to work at heights issued by an Occupational Health Practitioner (OHP).

Upon completion of the course, the successful learner will be able to take responsibility for inspection and installation of fall arrest systems and for implementing fall protection plans and rescues.

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
- Written test
- Practical exercise

COURSE OUTLINE
At the end of the course, the learner will be able to:
- explain the use of a range of fall arrest equipment and knowledge of applicable regulations
- explain and use basic rope knots
- install and use fall arrest systems
- inspect and assemble fall arrest equipment and systems
- interpret and implement a fall protection plan
- perform basic fall arrest rescues to bring a casualty down to safety.

TARGET GROUP
- Any person working at heights (higher than two metres from their feet to the ground or within two metres of an edge where there is a possibility of a fall taking place), where the use of fall arrest systems and specific types of PPE (ropes and knots) are going to be utilised, as well as where a rescue needs to be performed

5. ADVANCED FALL ARREST RESCUE

**IWH Designation:** Fall Arrest Supervisor  
**Unit standard title:** Perform a range of advanced fall arrest rescues

| Duration: | 3 days |
| Licenced: | No |
| Credits: | 4 |
| SAQA ID: | 229999 |
| NQF Level: | 4 |

**Prerequisites:** Communication and Mathematical Literacy at NQF Level 3.  
Certified copies of ID/passport.  
Medical certificate of fitness to work at heights issued by an Occupational Health Practitioner (OHP).
Upon completion of the course, the successful learner will be able to understand and perform a range of advanced fall arrest rescues, maintaining the safety and protection of people while working at height, where there is a risk of injury from a fall. They will be able to ensure that the correct equipment is selected and that this equipment is safe for use. The learner will also be able to follow fall arrest principles when performing a fall arrest rescue.

**FORMATIVE ASSESSMENT**
- Various activities will be completed during class as well as homework

**SUMMATIVE ASSESSMENT**
- Written test
- Practical exercise

**COURSE OUTLINE**
At the end of the course, the learner will be able to:
- explain the principles of fall arrest rescues and perform rope manoeuvres
- select equipment for advanced fall arrest rescues
- explain the requirements for equipment inspection
- conduct fall arrest rescues.

**TARGET GROUP**
- Any person working at heights (higher than two metres from their feet to the ground or within two metres of an edge where there is a possibility of a fall taking place), where the use of fall arrest systems and specific types of PPE (ropes and knots) are going to be utilised.
TARGET GROUP

- Any person working at heights (higher than two metres from their feet to the ground or within two metres of an edge where there is a possibility of a fall taking place).
SECTION 8
HWSETA SKILLS TRAINING PROGRAMME
1. SAFETY REPRESENTATIVE (HW/SP/15045)

**Unit standard title:** 259617: Conduct an investigation into workplace safety, health and environmental incidents. 259622: Describe the functions of the workplace health and safety representative

**Duration:** 5 days and workplace assignment

**Licenced:** No

**Credits:** 6

**SAQA ID:** US259617 and US259622

**NQF Level:** 2

**Prerequisites:** Communication and Mathematical Literacy at NQF Level 1

On completion of the course the successful learner will be able to identify and explain the legal and organisational-specific requirements regulating the reporting and investigation of workplace incidents. The learners will be able to complete the required reports and be able to process any physical evidence which may have been collected. Learners will also be able to understand the objectives and statutory requirements pertaining to health and safety in the workplace. The learners will be able to explain the rights, powers, functions and duties of the workplace health and safety representative and how any errant health, safety and environmental issues may be handled. Learners will also be able to participate in the safety, health and environmental structures and measure these activities according to health, safety and environmental requirements.

**FORMATIVE ASSESSMENT**
- Various activities will be completed during class as well as homework

**SUMMATIVE ASSESSMENT**
- Written test
- Workplace logbook

**COURSE OUTLINE**
At the end of the course, the learner will be able to:
- describe requirements for workplace safety, health and environment incident investigation
- gather information for workplace safety, health and environment incident investigations
- conduct post-investigation activities
- describe the framework of workplace health and safety legislation pertaining to health and safety representatives
- explain the specified requirements to conduct safety, health and environmental representation activities at a working place
- address safety, health and environment-related issues within the scope of authority
- comply with the activities within safety, health and environmental structures.

**TARGET GROUP**
- Anyone required to undergo training as a SHE representative

2. SHE SUPERVISOR (HW/SP/150144)

**Unit standard title:** 259604: Verify compliance to safety, health and environmental requirements in the workplace. 120337: Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place

**Duration:** 5 days and workplace assignment

**Licenced:** No

**Credits:** 6

**SAQA ID:** US259604 and US120337

**NQF Level:** 2

**Prerequisites:** Communication and Mathematical Literacy at NQF Level 1

Upon completion of this course, learners will be able to understand the importance of compliance to safety, health and environmental legal and other requirements for a specific workplace and the importance of integrating safety, health and environmental considerations into all routine activities at the workplace. In addition, learners will be able to identify any deviations and workplace safety performance in the workplace from health, safety and environmental requirements, and ensure that correct action is taken in situations where safety health and environmental issues are not in accordance with requirements. Learners will also be able to demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation at a working place.
FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
- Written test
- Workplace logbook

COURSE OUTLINE
At the end of the course, the learner will be able to:
- explain the safety, health and environmental requirements applicable in a specific workplace
- monitor workplace compliance to safety, health and environmental requirements against specified requirements
- evaluate performance of workplace safety activities required by safety, health and environmental management programmes
- remedy workplace non-compliance to and non-performance of safety, health and environmental requirements and programmes
- demonstrate knowledge of how to prepare for planned task observation at a working place
- conduct a planned task observation at a working place
- record and follow-up.

TARGET GROUP
- Personnel with or earmarked for HSE supervisory roles

3. SHE INCIDENT INVESTIGATOR
(HW/SP/150247)

Unit standard title: 120335: Conduct an investigation into workplace incidents. 120344: Demonstrate knowledge and understanding of relevant current occupational health and safety legislation

Duration: 8 days and a workplace assignment
Licenced: No
 Credits: 6
SAQA ID: US120335 and US120344
NQF Level: 2
Prerequisites: Preliminary Incident Investigation

On completion of the course the successful learner will be able to demonstrate the ability to conduct investigations into workplace incidents. The competency includes all the activities required to successfully conduct incident investigations. Learners will also be to explain the basic principles of relevant current health and safety legislation and the consequences of non-compliance.

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as homework

SUMMATIVE ASSESSMENT
- Written test
- Workplace logbook

COURSE OUTLINE
At the end of the course, the learner will be able to:
- explain the specified requirements pertaining to conducting an investigation into workplace incidents
- prepare the collection of data for the investigation
- gather and evaluate data
- perform post-investigation functions
- demonstrate knowledge and understanding of the basic principles of the relevant legislation
- explain the requirements for compliance as stipulated in the current legislation
- determine the management controls required under legislation to achieve compliance
- demonstrate knowledge and understanding of record keeping required by the legislation
- explain the legal obligations of the employer in terms of training and communication.
SECTION 9
WELLNESS
1. FATIGUE RISK MANAGEMENT

**Duration:** 3 days  
**Licenced:** TBC  
**Prerequisites:** Managerial skills and experience; Communication at NQF Level 1

On completion of the course the successful learner will be able to manage fatigue in the workplace by implementing a fatigue risk management system.

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- gain an understanding of what human fatigue is, why there is a need to manage human fatigue and what the process is for designing and implementing a fatigue risk management system  
- process needed to be follow when identifying the causes of human fatigue and the risks in the workplace that are associated with human fatigue  
- how to identify the controls for the sources and risks of human fatigue and how to implement these controls effectively  
- continuous improvement of the fatigue risk management system.

**TARGET GROUPS**

- Managers  
- Operational managers  
- Middle managers

2. PSYCHOSOCIAL WELLNESS COURSE

**Duration:** 3 days  
**Licenced:** TBC  
**Prerequisites:** Communication, mathematical literacy and computer literacy at NQF Level 3. A fundamental understanding of wellness awareness programmes is recommended

On completion of the course the successful learner will increase the learner’s awareness of positive health behaviours; motivate employees to voluntarily adopt healthier behaviours, and provide opportunities and a supportive environment to foster positive lifestyle changes through understanding a workplace wellness programme (with the focus on psychosocial health aspects).

**COURSE OUTLINE**

The five Psychosocial Wellness modules encompass the following:

- Wellness overview  
- Overview of psychosocial wellness  
- Psychosocial disorders (illnesses)  
- Psychosocial health in the work environment (hazard identification and evaluation)  
- Management of psychosocial risks

**TARGET GROUPS**

- Line supervisors  
- HR professionals  
- Wellness co-ordinators and peer educators
SECTION 10
PETROLEUM TRAINING
1. SAFETY PASS ALLIANCE (SPA) HEALTH CLUB

Duration: 1 day
Licenced: Training under licence with SPA (SA)
Prerequisites: None

On completion of the course, the successful learner will be able to enter and conduct work at health club facilities. This is a basic health and safety induction course for health club facilities.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- Module 1: Organising for safety
- Module 2: The workplace
- Module 3: Tools, plant and machinery
- Module 4: Health and hygiene
- Module 5: Procedures
- Module 6: The environment

TARGET GROUP
- Any contractor employee conducting work at Virgin Active facilities

2. SAFETY PASS ALLIANCE (SPA) PETROL RETAIL

Duration: 2 days
Licenced: Training under licence with SPA (SA)
Prerequisites: None

On completion of the course, the successful learner will be able to enter and conduct work at petrochemical service station facilities. This is a basic health and safety induction course for service station facilities.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- Day 1 (Core)
  - Module 1: Organising for safety
  - Module 2: The workplace
  - Module 3: Tools, plant and machinery
  - Module 4: Health and hygiene
  - Module 5: Procedures
  - Module 6: The environment
- Day 2
  - Module 1: Hazards of a petrol filling station
  - Module 2: Controlling work on forecourt
  - Module 3: Safe working practices
  - Module 4: Case study (group work)

TARGET GROUP
- Any contractor employee conducting work at petrochemical service station facilities

3. SAFETY PASS ALLIANCE (SPA) PETROL FORECOURT OPERATOR

Duration: 2 days
Licenced: Training under licence with SPA (SA)
Prerequisites: None

On completion of the course, the successful learner will be able to understand the risks associated with operating a service station forecourt.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- Day 1 (Core)
  - Module 1: Organising for safety
  - Module 2: The workplace
  - Module 3: Tools, plant and machinery
  - Module 4: Health and hygiene
  - Module 5: Procedures
  - Module 6: The environment
- Day 2
  - Module 1: Introduction to law (summary or Day 1)
  - Module 2: General workplace safety
  - Module 3: Emergency arrangements and procedures
  - Module 4: Hazards and control measures on a petrol filling station

TARGET GROUP
- Service station managers/supervisors
4. SAFETY PASS ALLIANCE (SPA) FUEL DEPOT

Duration: 2 days
Licenced: Training under licence with SPA (SA)
Prerequisites: None

On completion of the course, the successful learner will be able to enter and conduct work at fuel depot facilities. This is a basic health and safety induction course for fuel depot facilities.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- **Day 1 (Core)**
  - Module 1: Organising for safety
  - Module 2: The workplace
  - Module 3: Tools, plant and machinery
  - Module 4: Health and hygiene
  - Module 5: Procedures
  - Module 6: The Environment

- **Day 2**
  - Module 1: Hazards of a petrol filling station
  - Module 2: Controlling work on forecourt
  - Module 3: Safe working practices
  - Module 4: Practical exercises (group work)

TARGET GROUP

- Any contractor employee conducting work at petrochemical fuel depot facilities
1. ASHEPP FOR MINING WITH ON-SITE PRACTICAL

**Duration:** 40 hours  
**Licenced:** No  
**Credits:** 4  
**SAQA ID:** 259639  
**NQF level:** 2  
**Prerequisites:** Communication and Mathematical Literacy at NQF level 1

The successful learner will be able to explain the duties of the employer and employee with regards to Occupational Health and Safety in the mining workplace. They will also understand the requirements that apply to those entering the workplace and performing any duties therein, as well as the requirements for the use of Personal Protective Equipment (PPE), housekeeping and emergency procedures.

**COURSE OUTLINE**
- Employer and employee duties, including SHE representative, identifying and reporting hazards and risks
- General safety rules in the workplace, including consequences of alcohol and drug use, access control, use of motorised and mobile equipment, lockout procedures, and symbolic and other signage
- The use and application of PPE, including correct use and application, maintenance and storage, the importance of wearing PPE and limitations of use
- Good housekeeping practices, stacking and storage practices, demarcation and colour coding
- Emergency procedures, including escape routes, assembly points, refuge bays, emergency communication and planning a simulated emergency exercise

**TARGET GROUPS**
- Supervisors
- Artisans
- SHE representatives

2. HAZARD IDENTIFICATION AND RISK ASSESSMENT FOR MINING WITH PRACTICAL

**Duration:** 20 hours  
**Licenced:** No  
**Credits:** 2  
**SAQA ID:** 244383  
**NQF level:** 2  
**Prerequisites:** Follow basic occupational health and safety practices underground at NQF Level 1

The successful learner will conduct continuous hazard identification and risk assessment (HIRA) within a mining working place to ensure a healthy and safe environment to work in. They will also deal with identified significant risks, complete and submit report forms and initiate and implement follow up action.

**COURSE OUTLINE**
- The requirements pertaining to a continuous HIRA Legal definitions and requirements for employers The purpose of baseline, issue-based and continuous HIRA and the importance of identifying, dealing with and reporting hazards
- Preparing for hazard identification
- Requirements for PPE needed during a continuous HIRA
- Identifying relevant documentation to assist in identifying hazards
- Identifying hazards and assessing risks
- Recording identified hazardous conditions
- Interpersonal interactions while conducting a HIRA Initiating remedial and follow up action

**TARGET GROUPS**
- Supervisory personnel
- SHE management
- Occupational health staff
- Engineering personnel

3. SHE REPRESENTATIVE FOR MINING WITH PRACTICAL

**Duration:** 30 hours  
**Licenced:** No  
**Credits:** 3  
**SAQA ID:** 259622  
**NQF level:** 2  
**Prerequisites:** None

The successful learner will understand the objectives and statutory requirements pertaining to health and safety in the workplace. They will explain the rights, powers, functions and duties of the workplace health and safety representative, and
how any errant safety, health and environmental (SHE) issues may be handled. The course also covers the SHE representative’s participation and interaction within the SHE structure when fulfilling their duties and measuring the degree of participation.

**COURSE OUTLINE**

- Providing a framework of workplace health and safety legislation pertaining to SHE representatives’ statutory requirements for conducting SHE representative activities
- Representative activities; health and safety committee activities
- Addressing SHE-related issues (dealing with SHE-related issues, establishing facts relating to issues, resolution of issues, importance of resolving issues)
- Complying with the activities within SHE structures (extent of participation, consultative requirements of SHE representatives, the importance of participating in activities, measuring the participation of the SHE representatives)

**TARGET GROUPS**

- Candidate SHE representatives or appointed SHE representatives

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The successful learner will be able to explain the duties of the employer and employee with regards to Occupational Health and Safety in the mining workplace. They will understand the requirements that apply to persons entering the workplace and performing any duties therein, as well as the requirements for the use of Personal Protective Equipment (PPE), housekeeping and emergency procedures.

**COURSE OUTLINE**

- Employer and employee duties, including those of the SHE representative, and identifying and reporting hazards and risks
- General safety rules in the workplace, including consequences of alcohol and drug use, access control, use of motorised and mobile equipment, lockout procedures and symbolic and other signage
- The use and application of PPE, including correct use and application, maintenance and storage, the importance of wearing PPE and the limitations of use
- Good housekeeping practices, stacking and storage practices, demarcation and colour coding
- Emergency procedures, including escape routes, assembly points, refuge bays, emergency communication and planning a simulated emergency exercise

**TARGET GROUPS**

- Supervisors
- Artisans
- SHE representatives

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4. **APPLYING SHE PRINCIPLES AND PROCEDURES (ASHEPP) FOR MINING**

**Duration:** 2 days  
**Licenced:** Yes  
**Credits:** n/a  
**Prerequisites:** None

This practical course will provide learners with the necessary tools and skills to enable them to carry out hazard identification and risk assessments in the workplace. The aim of the course is to enable responsible and informed contributions to the health and safety effort in the workplace.

**COURSE OUTLINE**

- Explaining the HIRA process
- Selecting the appropriate HIRA method for different circumstances
- Describing and applying the techniques used in HIRA in the workplace
- Conducting a risk assessment using the HIRA methodology
- Identifying applicable control measures

**TARGET GROUPS**

- Management and supervisors
- SHE practitioners and SHE representatives
- Any person who is expected to carry out formal hazard identification and risk assessments for health and safety practices underground at NQF Level 1
6. MINE HEALTH AND SAFETY (MHS) ACT

**Duration:** 2 days  
**Licensed:** No  
**Prerequisites:** None

The course offers an overview of the Mine Health and Safety Act (MHSA), including the latest amendments and its implications for safety, health and the environment in a mine.

**COURSE OUTLINE**
- Introduction to the MHSA, common law and legislation
- Criminal and civil liability
- Duties of employers regarding safety, health and environmental (SHE) issues in a mining environment. The role of the MHSA in the broader responsibilities for SHE
- Aims and objectives of the MHSA
- Legal duties and responsibilities of the employer. Implications of manufacturer’s duties in accordance with the MHSA
- Types of incidents that must be reported in terms of the MHSA and regulations, and the other steps taken regarding incidents

7. INTRODUCTION TO SAMTRAC FOR MINING

**Duration:** 3 days  
**Licensed:** No  
**Prerequisites:** None

On completion of this course the learner will have the ability to apply the techniques for hazard identification and risk assessment, as well as understand SHE management system requirements and procedures.

**TARGET GROUPS**
- SHE practitioners
- Risk managers
- Supervisors
- Artisans
- SHE representatives

8. SAMTRAC FOR MINING: SOUTH AFRICA

**Duration:** 10 days  
**Licensed:** No  
**Prerequisites:** Introduction to samtrac

On completion of this course the successful learner will be able to develop and implement a SHE management system in accordance with the requirements of CM8001.

**COURSE OUTLINE**
- Prominent safety issues, as related to the mining industry including South Africa’s legislative framework, liability, the Mine Health and Safety Act (MHSA), Department of Minerals and Energy (DME) guidelines, and the National Environmental Management Act (NEMA)
- Technical safety management, occupational health and safety management and SHEQ management systems
- Describing risk management as a process and discusses different risk-control measures. Evaluating different incident-prevention theories. Motivating the use of SHE management systems to prevent incidents in the workplace
- Advising on different legislative requirements with regard to safety, health and the environment. Evaluating the management of different technical aspects as part of the SHE management system. Assisting management with the implementation and maintenance of effective occupational health, safety and environmental programmes
- Identifying relevant environmental acts, regulations and guidelines
- Describing the impact of industrial operations on the environment
- Writing risk-based standards for SHE management systems
- Advising on implementation and measurement of standards
- Co-ordinating the SHE management system to achieve constant improvement
TARGET GROUPS
- SHE management
- Engineering personnel
- Occupational health personnel

9. SAMTRAC FOR MINING BRIDGING COURSE
Days: 5 days
Licenced: No
Prerequisites: SAMTRAC

On completion of this course the successful learner will understand she legislative and operational control requirements within a mining environment.

COURSE OUTLINE
- MHSA
- Legal appointments Mining practices
- Fire protection and prevention Explosives
- Emergency preparedness Gases
- Role of the insurance company

TARGET GROUPS
- Supervisory personnel
- SHE management
- Engineering personnel
- Occupational health staff

10. SAMTRAC FOR MINING: NAMIBIA
Duration: 10 days
Prerequisites: Introduction to SAMTRAC

On completion of this course the successful learner will be able to develop and implement a SHE management system in accordance with the requirements of CMB001.

COURSE OUTLINE
- Prominent safety issues as related to the mining industry
- Technical safety management, occupational health and safety management, and SHEQ management systems
- Describes risk management as a process and discuss different risk-control measures
- Evaluates different incident-prevention theories Motivates the use of SHE management systems to prevent incidents in the workplace
- Different legislative requirements with regard to safety, health and the environment
- The management of different technical aspects as part of the SHE management system
- The implementation and maintenance of effective occupational SHE programmes
- Relevant environmental acts, regulations and guidelines
- The impact of industrial operations on the environment
- Writing of risk-based standards for SHE management system
- The implementation and measurement of standards The co-ordination of the SHE management system to achieve continual improvement

TARGET GROUPS
- SHE management
- Engineering personnel
- Occupational health personnel

11. SHE REPRESENTATIVE FOR MINING
Duration: 2 days without/3 days with practical
Licenced: No
Prerequisites: None

Learners will understand the objectives and statutory requirements pertaining to health and safety in the workplace. The course also explains the rights, powers, functions and duties of the workplace health and safety representative, and how any errant SHE issues should be handled. Learners will be able to participate in the SHE structures and measure these activities according to SHE requirements.

COURSE OUTLINE
- Framework of workplace health and safety legislation pertaining to SHE representatives
- Statutory requirements for conducting SHE representative activities, health and safety committee activities, as well as those of employers
- Dealing with SHE-related issues, establishing facts relating to the issues, resolution of the issues, the importance of resolving the issues
- Complying with the activities within SHE structures, such as the extent of participation, consultative requirements of SHE representatives, the importance of
participating in activities, and measuring participation of the SHE representatives in the activities

**TARGET GROUPS**
SHE Representatives and committee members Shop stewards

### 12. SAFETY FOR SUPERVISORS: MINING

| Duration: | 3 days without practical |
| Licenced: | Yes |
| Credits: | n/a |
| SAQA ID: | n/a |
| NQF level: | 2 |
| Prerequisites: | None |

On completion of the course the successful learner will understand:

- the common causes of incidents and the basic prevention techniques, the theories underlying the NOSA system and the main components of the NOSA system
- the legal requirements concerning the basic duties and responsibilities of employers and supervisors
- the importance of education and leadership in the workplace and areas where it is required.

**COURSE OUTLINE**

- SHE system planning and organisational management and the role of the supervisor
- The basic features of a management system, procedural controls and incident recording and investigation Education and training
- Premises and housekeeping Hazardous chemical substances
- Occupational health and personal protection Environmental awareness
- Mechanical safeguarding Management of emergencies
- The role of the supervisor in the workplace
- Leadership in the workplace

### 13. SAFETY FOR SUPERVISORS: MINING WITH PRACTICAL

| Duration: | 3 days with practical |
| Licenced: | Yes |
| Credits: | n/a |
| SAQA ID: | n/a |
| NQF level: | 2 |
| Prerequisites: | None |

On completion of the course the successful learner will understand:

- the common causes of incidents and the basic prevention techniques, the theories underlying the NOSA system and the main components of the NOSA system
- the legal requirements concerning the basic duties and responsibilities of employers and supervisors
- the importance of hazards, inspections, systems and leadership.

**COURSE OUTLINE**

- SHE system planning and organisational management and the role of the supervisor
- The basic features of a management system, procedural controls and incident recording and investigation Education and training
- Premises and housekeeping Hazardous chemical substances
- Occupational health and personal protection Environmental awareness
- Mechanical safeguarding Management of emergencies
- The role of the supervisor in the workplace
- Leadership in the workplace
- Practical component: Hazards Inspections Systems Leadership

**TARGET GROUPS**
- Supervisors
- Trainee supervisors
- Middle management

### 14. MINING INCIDENT INVESTIGATION LEVEL 3

| Duration: | 3 days |
| Licenced: | No |
| Prerequisites: | None |

This course enables learners to conduct investigations into mining workplace incidents. The competency includes all the activities required to successfully conduct incident investigations and assessments.
COURSE OUTLINE

• The specified requirements pertaining to conducting an investigation into workplace incidents. These include the relevant standards, the extent of the investigation, identifying the relevant hazards and risks to be encountered during the investigation, and the purpose of conducting investigations.

• Preparing to gather data for the investigation. This includes verifying the purpose and extent of the investigation; verifying the persons, tools, equipment and material as fit and available for purpose; explaining the relevant hazard and risk-control measures for workplace incident data gathering, and the consequences of not conforming to specified requirements in preparing for data gathering.

• Gathering and evaluating data. This includes gathering data according to the requirements for the intended type of investigation; determining the prevailing conditions at the scene of the incident; using accepted data gathering methods; evaluating gathered data, and identifying the causes of the incident.

• Performing post-investigation functions. These include reporting findings; recommendations and remedial action; dealing with identified sub-standard acts and conditions; evaluating and recording remedial actions, and explaining the consequences of non-compliance.

TARGET GROUPS

• HSE practitioners
• HSE representatives
• Supervisors/Artisans
• Investigators

15. HSE IN MECHANISED MINING

Duration: 3 days
NQF level: 5
Prerequisites: Introduction to SAMTRAC for Mining, communication skills at NQF Level 4

On completion of the course, each learner will be able to successfully demonstrate and understand the need for mechanisation of the mining industry through an HSE management system.

TARGET GROUPS

• HSE practitioners
• Middle/senior management

16. LEGAL LIABILITY FOR MINING

Duration: 3 days
Licensed: No
Prerequisites: None

COURSE OUTLINE

• Basic understanding of the MHSA
• Duties of Employer
• Duties of Employees
• Duties of Suppliers
• Duties of HSE Representatives
• Roles and Powers of the inspector
• Roles and responsibilities

TARGET GROUPS

• EHS practitioners
• Middle management
• HSE representatives
• Full time H/S Stewards
• Supervisors / Artisans

17. A-Z OF THE MHSA

Duration: 4 days
Licensed: No
Prerequisites: Legal Liability for Mining

COURSE OUTLINE

• MHSA – Definitions
• Legal Appointments
• Duties of Employer
• Duties of Employees
• Duties of Suppliers
• Duties of HSE Representatives
• Duties of HSE Committee
• Duties of the Inspectorate
• Powers of the Inspectorate
• MHSA – Regulations
• Requirements for machinery
• Occupational Health (Mining)
• Occupational Hygiene (Mining)
• Environmental Issues (Mining)
• Safe Declaration
• MHSA – Mines and Works Regulations
• Roles and Responsibilities

TARGET GROUPS
• EHS practitioners
• Senior and Middle management
• HSE Representatives
• Full time H/S Stewards
• Supervisors / Artisans
SECTION 12
DRIVER SAFETY AND WAREHOUSING
1. HAZCHEM – ROAD TRANSPORTATION OF DANGEROUS GOODS

**Duration:** 1 day (renewal); 2 days (new driver)
**Licenced:** No
**Credits:** 4
**SAQA ID:** 123259
**NQF Level:** 3
**Prerequisites:** None

On completion of the course the successful learner will be able to convey dangerous goods in accordance with legal, safety, manufacturer and other relevant requirements, and handle incidents safely when they occur.

**COURSE OUTLINE**

By the end of the course, the successful learner will be able to:
- comply with relevant legal documentation requirements
- apply safety and standard operating procedures during loading and unloading
- apply safety procedures in the event of an incident
- comply with the requirements of SANS 10231 in terms of behaviour for the duration of the route.

2. CONDUCTING EFFICIENT WAREHOUSE OPERATIONS

**Duration:** 2 days
**Licenced:** No
**Credits:** 13

**SAQA ID:** 8024 and 8036
**NQF Level:** 3
**Prerequisites:** Sound understanding of occupational health and safety, and general housekeeping

On completion of the course the successful learner will be able to:
- identify non-conforming freight on arrival and departure, and deal with freight in accordance with company policy and procedures
- assess the quality of packaging to take corrective actions to ensure safe handling
- determine the correct type and quantity of units that are received, dispatched or internally moved, in accordance with authorised documentation (to deal with discrepancies in accordance with company policies and procedures and customer requirements)
- place and store freight, giving cognisance to product type storage requirements, the appropriate storage facility, as well as time and transport resources, so that freight can be easily located and well preserved.

**COURSE OUTLINE**

- Relevant legislation (e.g., OHS Act, transport regulations, etc.), facilities and company policies that pertain to receiving, despatch, packing/stockpiling, handling, marking and securing of freight
- Compatibility of product type/categories and the type of decisions required concerning separation of non-compatible products
- Current trends in storage patterns and methodologies
- Special storage and handling conditions required, based on storage and handling characteristics of freight (e.g., inherent vice)
- Appropriate handling equipment, safety equipment and personal protective equipment (PPE), in relation to the safe handling and securing of freight
- Time management principles to maximise client satisfaction
- Efficient receipt, dispatch and returns administration procedures
- Securing techniques and the characteristics of materials used
- Optimal load limits and rates for specific transport modes
- The transport routes and conditions, together with the mode of transport, and how these factors affect the status of the freight for receipt and dispatch purposes
- Current trends in company inventory and stock control systems
- Appropriate actions to be taken in the event of accidents and/or incidents
- The ramifications of poor product knowledge
- Methods of identifying freight or bulk
- The need for strict compliance with customer instructions, with due regard to all parties involved
TARGET GROUP(S)
- Stroman
- Employees involved in receiving and dispatch
- Employees involved in packing and securing of all types of cargo

3. DEFENSIVE DRIVING (HEAVY DUTY VEHICLE)

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On completion of the course the successful learner will have both theoretical and practical knowledge to improve their driving skills and driving attitude. The aim is to increase their knowledge and understanding of road safety, to prepare them to react in the best possible way when faced with unexpected situations, and to become more aware of other road users.

COURSE OUTLINE
- Road traffic legislation
- Definitions of defensive driving
- Adapting to different driving conditions
- Identification of road accident factors
- Road accidents and human errors
- Driver attitudes and behaviours
- Adapting to different driving conditions
- Factors affecting concentration
- Hazard Identification
- Observation skills
- Collision prevention
- Safe following distance
- Escape routes
- Hijack prevention
- Importance of seat belts
- Fatigue management
- Cell phone usage while driving
- Gravel road driving

TARGET GROUP(S)
- Code EC drivers that operate an articulated or vehicle combination

4. DEFENSIVE DRIVING (LIGHT MOTOR VEHICLE)

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On completion of the course the successful learner will improve their driving skills and driver attitudes. They will increase their knowledge and understanding of road safety, to prepare them to react in the best possible way when faced with unexpected situations, as well as to become aware of other road users.
5. WAREHOUSE PICKING SKILLS PROGRAMME

OUTLINE

Duration: 2 days
Licenced: No
Credits: 24
SAQA ID: 117898 and 117899
NQF Level: 2
Prerequisites: Literacy fundamentals NQF 1

TARGET GROUP(S)
- Warehouse pickers, receiving and dispatch clerks, packers
- Code B drivers

COURSE OUTLINE
- The content of the programme will cover:
  - common terms and concepts used when moving, picking, packing, labelling and maintaining stock in the DC
  - the layout of the DC and the requirements that have an impact on the layout
  - stock characteristics and how they have an impact on the moving, packing and maintaining of the stock
  - techniques and safety procedures for lifting, stacking and transporting stock
  - health and safety procedures relevant to packing stock
  - the terms ‘shrinkage’ and ‘losses’
  - the effect of shrinkage and losses on profits and employees
  - causes and preventative methods for shrinkage and losses, as applicable to the process of moving, packing and maintaining stock
  - the supply chain and the roles of its various players
  - the difference between, and relationship between, pick and reserve areas
  - how stock rotation has an impact on moving, packing and maintaining stock
  - stock flow through the organisation
  - identifying misdirected/unmarked stocks and how to deal with them
  - organisational requirements in respect of replenishing pick areas
  - organisational requirements in respect of clearing holding areas
  - organisational requirements in respect of moving/storing empty pallets
  - the organisational method for notifying items to pick and the understanding of these notifications
  - the effect of incorrect picking on the business
  - the different organisational packing containers and their uses
  - the different stock in the DC/Warehouse, their characteristics and the best methods of packing them
  - different methods/machinery/equipment for picking in the organisation
  - how to identify the different problems that could be encountered when picking stock, and to whom these must be reported
  - organisational requirements in respect of tagging/identifying stock/containers with their destination
  - load points and how to choose them correctly
  - how to minimise damages when picking, packing and moving stock
  - the impact of damages on the organisation.
1. WORKING EQUIPMENT HAZARD CONTROL
2. EMERGENCY PLAN FOR EVACUATION
3. LOCK-OUT PROCEDURE
4. HAZARDOUS WASTE MANAGEMENT
5. ENVIRONMENTAL AWARENESS
6. WASTE MANAGEMENT
7. PERSONAL PROTECTIVE EQUIPMENT (PPE)
8. PERMIT TO WORK
9. SAFE STACKING AND STORAGE
10. CLIMATE CHANGE MANAGEMENT
11. ERGONOMICS
12. NEMA (FULL DAY AND HALF DAY)
13. HIV/AIDS
14. LADDER SAFETY
15. CONSTRUCTION REGULATIONS AND IMPLEMENTATION
16. TOOLS AND MACHINERY
17. INTRODUCTION TO GHS
18. NOISE INDUCED HEARING LOSS
19. LEGAL LIABILITY
20. DANGERS OF LEAD IN WORKPLACE
21. LEGISLATIVE REQUIREMENTS FOR WORKING AT HEIGHTS
22. ISO 45001
23. CONFINED SPACE WORKSHOP