

Occupational Health and Safety Courses

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| Course Name | Explain and Perform Fall Arrest Techniques when Working at Heights | Duration | 1 Day |
| Unit Standard Info | ID – 229998; Title - Explain and perform fall arrest techniques when working at heights; Accreditation Body – CETA | | |
| Target Audience | Persons who need to perform work at heights safely | | |
| Pre-Requisites | <ol style="list-style-type: none"> 1. Fitness declaration 2. No Acrophobia | | |
| Course Content | <ol style="list-style-type: none"> 1. Planning and Management 2. Limitations of a Limited Range of Fall Arrest Equipment and Regulations 3. Inspect, Assemble and Store Fall Arrest Equipment 4. Select Suitable Anchor Points 5. Ropes and Knots 6. Knots 7. Changeovers / Knot Passing 8. Use Fall Arrest Systems with a Double Lanyard 9. Use Pre-Installed Vertical and Horizontal Life-Lines and Explain Reducing Risks During Rescues | | |

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| Course Name | Perform a Range of Advanced Fall Arrest Rescues | Duration | 2 Days |
| Unit Standard Info | ID – 229999; Title - Perform a range of advanced fall arrest rescues; Accreditation Body – CETA | | |
| Target Audience | Intended for all those who need to perform work at heights safely | | |
| Pre-Requisites | <ol style="list-style-type: none"> 1. Explain and Perform Fall Arrest Techniques when Working at Heights 2. Fitness declaration 3. No Acrophobia | | |
| Course Content | <ol style="list-style-type: none"> 1. Planning and Management 2. Limitations of a Limited Range of Fall Arrest Equipment and Regulations 3. Inspect, Assemble and Store Fall Arrest Equipment 4. Select Suitable Anchor Points 5. Ropes and Knots 6. Knots 7. Changeovers / Knot Passing 8. Use Fall Arrest Systems with a Double Lanyard 9. Use Pre-Installed Vertical and Horizontal Life-Lines and Explain Reducing Risks During Rescues | | |

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| Course Name | Confined Space Entry | Duration | 1 Day |
| Target Audience | Persons who are expected to understand the requirements to safely work in and around confined spaces. | | |
| Pre-Requisites | <ol style="list-style-type: none"> 1. Communication Skills at NQF Level 4 2. No Claustrophobia or Acrophobia | | |
| Course Content | <ol style="list-style-type: none"> 1. Confined Spaces Defined 2. Permit Required Confined Spaces 3. Confined Space Hazards | <ol style="list-style-type: none"> 4. Confined Space Risk Assessment 5. Personal Protective Equipment | |
| Course Name | Evacuation Officer | Duration | 1 Day |
| Target Audience | Persons who are appointed as Evacuation Officers or who assist with emergency or evacuation in an organization | | |
| Pre-Requisites | Communication Skills at NQF Level 3 | | |
| Course Content | <ol style="list-style-type: none"> 1. Emergency Preparedness and Evacuation 2. Emergency Preparedness | <ol style="list-style-type: none"> 3. Evacuation Planning 4. Emergency Control Centre and Resources | |
| Course Name | Occupational Health and Safety Representative | Duration | 2 Days |
| Target Audience | Employees, those appointed as SHE representatives, or those who assist with basic safety duties | | |
| Pre-Requisites | Communication Skills at NQF Level 3 | | |
| Course Content | <ol style="list-style-type: none"> 1. Legislation 2. Health and Safety Representation Activities 3. Addressing Health Safety and Environment Issues 4. Consultation and Participation | | |
| Course Name | Occupational Health and Safety for Supervisors | Duration | 2 Days |
| Target Audience | Managers and Supervisors | | |
| Course Content | <ol style="list-style-type: none"> 1. Management Functions 2. Workplace Safety 3. Introduction to Hazard Identification and Risk Assessments | <ol style="list-style-type: none"> 4. Incident Investigation 5. Emergency Preparedness | |
| Course Name | Occupational Health and Safety Induction | Duration | 1 Day |
| Target Audience | Intended for all employees and those responsible for presenting induction of health and safety principles to new personnel | | |
| Course Content | <ol style="list-style-type: none"> 1. Duties of Employer and Employee 2. General Safety Rules 3. Use and Application of Personal Protective Equipment in any Workplace 4. The Need for Good Housekeeping in The Workplace | <ol style="list-style-type: none"> 5. Applying Emergency Procedures in the Workplace 6. Alcohol and Drugs 7. Signs and Symbols | |

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| Course Name | Occupational Health and Hygiene | Duration | 1 Day |
| Target Audience | Persons in occupational environments, required to understand health, hygiene, and safety implications | | |
| Pre-Requisites | Basic understanding of the OHS Act | | |
| Course Content | <ol style="list-style-type: none"> 1. Explain the Concept of Occupational Hygiene 2. Describe Recognized Environmental Factors Which Influence the Workplace 3. Explain the Control of Factors Influencing Occupational Hygiene Conditions in the Workplace 4. Explain How to Deal with Abnormal Occupational Hygiene Conditions in the Workplace | | |

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| Course Name | Hazard Identification and Risk Assessment (HIRA) | Duration | 2 Days |
| Target Audience | Employees: supervisors, managers, SHE-reps, Office personnel and general staff members | | |
| Course Content | <ol style="list-style-type: none"> 1. Requirements for Hazard Identification and Risk Assessment 2. Prepare to Identify Hazards 3. Identify Hazards 4. Remedial and Follow-Up Action | | |

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| Course Name | Continuous Risk Assessment | Duration | 2 Days |
| Target Audience | Intended for all employees responsible to carry out a continuous risk assessment at the workplace in the interest of health and safety | | |
| Pre-Requisites | Basic understanding of the OHS Act | | |
| Course Content | <ol style="list-style-type: none"> 1. Legal and Specified Requirements for Conducting Continuous Risk Assessments 2. Prepare to Conduct a Continuous Risk Assessment 3. Conduct a Continuous Risk Assessment 4. Initiate Remedial Action and Follow up on Continuous Risk Assessments | | |

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| Course Name | Occupational Health and Safety – Incident Investigation | Duration | 2 Days |
| Target Audience | Employees who, through the nature of their work, could be required to participate in investigating workplace incidents; Line and Staff functionaries, supervisors, management; SHE-Reps and general work force | | |
| Pre-Requisites | Basic understanding of the OHS Act | | |
| Course Content | <ol style="list-style-type: none"> 1. Legislations and Standards 2. Preparing to Gather Data | <ol style="list-style-type: none"> 3. Gathering and Evaluating Data 4. Post Investigations | |

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| Course Name | Hazardous Chemical Agents Handling | Duration | 1 Day |
| Unit Standard Info | ID – 242996; Title - Handle dangerous goods during warehousing and storage; Accreditation Body - TETA | | |
| Target Audience | Persons responsible for handling and storage of hazardous agents during warehousing or transportation | | |
| Course Content | <ol style="list-style-type: none"> 1. Classification of Dangerous Goods 2. Handling and Storage of Flammable Agents 3. Transportation Risks of Hazardous Agents 4. Accidents and Incidents 5. Risk Management for Hazardous Chemical Agents | | |

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| Course Name | Safety Inspection Techniques | Duration | 1 Day |
| Target Audience | Employees appointed as SHE Representatives, or those who assist with basic safety duties | | |
| Pre-Requisites | Basic understanding of the OHS Act | | |
| Course Content | <ol style="list-style-type: none"> 1. Explain the Relevant Legal Requirements to Conduct Occupational Health and Safety (OHS) Inspections 2. Plan Occupational Health and Safety (OHS) Inspections 3. Conduct Inspections to Identify Non-Compliance in the Workplace 4. Report on Occupational Health and Safety (OHS) Inspections | | |

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| Course Name | Ergonomics | Duration | 2 Days |
| Target Audience | Employees in occupational environments which may have a detrimental effect on the health and safety of personnel in such environment | | |
| Pre-Requisites | Basic understanding of the OHS Act | | |
| Course Content | <ol style="list-style-type: none"> 1. Concept of Ergonomics in the Workplace 2. Posture and Movement 3. Information and Operation 4. Environmental Factors 5. Work Organization, Jobs, and Tasks 6. The Ergonomic Approach | | |

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| Course Name | Compensation of Occupational Injuries and Diseases Act (COIDA) | Duration | 1 Day |
| Target Audience | <ol style="list-style-type: none"> 1. Persons in insurance, government, carriers of worker's compensation. Human Resource practitioners 2. Health and Safety Officers, Safety Officers, Safety Representatives 3. Shop Stewards and others involved in the application of the Act | | |
| Course Content | <ol style="list-style-type: none"> 1. Purpose of COIDA 2. Functions of Director General 3. Compensation Fund and Reserve Fund | <ol style="list-style-type: none"> 4. Negligence as Used in the Act 5. Dissatisfaction with an Award 6. Incident not in the Course of Employment | |

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| Course Name | Root Cause Analysis Technique (RCAT) | Duration | 3 Days |
| Target Audience | Intended for all employees as a progressive course and are required to participate in investigating and analysing safety incidents with the view to finding root causes | | |
| Pre-Requisites | <ol style="list-style-type: none"> 1. Basic Understanding of the OHS Act 2. Holders of the SHE-Rep certificates preferable | | |
| Course Content | <ol style="list-style-type: none"> 1. Stacking and Storage 2. Stacking and Storage Structures | <ol style="list-style-type: none"> 3. Stock Handling 4. HSE Issues | |

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|------------------------|--|-----------------|-------|
| Course Name | Stacking and Storage | Duration | 1 Day |
| Target Audience | Persons responsible for moving, packing, and maintaining stock in a distribution centre/warehouse and maintaining safety and housekeeping standards. | | |
| Pre-Requisites | NQF 1 or General Education and Training Certificate | | |
| Course Content | <ol style="list-style-type: none"> 1. Common Terms and Concepts Used When Moving, Packing, Labelling, and Maintaining Stock in the Distribution Centre 2. The Layout of the Distribution Centre and the Requirements That Impact on the Layout 3. Stock Characteristics and How They Impact on the Moving, Packing and Maintaining of the Stock 4. Techniques and Safety Procedures for Lifting, Stacking, and Transporting Stock 5. Health and Safety Procedures Relevant to Packing Stock 6. Causes and Preventative Methods for Shrinkage and Losses as Applicable to The Process of Moving, Packing and Maintaining Stocks 7. The Supply Chain and the Roles of the Various Players in the Supply Chain 8. The Difference Between and Relationship Between Pick and Reserve Area 9. How Stock Rotation Impacts on Moving, Packing, and Maintaining Stocks | | |

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| Course Name | HIV/AIDS Awareness | Duration | 1 Day |
| Unit Standard Info | ID – 114491; Title - Educate and work closely with the community with regard to sexually transmitted infections (STI's) including Human Immune Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS); Accreditation Body – LG SETA | | |
| Target Audience | Persons required to educate and work closely with the community regarding STI's and HIV/AIDS. | | |
| Pre-Requisites | <ol style="list-style-type: none"> 1. Knowledge of the community and ability to communicate effectively within their cultural context 2. Communication, language, and numeracy skills at NQF Level 3 3. Knowledge and understanding of relevant ethics at NQF Level 3 | | |
| Course Content | <ol style="list-style-type: none"> 1. Increase Community Awareness and Knowledge 2. The Prevention and Minimization of Transmission 3. Understanding of the Procedures and Techniques 4. Understand the impact of STI's and HIV/AIDS 5. Understanding of Treatment, Care and Support 6. Promote Informed Community Discussion of the Rights of HIV-Positive People | | |

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| Course Name | Introduction to the OHS Act and its Regulations | Duration | 1 Day |
| Target Audience | Intended for all employees as part of general Health and Safety Training | | |
| Course Content | <ol style="list-style-type: none"> 1. Employees Responsible to Participate in Health and Safety Issues 2. Employees Representing Others in Terms of Health and Safety Issues 3. Supervisors, Managers etc. | | |

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| Course Name | OHS Act 85 of 1993 – Legal Liabilities for Supervisors | Duration | 1 Day |
| Target Audience | Employees who play a role in the Occupational Health and Safety System | | |
| Course Content | <ol style="list-style-type: none"> 1. Basic Principles of the Act and Accompanying Regulations 2. The Responsibility of An Organization to Ensure Compliance 3. Duties And Accountability of Selected Appointments 4. Employer Obligations to Provide the Means to Comply With the Act 5. Identify And Assess Risks and Apply Remedial Actions 6. Duty to Inform and Provide Training | | |

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| Course Name | Housekeeping and General SHE Awareness | Duration | 2 Days |
| Target Audience | Intended for all employees in occupational environments, which may have a detrimental effect on the health and safety of personnel in such environment | | |
| Pre-Requisites | NQF Level 1 or General Education and Training Certificate | | |
| Course Content | <ol style="list-style-type: none"> 1. Use the Correct Protective Clothing and Equipment 2. Explain and Demonstrate Good Housekeeping Practices (E.G.) 3. Preparing Dunnage, Stacking Within Demarcated Areas) 4. Determine and Explain Means for Possible Improvements in Health, Hygiene, Environmental and Safety Practices 5. Describe the Application of Appropriate Reporting Mechanisms for Unsafe Working Practice and Conditions 6. Safety, Health, and Environmental Awareness 7. Identify Potential Safety, Health and Environmental Hazards Resulting from Poor Practices in Housekeeping, Hygiene, and Safety 8. Understand The Complete Range of Assigned Safety, Health, And Environmental Housekeeping Duties for Which an Individual is Accountable | | |