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IRCA TRAINING PROFILE

Training **IRCA Cape Town is an accredited training provider and has accreditation through the merSETA (Approval Number: 17-QA/ACC/1426/18)**

We present a variety of SHEQ training courses. The courses incorporate international standards & practices and are easily adapted to the environment of the various companies we are working with.

Courses presented range from basic training, to highly technical, specialist training courses.

IRCA is recognized by SAIOSH as a Corporate Member and offers a number of CPD credits to many of our training courses.



South African Institute of Occupational Safety and Health

IRCA CAPE TOWN TEAM

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WHY TRAIN? HUMAN CAPITAL DEVELOPMENT

ARE ALL YOUR EMPLOYEES ADEQUATELY TRAINED AND INSTRUCTED TO CARRY OUT THEIR WORK SAFELY?

IRCA Cape Town has the necessary KNOWLEDGE, SKILLS and EXPERIENCE to assist you to identify their needs and develop appropriate training programmes to address your requirements.

Systematic Human Capital Management is the key to leveraging potential.

The ROI of Human Capital

“People are the only element with the inherent power to generate value. All other variables – cash and its cousin credit, materials, plant and equipment, and energy – offer nothing but inert potentials. By their nature, they add nothing, and they cannot add anything until some human being, be it the lowest level operator, the most ingenious professional, or the loftiest executive, leverages that potential by putting it into play”

Shortcomings

Feedback from value management workshops as well as various inquiries into health, safety and environment, notably the Leon Commission of inquiry in to the mining industry, highlighted the following shortcomings:

- Lack of supervision skills
- Inadequate worker participation in health and safety matters
- Failure to identify hazards and evaluate workplace risks
- Lack of hazard awareness
- Inadequate problem-solving skills
- Poor coaching abilities
- Inadequate incident investigation skills

Lack of hands-on experience in the real environment

IRCA CAPE TOWN TRAINING COURSES

SHE REPRESENTATIVE AWARENESS COURSE

Target audience and relevance: Employees whose work-related activities involve representing fellow workers on safety related matters, inspections and investigations

NQF Level and Credits: Level: 2
Credits: 1

Course duration: 1 day

Course Content:

- Legal aspects and general duties of employers and employees
- Hazard identification and risk assessment
- Accident / incident investigations
- Colour codes and symbolic signs
- Personal protective equipment
- Inspections
- Task observations
- Effective communication
- Health and safety committees and meetings

Course Outcomes:

Understanding the application of:

- Identification and assessments of risks on a day to day basis
- Methods to recognize and deal with hazards
- Causes and consequences of incidents
- Incident investigation and root cause analysis process
- Inspection for incident prevention and cost control
- Identification, analysis and observation of critical tasks
- Interaction with the workplace environment
- Communication skills
- Methods for recognizing and correcting unsafe behaviour

SHE REPRESENTATIVE COURSE

Target audience and relevance: Employees whose work-related activities involve the representing of fellow workers on safety related matters, inspections and investigations

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Perform the role of a safety, health and environmental protection representative</i>	12455	3	4
Total Credits			4
SAIOSH CPD Points			5

Course duration: 3 days

Course Content:

- Legal aspects
- General duties of employers and employees
- Hazard identification and risk assessment
- Causes and effects of accidents and incidents
- Accident / Incident investigation
- Critical task inventory and analysis
- Colour codes and symbolic signs
- Personal protective equipment
- Inspections
- Task observations
- Effective communication
- Health and safety committees and meetings
- Emergency preparedness

Course Outcomes

Understanding the application of:

- Identification and assessments of risks on a day to day basis
- Methods to recognize and deal with hazards
- Causes and consequences of incidents
- Incident investigation and root cause analysis process
- Inspection for incident prevention and cost control
- Identification, analysis and observation of critical tasks
- Interaction with the workplace environment
- Communication skills
- Methods for recognizing and correcting unsafe behavior
- Effective employee representation
- Health and safety management principles



EMPLOYEE SHEQ AWARENESS COURSE

Target audience and relevance: Employees whose work-related activities involve the management and control of safety, risks, environmental aspects, legislation and quality control

NQF Level and Credits: Level: 2
Credits: 1

Course duration: 1 day

Course Content:

- Causes and effects of accidents/incidents
- Accident/incident investigation
- Inspections
- Task observations
- Effective Communication

Course Outcomes:

Understanding the application of:

- Hazard identification and risk assessments
- Employee participation on health and safety matters
- Hazard reporting and rectification
- Health and safety management principles

SHEQ TRAINING FOR LINE MANAGERS & SUPERVISORS (General Health & Safety Training)

Target audience and relevance: All line managers & supervisors whose work-related activities involve the management and control of safety, risks, audits, environmental aspects, legislation

NQF Level and Credits: Level: 2
Credits: 2

Course duration: 2 days

Course Content:

- Causes and Consequences of Incidents
- Incident Investigation and Introduction to Root Cause Analysis
- Basic Risk Assessments
- Inspection for Incident Prevention and Cost Control
- Emergency preparedness
- Planned workplace Inspections
- General duties of the Employer and Employee
- Task Observation
- Effective Communication
- Personal Protective Equipment (PPE)
- Symbolic Signs & Notices
- Inspections

Course Outcomes:

Understanding the application of:

- System activities for managing and controlling risk professional management principles
- Techniques to design, develop and implement comprehensive risk control systems
- Causes and Consequences of Incidents
- Basic Risk Assessment
- Inspection for Incident Prevention and Cost Control
- Development of Rules and Personal Protective Equipment Systems
- Emergency preparedness
- Critical Tasks and observation
- Incident Investigation and Root Cause Analysis

INCIDENT INVESTIGATION COURSE

Target audience and relevance: All candidates whose work-related activities involve the management and control of safety, risks, audits, incident costs, environmental aspects, legislation, quality control and investigations of incidents / accidents

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Conduct an investigation into workplace incidents</i>	120335	3	5
Total Credits			5
SAIOSH CPD Points			2

Course duration: 1 day

Course Content:

- Meaning and consequences of incidents
- Responsibility of investigating incidents
- Initial actions after an incident
- Reporting incidents
- Evidence
- Incident causation model
- Investigation reports

Course Outcomes:

Understanding the application of:

- Methods of recognizing and using the steps in the initial response to an incident
- Methods for collecting evidence by utilizing the five P's – position, people, parts, paper, process
- Guidelines for effective interviewing
- The causation / problem solving model to analyze incidents
- Methods for identifying losses, contact, immediate causes, basic causes and lack of control in the incident
- Methods for developing and categorizing specific remedial actions
- Methods for completing the appropriate information in an incident / accident investigation report

ROOT CAUSE ANALYSIS TECHNIQUE (RCAT™) COURSE

Target audience and relevance: All candidates whose work-related activities involve the management and control of safety, risks, audits, incident costs, environmental aspects, legislation, quality control and investigations of incident / accidents

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Investigate an incident</i>	117391	5	8
<i>Perform the role of a safety, health and environmental protection representative</i>	12455	3	4
Total Credits			10
SAIOSH CPD Points			5

Course duration: 3 days

Course Content:

- Causes and consequences of incidents – A map for investigation
- Overview of risk management in the application of root cause analysis
- Incident Investigation
- Subjectivity and objectivity
- Remedial actions
- Root cause analysis technique
- Glossary of terms
- Case studies
- Legal requirements of the OHSAct and/or the Mine Health and Safety Act

Course Outcomes:

Understanding the application of:

- Seven steps in the initial response to an accident
- Collecting evidence by utilizing the five P's – position, people, parts, paper and process
- Guidelines for effective interviewing
- Causes and effects of incidents
- Causation / problem solving model to analyse incidents
- Identification of losses, contacts, immediate causes, basic causes and lack of control in the incident
- Development and categorization of specific remedial actions
- Completion of the appropriate information in an accident investigation report
- RCAT charts and worksheets

HAZARD IDENTIFICATION AND RISK ASSESMENT COURSE (HIRA) COURSE

Target audience and relevance: Employees, health and safety practitioners and line Managers responsible for ensuring that the organisation conducts and/or maintaining the organisation's risk assessment process

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Conduct continuous hazard identification and risk assessment within a workplace</i>	116655	2	2
<i>Conduct a continuous risk assessment in a workplace</i>	120330	3	4
<i>Identify potential hazards and critical safety issues in the workplace</i>	13167	1	2
Total Credits			8
SAIOSH CPD Points			5

Course duration: 2 days

Course Content:

- Overview of and motivation for hazard identification and risk assessment
- The risk management and risk assessment process
- Preparing for a risk assessment
- Risk assessment scenarios

Course Outcomes:

Understanding and application of:

- The nature of hazards and their interaction with people, plant and environment
- The risk assessment process
- Identification of workplace hazards
- Assessment of risks from the hazards identified
- Practical risk evaluation and risk measurement formats
- The need for, and the nature of control measures, and
- Measurement and monitoring of compliance with the control measures
- The use of inspections to identify hazards
- The use of observation to identify hazards

CRITICAL TASK ANALYSIS COURSE

Target audience and relevance: All candidates whose work-related activities involve the management and control of safety, risks, and who need to use risk assessment techniques to manage their business

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Conduct a task analysis and take appropriate actions to address identified risks</i>	120341	4	4
Total Credits			4
SAIOSH CPD Points			2

Course duration: 2 days

Course Content:

- Overview of the task analysis process
- Task Identification process
- Identify and analyze critical tasks
- Post analysis activities

Course Outcomes:

At the completion of this course, participants will have a fundamental understanding of the CTA process and techniques involved.

Understanding and application of:

- The background context behind the critical / task analysis process
- The task identification process
- The process for identifying and analyzing critical tasks
- Post analysis activities

PLANNED TASK OBSERVATION (PTO) COURSE

Target audience and relevance: All candidates whose work-related activities involves the management and control of safety, risks, and who need to use risk assessment techniques to manage their business

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place</i>	120337	3	2
Total Credits			2

Course duration: 2 days

Course Content:

- Write procedures or practices
- Put procedure to work
- Benefits of observations
- Types of observations
- Task observation process
- Pinpoint loss exposure
- Make efficiency checks (job safety analysis)
- Develop controls (job safety analysis)
- Update and maintain records

Course Outcomes:

Understanding and application of:

- Definition of tasks
- Inventory occupations
- Inventory of tasks within occupations
- Identification of tasks to be observed
- Task observation
- Review of task procedures or practices

JOB SAFETY ANALYSIS WORKSHOP

Target audience and relevance: All persons whose work-related activities involve the management and control of occupational health, safety, environment and quality (SHEQ) issues, and who need to use risk assessments techniques as part of this management and control.

SAIOSH CPD Points	2
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Duration: 1 day

Course Content:

- Approaches to Job Safety Analysis
 - Direct Observation
 - Group Discussions
 - Recall and Check
- Different Stages of Job Safety Analysis
 - Job Safety Analysis Worksheet Template
 - Job Safety Analysis Worksheet Example

Course Outcomes:

Understanding and application of:

- The three methods for conducting a JSA, namely:
 - Direct Observation
 - Group Discussion
 - Recall and Check
- The Stages of Job Safety Analysis, namely:
 - Selecting the job
 - Breaking the job into steps
 - Identifying hazards
 - Developing solutions
 - Recording the Job Safety Analysis
- Reviewing and updating Job Safety Analysis Worksheets upon completion of the job

PERMIT TO WORK COURSE

Target audience and relevance: All persons who are involved in the issuing of and permit to work procedures. They will gain a fundamental understanding of the procedures and management thereof.

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Monitor, report and make recommendations on the requirements applicable to permit to work systems in a working environment</i>	120359	4	4
Total Credits			4

Course duration: 1 day

Course Content:

- Introduction to permit to work systems
- Issuers
- Acceptors
- Higher authorities
- Signing off
- Non-conformances
- Special circumstances
- Teams
- Procedures
- Class exercises

Course Outcomes:

Understanding and application of:

- Knowledge of the process and how it is managed
- The permit to work process
- Knowledge on how to complete the permit to work document

LOCK OUT / TAG OUT COURSE

Target audience and relevance: All candidates whose work-related activities involve the management and control of safety, risks, audits incident costs, environmental aspects, legislation, quality control and investigations of incidents / accidents

Course duration: 1 day

Course Content:

- Introduction to electrical safety
- Requirements for safe electrical work
- Isolation (Lockout) process
- Safe electrical work on live machinery / equipment
- Emergency response

Course Outcomes:

Understanding and application of:

- Types of energy sources and how they would be controlled
- Isolation of machinery and equipment
- Considerations to be made when working on live machinery and or equipment

CONFINED SPACE ENTRY COURSE

Target audience and relevance: All persons whose work-related activities involve the management and control of occupational health, safety environment and quality issues (SHEQ) and who need to deal with emergency situations with regards to confined spaces.

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Work in confined spaces on construction sites</i>	15034	3	1
Total Credits			3
SAIOSH CPD Points			2

Course Duration: 1 day

Course Content:

- Identification and evaluation
- Hazard assessment
- Hazard controls
- Entry permits
- Entry procedures
- Opening a confined space
- Atmospheric testing
- Isolation & lockout/tag out safeguards
- Ingress/egress safeguards
- Warning signs & symbols
- Emergency response
- Duties & responsibilities
- Training
- Emergency response
- Relevant Legislation – OHSAct 85 of 1993

Course Outcomes:

Understanding and application of:

- The nature of confined spaces
- Identify confined spaces and evaluate their related hazards
- Control measures for work in confined spaces
- Roles and responsibilities for persons involved in confined spaces
- The necessity of emergency response measures
- Comprehending the legal requirements pertaining to confined space programmes
- The training requirements for persons involved in confined space work programmes

HAZARDOUS CHEMICAL SUBSTANCES (HCSC) COURSE

Target audience and relevance: All employees that are in contact with hazardous materials.

Course duration: 1 day

SAIOSH CPD Points

2

Course Content:

- Introduction
- Legal rights and duties
- What is a hazardous chemical substance
- Evaluation of risks associated with hazardous chemical substances
- Route of entry into the body
- Consequences to health, safety and environment
- How can you be protected from harm?
- Storage of hazardous chemical substances
- Signage, labeling and hazardous materials register (manifest), material safety data sheets (MSDS) and disposal
- Transportation of hazardous chemical substances
- Emergency preparedness
- Other control measures

Course Outcomes:

Main Outcome:

At the completion of this course, participants will have a fundamental understanding of effective management of HCS.

Secondary Outcomes:

Understanding and application of HCS controls, including the following:

- Legal and specified requirements of identifying and dealing with HCS at the workplace
- The effects of hazardous chemical substances related to health, safety and environment
- Practices related to storage, handling, labeling, usage, transportation and disposal measures associated with the management of hazardous chemical substances

STACKING AND STORAGE WORKSHOP

Target audience and relevance: All participants involved in stacking and storage. On completion they will have fundamental knowledge of the basic safety and health principles related to materials handling and storage.

Course duration: 4 – 5 hours

Course Content:

- Management’s & employee’s responsibilities and duties in the workplace
- Safety considerations for the employee and employer
- Safe operation of industrial trucks
- Basic safety and health principles related to materials handling and storage

Course Outcomes:

Understanding and application of:

- The employers and employees’ responsibilities and duties in the workplace
- Safety considerations for the employee
 - Hazards for the employees when moving materials manually
 - Safety behavior when moving materials manually & mechanically
 - Safe behavior to avoid storage hazards
 - Safe behavior when stacking materials
- Safety considerations for the employer
 - Safety measures regarding handling equipment, i.e. Cranes, slings, powered industrial trucks etc.
- Basic safety and health principles related to materials handling and storage
- Safe operation of industrial trucks

EMERGENCY CO-ORDINATOR WORKSHOP

Target audience and relevance: All appointed Emergency Co-Ordinator's as well as another who will assist or requires knowledge of the relevant procedures and scenarios.

Course duration: 4 – 5 hours

Course Content:

- Emergency planning and preparedness
- Responsibilities of an emergency coordinator
- Fire
- Bombs and bomb threats
- Terrorist attacks
- Hostage taking
- Natural disasters
- Emergency evacuation procedures

Course Outcomes:

Understanding and application of:

- Safety and correctly planning, implementing and executing emergency evacuations and procedures

CONTRACTOR MANAGEMENT WORKSHOP

Target audience and relevance: General machinery regulation responsible person; Risk manager / coordinator; Safety personnel; Maintenance management; Procurement personnel

Course duration: 1 day

Course Content:

- Overview of contractors
- Benefits of contractor / supplier management
- Two types of contracts to effectively manage contractors
- Legal requirements
- Contractor management
- Construction regulations overview

Course Outcomes:

Understanding and application of:

- The legal implications of one's actions or omissions
- The Principles of contracts and contractor management
- Documentation requirements
- The responsibilities and liabilities of the employer
- Effectively manage and control contractors and suppliers

IRCON – CONSTRUCTION SAFETY COURSE

Target audience and relevance: Construction supervisors whose work-related activities involves the management and control of safety, risks, audits, incident costs, environmental aspects, legislation and quality control

Course duration: 3 days

Aligned to Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Manage Health and Safety on a Construction Project</i>	15136	5	6
Total Credits			6
SAIOSH CPD Points			2

Course Content:

- Legal introduction
- Appointments, roles and responsibilities of contractors
- Risk assessment process
- Task safety analysis (mini risk assessment)
- Inspections
- Task observations
- Incident reporting and investigation
- Group meetings
- Behavior based solutions & Coaching techniques

Course Outcomes:

Main Outcome:

At the completion of this course, participants will have a fundamental understanding of the activities that form part of effective SHEQ management systems for construction projects, and which require effective supervision.

Understanding the application of:

- Risk assessment process
- Fundamental risk management principles and systems
- Legal liability pertaining to conduct on construction projects
- Effective task observations
- Effective workplace inspections
- Effective communication in the workplace
- Role of the Safety officer and SHE representative
- Incident reporting
- Interfaces and clearance permits

LEGAL LIABILITY FOR SUPERVISORS & MANAGERS – MINE HEALTH & SAFETY ACT

Target audience and relevance: Mine Supervisors and all candidates whose work related activities involve the management and control of health and safety, risks, audits and incident investigations

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Demonstrate knowledge and understanding of the Mine Health and Safety Act 29 of 1996 and its application</i>	14993	4	4
Total Credits			4

Course duration: 1 day

Course Content:

- General introduction to the Act
- General duties of the employer and the employees
- Health and Safety Management System
 - Structure and responsibilities (Appointments)
 - Health and safety representative and committees
 - Risk Assessment
 - Training
 - Task Analysis
 - Occupational Health
 - Procurement Management (Contractors)
 - Engineering / Maintenance
 - Emergency Response
 - Incident Management
- Supervision
 - Inspections
 - Observations
 - Protective equipment
 - Planned personal contacts
 - Communication
 - Enforcements
- Inspectors, Investigations & Inquiries
- Offences, Penalties, and Liability concerns

LEGAL LIABILITY FOR SUPERVISORS & MANAGERS – OCCUPATIONAL HEALTH & SAFETY ACT

Target audience and relevance: Supervisors and all candidates whose work-related activities involve the management and control of health and safety, risks, audits and incident investigations.

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Demonstrate knowledge and understanding of relevant current occupational health and safety legislation</i>	120344	4	4
Total Credits			4
SAIOSH CPD Points			2

Course duration: 1 day

Course Content:

- General introduction to the Act
- General duties of the employer and the employees
- Prescribed statutory assignments
- Health and Safety representatives / committees
- Overview of risk management
- Incident reporting and investigation
- Task observations, personal contact and communication
- Education and training
- Occupational health and hygiene
- Manufacturers liability
- Overview of regulations
- Guidelines for statutory appointees
- Personal protective equipment
- Symbolic signs and notices
- Overview of contractor management
- Inspectors, investigations and inquiries
- Offences and penalties

Course Outcomes:

Understanding and application of:

- Aims / objectives of the Act
- General duties of the supervisor and employee
- Practices to fulfill the Act's aims and general duties
- Delegation of responsibilities – statutory assignments
- Systems of health and safety representatives / committees

LEGAL LIABILITY FOR EXECUTIVES - OCCUPATIONAL HEALTH & SAFETY ACT

Target audience and relevance: Company directors, senior management and all persons who work related activities involve the management and control of Occupational health & safety issues.

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Demonstrate knowledge and understanding of the OHSAct 85 of 1993 (as amended) and the responsibilities of management in terms of the Act.</i>	13951	4	4
Total Credits			4
SAIOSH CPD Points			2

Course duration: 1 day

Course Content:

- Introduction to the Act
- General duties of an employer and employee
- Health & Safety Management System
- Policy
- Planning
 - Management Systems
 - Risk Assessments
 - Objectives
 - Management programs
- Implementation
 - Structure & responsibilities
 - SHE Representatives & Committees
 - Training
 - Document Management
 - Project & Change Management
 - Purchasing & Procurement Management
 - Occupational health
 - Engineering / Maintenance
 - Protective Equipment
 - Emergency response
 - Communication, Supervision and Enforcement
- Incident Management
- Review
- Inspector, Investigations and Inquiries
- Offences, Penalties and Liability concerns

LEGAL LIABILITY FOR EXECUTIVES - OCCUPATIONAL HEALTH & SAFETY ACT (CONTINUED)

Course Outcomes:

Understanding and application of:

- Underlying themes and objectives to the OHSAct
- General Duties of the employer, including relating these to subordinate levels of legal requirements, and of the employee
- Elements of a health and safety compliance management system
- Incident management requirements and principles
- Legal requirements pertaining to typical supervisory activities
- Awareness of provision for administrative enforcement of the legal requirements by means of inspectors, investigations and inquiries
- Awareness of provision for legal enforcement of the legal requirements by means of created offences and penalties

INTRODUCTION TO THE OCCUPATIONAL HEALTH & SAFETY ACT

Target audience and relevance: All persons whose work-related activities involve the management and control of health and safety issues.

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Demonstrate knowledge and understanding towards the Occupational Health and Safety Regulatory Requirements</i>	13963	2	2
Total Credits			2

Course duration: 1 day

Course Content:

- Introduction to the Act
- General duties of the employer and the employees
- Personal protective equipment
- Symbolic signs and notices
- Risk Assessment
- Inspections
- Task observations and procedures
- Incident reporting and investigation
- Communication and safe behavior
- Health and safety representatives and committees
- Inspectors, Investigations & Inquiries
- Offences and Penalties
- Hygiene assessments and medical surveillance

INTRODUCTION TO COID ACT

Target audience and relevance: Management and claims administration personnel whose work-related activities involve the management and control of employee compensation claims

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Explain the scope of the Compensation for Occupational Injuries and Diseases Act 130 of 1993</i>	117155	4	2
Total Credits			2

Course duration: 1 day

Course Content:

- History of the compensation fund
- Administration of the fund
- Benefits payable in terms of the fund
- Employer's obligation to register with the fund
- Employer's obligation to submit Returns of assessment
- Key concepts pertinent to compensation, e.g. exclusions from the ambit of compensation
- Employer's duty to provide medical assistance
- Risk grouping of industries of purposes of determining assessment tariff
- Overview of regulations to the Act

Course Outcomes:

Understanding and application of:

- Benefits payable in terms of the fund
- Employer's obligation to register with the fund
- Employer's obligation to submit Returns of assessment
- Key concepts pertinent to compensation e.g. exclusions form the ambit of compensation
- Employer's duty to provide medical assistance
- Merit rebates provided for by the Act
- Issues to ensure proper completion of claim forms

MODERN SHEQ RISK MANAGEMENT COURSE (MSRM)

Target audience and relevance: Operating managers, first-line supervisors, safety professionals and persons whose work-related activities involves the management and control of safety, risks, audits, incident costs, environmental aspects, legislation and quality control

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Monitor Occupational Health and Safety</i>	9243	4	8
<i>Manage Risk in won Work Environment</i>	119265	4	2
Total Credits			10
SAIOSH Technical Membership			

Course duration: 5 days

Course Content:

- Risk management activism factors
- Causes and consequences of incidents
- Managing risk exposures as part of integrated risk management
- Managing legal risk exposures
- Basic risk assessment
- Measuring and monitoring risk control
- Inspection for incident prevention and cost control
- Introduction to environmental and quality management
- Developing rules and personal protective equipment systems
- Emergency preparedness
- Effective communication skills
- Introduction to hygiene monitoring and management
- Identifying, analyzing, documenting and observing critical tasks
- Incident investigation and introduction to root cause analysis techniques
- Developing and managing teams
- Company culture and change management
- System development and implementation

Course Outcomes:

Understanding the application of:

- How to identify and assess risks on a day to day basis
- How to identify system activities that are effective for managing risk and controlling risk, and which provide a basis for continuous improvement
- How to apply professional management principles
- Techniques to design, develop and implement comprehensive risk control systems
- How to monitor and manage change within the organisation's risk control culture

RISKMAQ COURSE PART 1

PART 1

Part 1 of the Risk Management Qualification is targeted at all persons who require a general background introduction to various aspects of a SHEQ Management system.

The purpose of Part 1 is to provide the learner with insight, knowledge and understanding of the topics below.

SAIOSH CPD Points	5
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Course duration: 5 days

Modules:

- Introduction to SHEQ Management
- Basic legal liability
- Introduction to incident prevention
- Introduction to Health and Safety representatives / committees
- Introduction to Safe Behaviour Management
- Introduction to Hazardous Work Management
- Introduction to Hazardous Chemical Substance Management
- Introduction to Occupational Health
- Introduction to Safe Work Measures
- Requirements for Housekeeping / Premises
- Introduction to Machinery / Equipment Safety

Outcomes:

Understanding and Application of:

- The concept of SHEQ Management
- Basic Legal Liability Concepts
- Principles of Incident Prevention
- The structure of Health and Safety Representatives / Committees
- Principles of Safety Behaviour Management
- Principles of Hazardous Work Management
- Principles of Hazardous Chemical Substances (HCS) Management
- Principles of Occupational Health
- Categories of Safe Work Measures
- Requirements for Housekeeping / Premises
- Requirements for Machinery / Equipment Safety

RISKMAQ COURSE PART 2

PART 2

Part 2 of the Risk Management Qualification is targeted at all supervisors and Safety officers.

The purpose of Part 2 is to provide the learner with the necessary competence to interpret, apply and manage SHEQ risks and systems on a day-to-day basis in his/her workplace.

SAIOSH CPD Points	5
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Course duration: 5 days

Modules:

- Overview of SHEQ Legislation
- Hazard Identification & Risk Assessment (HIRA)
- Supervising Hazardous work
- Supervising Hazardous Chemical Substances
- Work Permit Systems
- Task Observation
- Introduction to Emergency Preparedness
- Inspections
- Communication and Training / Coaching techniques
- Incident Management
- Basic Safe Behaviour Management
- Supervision / Enforcement

Outcomes:

Understanding and Application of:

- SHEQ Legislation extracts
- Hazard Identification and Risk Assessment
- Requirements for supervising Hazardous Work
- Requirements for supervising Hazardous Chemical Substances at the Workplace
- Work Permit Systems Requirements
- The Task Observation process
- Basic requirements for Emergency Preparedness
- The key elements and process for conducting Inspections
- Communication and Training / Coaching Techniques
- Basic Safe Behaviour Management processes
- Supervision / Enforcement techniques and principles

RISKMAQ COURSE PART 3

PART 3

The purpose of Part 3 is to provide you with the necessary competence to interpret requirements and then design, implement and manage SHEQ Management Systems in the organisation.

SAIOSH CPD Points	5
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Course duration: 10 days

Modules - Week 1

- Executive Legal Liability: Occupational Health and Safety Act
- Executive Legal Liability: Mine Health and Safety Act
- Overview of Occupational Health Management
- Introduction to Health, Safety, Environmental & Quality Management Systems
- Corrective Preventative Action
- Introduction into Integrated Management Systems
- Managing Change

Modules – Week 2

- Incident Management Facilitation (RCAT)
- Issue based Risk Assessment Techniques
- Task Analysis and Procedure Development
- Contractor Management
- Managing Machinery and Equipment
- Emergency Preparedness and Response Planning and Evaluation

Outcomes

Understanding and Application of:

- Executive Legal Liability of both: OHSACT and MHSAct
- Occupational Health Management
- Health, Safety and Environmental Management Systems
- Quality Management Systems
- Corrective Prevention Action
- Integrated Management Systems
- Managing Change
- Incident Management Facilitation
- Issue based Risk Assessment
- Task Analysis and Procedure Development
- Contractor Management
- Machinery and Equipment Management

RISKMAQ COURSE PART 4

PART 4

The purpose of Part 4 is to provide guidance on a comprehensive management system for organizations, to improve management practices and outcomes in all aspects of operation. It will provide the necessary competence to “roadmap” the various different systems so that organizational objectives are met.

SAIOSH CPD Points	5
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Course duration: 5 days

Modules:

- Preparing for an Integrated Management System (IMS) Project
- Integrate Management System (IMS) Design
- Establish, document, Implement and Maintain the Integrated Management System (IMS)
- CONTINUAL Improvement and Actions Management
- Integrating Corporate Self - Regulations

Outcomes:

Understanding and Application of:

- Reviewing the ISO – International Organization for Standardization Process
- Analysing Standards
- Preparing for designing, establishing and implementing an Integrated Management System (IMS)
- Investigating Integrated Management System (IMS) design
- Analysing management principles
- Analysing a process approach to IMS
- Establishing the IMS
- Documenting the IMS
- Implementing the IMS
- Maintaining the IMS
- Having an overview of continual improvement and action management
- Analysing process management
- Analysing incremental improvement
- Analysing breakthrough improvement
- Analysing action management
- Having an overview of integrating corporate self-regulation
- Interpreting business excellence
- Analysing enterprise risk management
- Analysing business continuity management & Corporate Governance

CAP AUDITOR TECHNIQUES COURSE (CAP – COMMON AUDIT PROCESS)

Target audience and relevance: Internal company auditors and all candidates whose work-related activities involves the management and control of safety, risks, audits, incident costs, environmental aspects, legislation, quality control.

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Perform auditing activities</i>	12674	5	12
<i>Conduct a range of audits</i>	117392	5	6
<i>Describe the operational consequences of incidents and losses on an entity</i>	14998	4	2
Total Credits			20
SAIOSH CPD Points			5

Course duration: 5 days

Course Content:

- Planning and leadership
- Training and communications
- Causes and consequences of incidents
- Incident investigation and analysis
- Managing risk exposures as part of integrated risk management
- Measuring and monitoring risk control
- Introduction to environmental management
- Introduction to quality management
- Introduction to CAP™
- Accredited CAP™ auditor licensing
- Preparing for the audit
- Auditor demeanor and skills
- Conducting the SHEQ systems audit – interviewing techniques exercise
- Verification booklet and questions
- Closing meetings
- Post audit activities – report of findings

CAP AUDITOR TECHNIQUES COURSE (CAP – COMMON AUDIT PROCESS) – CONTINUED

Course Outcomes:

Training candidates in applying CAP™ to evaluate and manage SHEQ risk control systems. This includes understanding and application of:

- Critical system terminology and requirements in auditing
- Audit system activities effective for managing risk and controlling risk
- Auditor demeanor conducive to unbiased and objective SHEQ audits
- Recommending effective implementation strategies
- Audit approach based on continued improvement of SHEQ systems
- Consistency and validity in audits using CAP™



TRAIN THE TRAINER (TTT)

Target audience and relevance: All candidates whose work-related activities involve Training of employees and contractors

NQF Level and Credits: Level: 5
Credits: 3

SAIOSH CPD Points	5
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Course duration: 3 days

Course Content:

- Self-evaluation test for instructors
- Presentation techniques
- Learning processes
- Advantages and disadvantages of training media
- Course objectives
- Techniques for eliciting responses from every participant
- Ideas for improved transfer of training
- Reasons why training programs succeed or fail
- Teaching tips for discussion leaders
- How to get top management support
- General readings

Course Outcomes:

Understanding and application of:

- Adult learning process
- Various training techniques and be able to apply the techniques
- Compilation of course objectives
- Reasons why training programs fail and how to obtain support from management
- Competence demonstration as an adult trainer



INTRODUCTION TO ISO 9001:2015 COURSE

Target audience and relevance: All employees. Internal company auditors and all candidates whose work-related activities involve the management and control of safety, risks, audits, incident costs, environmental aspects, legislation, quality control

Course duration: 1 day

Course Content:

- What is ISO 9001:2015
- The Process
- Management Responsibility
- Resource Management
- Product & Service Realization
- Measurement, Analysis & Improvement

Course Outcomes:

On completion the attendee will have a basic overview and understanding of the ISO 9001: 2015 Quality Management System Standards and its role in industry



ISO 9001: 2015 COMBINED IMPLEMENTATION & INTERNAL AUDITORS COURSE

Target audience and relevance: All employees who are involved in the company’s quality management system and who will actively be involved in the implementation and internal auditing of the system

Course duration: 5 days

SAIOSH CPD Points	5
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Course Content – Implementation:

- The purpose of the organisation
- The international Organisation for Standardization and its purpose
- Important Concepts
 - Sustainability
 - Strategic & tactical planning
 - Leadership
 - Context of the organization
 - Interested parties
 - Policies and Objectives
 - Continual Improvement
 - Corporate Governance
 - Risk Based Thinking
- ISO 9001: 2015 Quality Management System Requirements
 - The Quality Management System
 - Terms and Definitions
 - Principles
 - Customer Satisfaction
 - The Process approach
 - Cost of Quality
- The core elements of ISO 9001: 2015
- The clauses of ISO 9001: 2015
- Implementation Planning
- Integrate Management Systems

ISO 9001: 2015 COMBINED IMPLEMENTATION & INTERNAL AUDITORS COURSE – (CONTINUED)

Course Content – Internal Auditors:

- The Audit Function
 - Purpose of an internal audit
 - Principles of auditing
 - Types of Audits
- Attributes of an Auditors
 - Knowledge and Skills
 - Personal attributes and behavior
 - Skills and ability
 - Conduct and different techniques
 - Physical attributes
 - Auditors “Dozen Always”
- The Audit Process
 - Planning the audit
 - The opening meeting
 - Conducting the audit
 - The closing meeting
 - Drafting, reviewing, finalizing and distribution of the audit report
 - Conducting follow-up audits

Course Outcomes:

On completion the attendee will have a good knowledge and understanding of the ISO 9001: 2015 Quality Management System Standards and be able to implement and audit it successfully within the business



INTRODUCTION TO ISO 45001: 2018 COURSE

Target audience and relevance: Internal company auditors and all candidates whose work-related activities involve the management and control of safety, risks, audits, incident costs, environmental aspects, legislation, quality control

Course duration: 1 day

Course Content:

- Risk management – an integrated holistic approach
- ISO 45001 – Guidelines for implementation
- ISO 45001 - Specification
- ISO 45001 – Audit protocol
- OH&S Management systems
- Guideline to legal requirements for Occupational health and safety systems
- Case studies

Course Outcomes :

On completion the attendee will have a basic overview and understanding of the ISO 45001: 2018 Safety Management System Standards and its role in industry

ISO 45001:2018 IMPLEMENTATION COURSE

Target audience and relevance: All candidates whose work-related activities involve the management and control of safety, risks, audits, incident costs, environmental aspects, legislation, quality control and investigations of incidents / accidents

Course duration: 3 days

Course Content:

- Background & General requirements
- Policy
- Planning
 - Planning for hazard identification, risk assessment and control
 - Legal requirements
 - Objectives
 - Management programs
- Implementation and operation
 - Structure and responsibilities
 - Training, awareness and competence
 - Consultation
 - Document management
 - Operational control
 - Emergency preparedness and response
- Checking and corrective action
 - Performance measurement
 - Accidents, Incidents, Non-conformances and corrective and preventative action
 - Audits
- Management review

Course Outcomes:

Understanding and application of:

- Scope of a health and safety management system
- Important terms and definitions typically used in a health and safety management system
- Elements of a benchmark health and safety management system
- Health and safety policy, particularly as starting point for a health & safety management system
- Planning for a health and safety management system
- Activities for implementing a health and safety management system

ISO 45001: 2018 INTERNAL AUDITORS COURSE

Target audience and relevance: All candidates whose work-related activities involve the management and control of safety, risks, audits, incident costs, environmental aspects, legislation, quality control and investigations of incidents / accidents

Course duration: 2 days

Course Content:

- Brief history of OHS18 001 to ISO 45 001
- Auditing and auditing principles
 - Audit types
 - Audit objectives and ISO 45 001 requirements
 - Auditing principles
 - General
 - Evidence and findings
 - Reliability and conclusions
 - Roles and responsibilities
 - Initiating, preparing and conducting the audit
 - Audit team: Competencies and qualifications
- Auditing OHS Management system according to ISO 45 001
- Requirements and what to look for as an auditor
 - 4.2 Policy
 - 4.3 Planning
 - 4.4 Implementation
 - 4.5 Checking & corrective action
 - 4.6 Managing review



INTRODUCTION TO ISO 14001: 2015

Target audience and relevance: All employees and employees whose work-related activities involve the management and control of safety, risks, environmental aspects, legislation and quality control

Course duration: 1 day

Course Content:

- Why the fuss about environmental issues: What is the environment?
- The environment and industry
- Linking the environment with safety and health within organizations
- Introduction to ISO 14001
- Waste management
- Pollution and resource conservation
- Acts and law
- Environmental aspects and impacts

Course Outcomes:

On completion the attendee will have a basic overview and understanding of the ISO 14001: 2015 Environmental Management System Standards and its role in industry

ISO 14001:2015 IMPLEMENTATION COURSE

Target audience and relevance: Internal company auditors and all candidates whose work related activities involve the management and control of safety, risks, audits, incident costs, environmental aspects, legislation and quality control

Course duration: 3 days

Course Content:

- Introduction to ISO 14001:2015
- Origins of Environmental problems and management
- Recent Environmental Disasters
- Risk Assessment and Risk Management
- Terms and Conditions
- The Clauses of ISO14001:2015
- Conclusion

Course Outcomes:

Understanding and application of:

- effects of environmental impacts and aspects on organizations
- how to identify critical environmental issues
- how to effectively investigate environmental issues
- requirements of environmental policies, objectives and targets
- the requirements of various environmental guidelines, standards and legislation including ISO 14001
- the role and benefits of environmental monitoring, auditing and inspections

ISO 14001: 2015 INTERNAL AUDITORS COURSE

Target audience and relevance: Internal company auditors and all candidates whose work related activities involve the management and control of safety, risks, audits, incident costs, environmental aspects, legislation and quality control

Course duration: 2 days

Course Content:

- The Audit Functions
 - Purpose of an Internal Audit
 - Principles of Auditing
 - Types of Audits
- Attributes of an Auditor
 - Knowledge and Skills
 - Personal Attributes
- Auditor's Dozen "Always"
- The Audit Process
 - Planning the Audit
 - The Opening Meeting
 - Conduct the Audit
 - The Closing Meeting
 - Drafting the Audit Report
 - Reviewing the Audit Report
 - Finalizing the Audit Report
 - Distribution of the Audit Report
 - Conducting Follow-up Audits
 - Record Keeping



BASIC FIRE FIGHTING COURSE

Course duration: 5 hours

SAIOSH CPD Points

2

Course Content:

- Triangle of combustion
- Classification of fires
- How does Fire spread
- Different methods of fire fighting
- Firefighting equipment
- What to do in case of fire
- Fire prevention at home
- Fire safety in offices

FIRE MARSHALL COURSE

Course duration: 1 day

Course Content:

- Introduction to fire
- Fire growth and development
- Specific hazards causing fire or life-threatening situations
- Fire defense and loss prevention
- Fire protection of the building
- Evacuation plans and procedures
- Search and rescue



FIRST AID LEVEL ONE COURSE

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Perform basic life support and first aid procedures</i>	119567	1	5
Total Credits			5

Course duration: 2 days

Course Content:

- Emergency scene management
- Diagnostic Signs
- Anatomy
- Control of bleeding
- Shock
- Fractures and dislocations
- Splints
- Burns
- Cardio Pulmonary Resuscitation (CPR)
- Heart Attack, Diabetes and Epilepsy
- General: Legal aspects & First Aid Kits

FIRST AID LEVEL TWO COURSE

Unit Standard (U/S) Title	U/S ID	U/S Level	U/S Credits
<i>Provide risk-based primary emergency care/first aid in the workplace</i>	120496	2	5
Total Credits			5

Course duration: 4 days

Course Content:

- Principles of First Aid and Safety: Emergency Scene Management
- Legal Implications of giving First Aid
- Examining and assessing a casualty
- Primary survey
- Secondary survey
- Triage
- Elementary and applies anatomy and physiology
- Bleeding
- Internal bleeding
- Burns
- Shock
- Fractures
- Head injuries
- Spinal injuries
- Joint injuries and Rescue carries
- Environmental illnesses and injuries
- Eye injuries
- Hand injuries
- Medical emergencies – (A) Fits (B) Diabetes (C) Chest Pains (D) Stroke
- Cardio Pulmonary Resuscitation
- Chest Injuries

FIRST AID LEVEL 3 COURSE

Course duration: 5 days

Course Content:

- Principles and practices of safety orientated First Aid
- Legal Implications of giving First Aid
- Anatomy
- Priority action approach
- Primary survey
- Secondary survey
- Triage
- Follow up care
- Sample history
- Baseline vital signs
- The physiology of shock
- The control of bleeding
- Soft tissue injury
- Fractures, dislocations and sprains
- Treatment of musculoskeletal injuries
- Fractures and dislocations of the spine
- Injuries to the wrist and hand
- Fractures of the pelvis
- Head Injuries
- Injuries of the eye
- Burns
- Environmental injuries
- Injuries of the abdomen
- Medical emergencies
- Oxygen pressure
- Blood pressure



BASIC FALL ARREST (BFA) COURSE

Target Audience: All workers, technicians and staff exposed to working at heights

Course duration: 1.5 days

Unit Standard: 229998

Prerequisite: None

Course Outcomes:

- Safe work attitudes
- Work and fall arrest concepts and understanding
- Selection of correct equipment
- Inspection of PPE
- Practical application of safe work methods
- Benefits of working in a team
- The risk of suspension trauma and awaiting rescue

FALL ARREST AND BASIC RESCUE (FAR) COURSE

Target Audience: Work at height team leaders

Course duration: 2.5 days

Unit Standard: 229995 / 229998

Prerequisite: None

Course Outcomes:

- Safe installation of life lines (vertical & horizontal)
- The relevance of a fall protection plan
- Emergency procedures
- Rescue plans
- Basic single person rescue
- Safe working procedures
- The use of fall arrest equipment



FALL PROTECTION PLANNER (FPP) COURSE

Target Audience: HSE Staff, Management, Safety Officers, Rescue team leaders

Course duration: 3 days

Unit Standard: 229994

Prerequisite: Fall Arrest and Basic Rescue / Unit Standard 229995 / 229998

Course Outcomes :

- Risk Assessments
- Introduction to working at heights
- Hazard and Risk Identification
- Fall Arrest Equipment and rescues
- Rescue Techniques and associated equipment
- Equipment inspection and maintenance
- Development of Fall protection and Arrest Plan
- Health & Safety compliance in terms of legislation
 - Fall protection plans
 - Managing the safety of personnel working at height

SCAFFOLDING ERECTOR COURSE

Target Audience:	Employees, Managers, Supervisors and Contractors involved in the erection and dismantling of scaffolds
Course duration:	2 days
Unit Standard:	263245
Unit Standard Level:	3
Unit Standard Credits:	5
Prerequisite:	None

Course Content:

Learning Outcome 1 – Erect & Dismantle a system Scaffold with ladder access

- The area where the scaffolding is erected is level and free of obstruction
- Sole plates are positioned on compacted ground in order to eliminate the possibility of unsafe movement
- Adjustable jacks are in position to receive scaffolding components to meet safety requirements
- Horizontal components are leveled & vertical components are plumbed in accordance with site conditions
- Scaffolding components are secured through appropriate bracing in accordance with site conditions
- Scaffold, toe boards & safety/hand rails are properly positioned on working platforms in accordance with legal and safety requirements
- All components are stacked when dismantled in the correct order
- The system scaffold is inspected, used & defects reported to meet requirements reflected in checklist, statutory regulations & organizational procedures respectively.

Learning Outcome 2– Erect & Dismantle a trestle scaffold

- Scaffold boards are free of damage and obstruction
- Scaffold boards are free of damage & obstruction
- The area where the scaffolding is erected is level & free of obstruction
- Trestles are leveled & stabilized in accordance with safety & legal requirements

SCAFFOLDING ERECTOR COURSE – CONTINUED

- The height, width & length is according to specification & the gap between trestles & the working plane is not more than 75 mm.
- The locating pins are inserted & collapsible stays are locked in position
- Scaffold boards & trestles are stacked when dismantled in accordance with safety & legal requirements
- The trestle scaffold is inspected, used & defects reported to meet requirements reflected in checklist, statutory regulations & organizational procedures respectively

Learning Outcome 3 – Erect & Dismantle an extension ladder

- The correct type of ladder is selected in accordance with height & specific task requirements
- The area where the extension ladder is erected is level & free of obstruction
- The ladder is erected at least 90 mm above the working area in accordance with legal requirements
- The base distance is approximately $\frac{1}{4}$ of the height to the platform
- The extension ladder is inspected, used & defects reported to meet requirements reflected in checklist, statutory regulations & organizational procedures respectively

Learning Outcome 4– Erect & Dismantle a step ladder

- The learner faces the ladder when ascending or descending
- One hand is used to hold onto the stile
- The ladder is climbed one rung at a time
- Braces or ropes are fully extended
- The step ladder is inspected, used & defects reported to meet requirements reflected in checklist, statutory regulations & organizational procedures respectively

SCAFFOLDING INSPECTOR COURSE

Target Audience:	Employees, Managers, Supervisors and Contractors involved in conducting safety inspections of scaffolds and suspended platforms.
Course duration:	1 day
Unit Standard:	263205
Unit Standard Level:	4
Unit Standard Credits:	6
Prerequisite:	263245 (Scaffold erector)

Course Content:

Learning Outcome 1 – Height Restrictions

- Ordinary scaffolding
- Special Scaffolding
- Classification
- Usage
- Standards spacing and platform width
- Number of working platforms
- Loading
- Safety factors
- Chains, cables and ropes
- Components
- Complete, erected

Learning Outcome 2 – Design requirements for access scaffolding

- Safe working load
- Scaffolding of heights greater than 60 m high
- Scaffolding less than 60 m high



SCAFFOLDING INSPECTOR COURSE - CONTINUED

Learning Outcome 3 - Inspection

- Requirements from a competent person to inspect the scaffolding

Learning Outcome 4 – Control of scaffolding operations

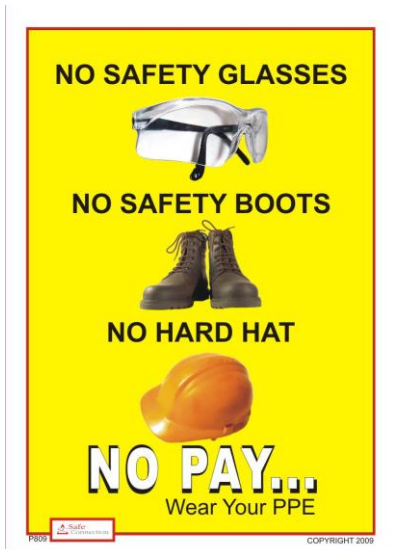
- Establish scaffolding requirements
- Site visit
- Written confirmation
- Supply and erection of scaffolding
- Inspection of the scaffolding
- Handover of the scaffold

IRCA MONTHLY INSPECTION REGISTERS

CODE	DESCRIPTION	VAT EXCL	VAT INCL
ICR101	Fire Extinguishing Equipment Register	65.00	74.10
ICR102	Ladder Register	65.00	74.10
ICR103	Lifting Machinery Register	65.00	74.10
ICR104	Vessels under Pressure Register	65.00	74.10
ICR105	Pressure Vessel & Boiler Register	65.00	74.10
ICR106	Portable Electrical Equipment Register	65.00	74.10
ICR107	Forklift Trucks Register	65.00	74.10
ICR108	Scaffolding Register	65.00	74.10
ICR109	First Aid Register	65.00	74.10
ICR111	Earth Leakage Testing Register	65.00	74.10
ICR113	Gas Welding & Cutting Equipment	65.00	74.10
ICR114	Chain Blocks and Lever Hoist Register	65.00	74.10
ICR115	Chains, Chain Slings, Hooks & Shackles	65.00	74.10
ICR116	Fibre & Steel Wire Ropes, Slings, Hooks & Shackles	65.00	74.10
ICR117	SHE Representative Monthly Inspection	75.00	85.50
ICR118	SHE Incident Investigation Register	75.00	85.50
ICR119	Minor Incident Investigation Register	75.00	85.50
ICR120	Occupational Health & Safety Act Booklet (OHSAct)	195.00	224.25
ICR121	Occupational Health and Safety Act Laminated Poster (OHSAct Poster)	215.00	247.25
ICR122	Employment Equity Act Poster	215.00	247.25
ICR125	Basic Conditions of Employment Poster	215.00	247.25
ICR126	Schedule D Posters	288.00	331.20

Please allow 5 days from date of order to receive your stock orders as we do not carry stock

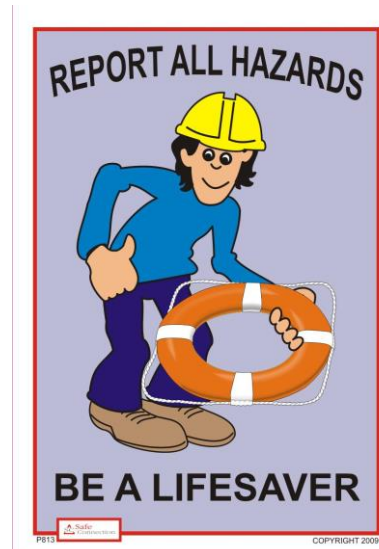
IRCA SAFETY AWARENESS POSTERS



P809 – Wear your PPE



P810 – Flammable Liquids



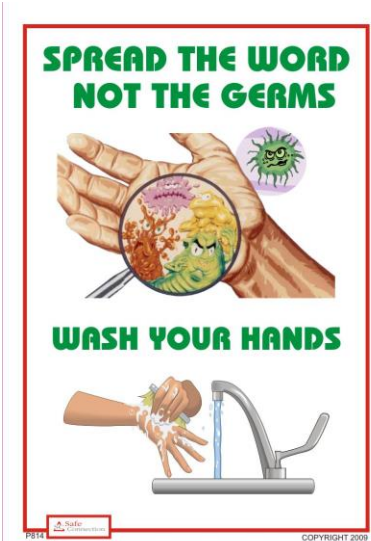
P813 – Report Hazards



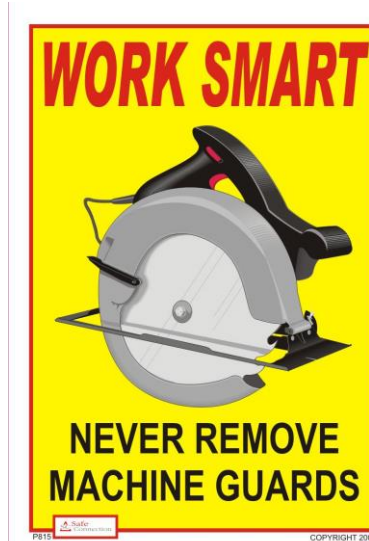
P811 – Lets Work Together



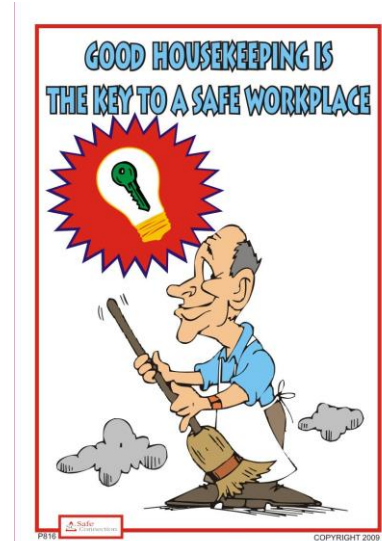
P812 – First Aid Box & Fire Extinguisher



P814 – Wash Your Hands



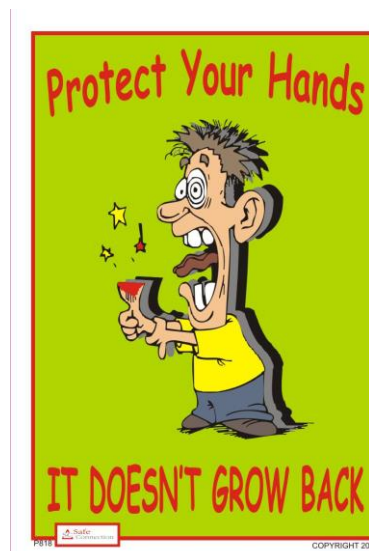
P815 – Machine Guarding



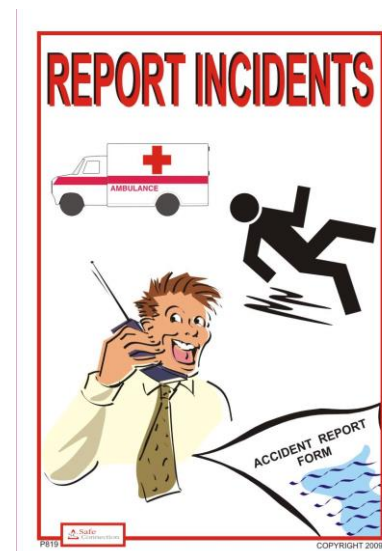
P816 – Housekeeping



P817 – Lock Out



P818 – Protect your hands



P819 – Report Incidents

P820 – Know your road signs P821 – Share the road

P822 – Fool Injected

SAFETY AWARENESS POSTERS ORDER FORM

CODE	DESCRIPTION	VAT EXCL	QTY
P809	Wear Your PPE	R185.00	
P810	Beware! Flammable Liquids – Know the dangers	R185.00	
P811	Let's Work Together	R185.00	
P812	Know where they are located – They can save lives (First Aid Kits & Fire Extinguishers)	R185.00	
P813	Report All Hazards – Be A Lifesaver	R185.00	
P814	Spread the word, not the Germs – Wash Your Hands	R185.00	
P815	Work Smart – Never Remove Blade Guards (Machine Guarding)	R185.00	
P816	Good Housekeeping is the Key to a Safe Workplace	R185.00	
P817	Caution – Lock out For Safety	R185.00	
P818	Protect your Hands – It doesn't grow back	R185.00	
P819	Report Incidents	R185.00	
P820	Know your Road Signs	R185.00	
P821	Be Realistic. Share the road	R185.00	
P822	Fool Injected – You decide	R185.00	

Posters are P809 – P822 are A2 in size and include lamination

**To place an order, please fill in the quantities and return to us.
Email: tdeysel@ircaoffice.co.za / sgoodhew@ircaoffice.co.za**



IRCA Cape Town

Public Training Schedule 2020

Training Course	No of days	Public Excl vat	Inhouse Excl vat	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
SHE Representative Awareness Course	1	R950	R795	20	6	12	14	19	22	27	24	28	14	23	7
Introduction to Occupational Health	1	R970	R795	29				27			5			27	
SHEQ Training for Line Manager & Supervisors	2	R1910	R1590	22 & 23		5 & 6		21 & 22		6 & 7		10 & 11		5 & 6	
Incident Investigation Course	1	R1120	R950	21	7	13	15	20	23	28	25	29	15	24	8
Root Cause Analysis Techniques (RCAT)	3	R4765	R4375			23 - 25			17 - 19			23 - 25		17 - 19	
Hazard Identification / Risk Assessment (HIRA)	2	R2260	R1850	27 & 28	19 & 20		22 & 23	25 & 26		8 & 9		21 & 22	12 & 13	25 & 26	7 & 8
Fundamental of Risk Assessment Course	3	RR3420	R2850				20 & 21				3 & 4				
Legal Liability for Spvs & Managers: Ohsact	1	R1110	R950	24		30		18	24	10	26		19	16	
Introduction to COID Act	1	R1110	R950		21				25						14
Safety Leadership for Supervisors Course	2	R2260	R1850		3 & 4		15 & 16		8 & 9		6 & 7		1 & 2		9 & 10
Modern SHEQ Risk Management Training (MSRM)	5	R7300	R6100		17-21			4 - 8		22 - 24			5 - 9		30N-4D
RISKMAQ Course - Part One	5	R8400				2 - 6									
RISKMAQ Course - Part Two	5	R8900						11 - 15							
RISKMAQ Course - Part Three	10	R13050									10 - 21				
RISKMAQ Course - Part Four	5	R8900												9 - 13	
ISO 9001 Implementation Course	3	R4855	R4375				15 - 17			13 - 17				19 - 23	
ISO 9001 Internal Auditors Course	3	R4855	R4375				20 - 22								
ISO 45001 Implementation Course	3	R4855	R4375		24 - 28			18 - 20			24 - 26			16 - 18	
ISO 45001 Internal Auditors Course	2	R2760	R2300					21 & 22			27 & 28			19 & 20	
ISO 14000 Implementation Course	3	R4855	R4375			16 - 18			22 - 24			14 - 16			30N-2D
ISO 14 001 Internal Auditors Course	2	R2760	R2300			19 & 20			25 & 26			17 & 18			3 & 4
CAP Auditors Course	5	R8150	R7000				30M-3A	25 - 29					12 - 16		
Hazardous Chemical Substance Control	1	R980	R820	30		16						3	16		
Tool Box Talks	1	R980	R850	14; 15				29				2			9
Construction Regulations Course	1	R1300	R990			9	1					7		2	9 - 11
IRCA Construction for Supervisors (IRCON)	3	R3190	R2800			9 - 11	1-3		10 - 12			7 - 9		2 - 4	
Train the Trainer Course (TTT)	3	R4855	R4375			2 - 4				29 - 31			20 - 22		
Basic Fall Arrest Course	1	R1200	R1200	30	20	19	23	21							
Fall Arrest & Basic Rescue Course	2	R1800	R1800	30 & 31	20 & 21	19 & 20	24	22							
Fall Protection Plan Developer Course	2	R3000	R3000		24 & 25	23 & 24	28 & 29	25 & 26							
First Aid Level One Course	2	R1300	R1050		24 & 25		28 & 29		29 & 30		17 & 18			24 & 25	
Basic Fire Fighting Course	5 hrs	R750	R620		26		30		26		19			26	
Scaffolding Erector Course	2	R1450	R1450	27 & 28	17 & 18	16 & 17									
Scaffolding Inspector Course	1	R1250	R1250	29	19	18									
Other courses presented on request - Prices on request	Introduction to ISO 9001 / Introduction to ISO 45001 / Introduction to ISO 14001 / Environmental Awareness Course / Behaviour Based Care /														
	Critical Task Analysis / Intro to RCAT / Legal Liability for Executives / Job Safety Analysis (JSA)														
	Confined Space Entry / Permit to Work / Lock Out-Tag Out / Intro to OHSAct / Rail Regulator Act / Contractor Management /														

***** PLEASE NOTE: DATES ARE SUBJECT TO CHANGE**

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