



Training Catalogue 2016/17

IN ASSOCIATION WITH

fireworx
BECAUSE YOU ONLY GET ONE CHANCE TO GET IT RIGHT! **1475** (PTY) LTD

SHARP MINDS
EMERGENCY SOLUTIONS **+**

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Pg 6	CPR & AED	R 600.00	R 550.00	1 Year	5 Hrs
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Pg 26	Hazmat Operations	R 1,800.00	R 1,600.00	1 Year	16 Hrs

Prices are Per Person Excluding Vat.

NOTE: *Evacuation Drill* pricing is a guideline only, to properly quote and prepare we require a copy of the building plans.

Company policy regarding training:

1. A 100% non-refundable deposit required on acceptance of the quotation.
2. The full balance is required 72 hours before the scheduled training date.
3. Changes to booking dates must be made at least 72 hours prior to the booked date. Failing which, deposit will be forfeited.
4. Failure to attend training on the scheduled training day without due notice will result in the forfeiture of the deposit; No exceptions.
5. Only the confirmed trainees to attend scheduled training.
6. Copies of Legal documentation are to be sent to our offices within 72 hours before scheduled training commences. (I.D or Passport)
7. Additional trainees to be noted to our offices at least 72 hours before training commences with proof of full payment.
8. Training attendance schedule is to be signed by all trainees on training date.
9. Fireworx 1475 / Sharpminds Emergency Solutions, its staff nor representatives cannot be held liable for any claim whatsoever of any nature arising from, or because of any training conducted or cancelled.

FIRST AID: Level 1

Pre-Requisite: NONE

Duration: Maximum of 16 Hours

Cost: R 900.00 + 14% VAT per Student (Travel charge, client specific)

R 700.00 + 14% VAT per Student (6+ Students)

Course Validity: 3 Years

Department of Labour Accredited.



Knowing how to respond to a first aid or CPR emergency is one of the most important skills a person can obtain.

The Standard First Aid course meets the OHSA requirements and is for training employees or the general public on the latest skills, techniques and knowledge in lifesaving procedures. The practice and feedback of using related skills in a realistic situation is included into the actual teaching experience.

The Standard First Aid course topics include:

- | | |
|-----------------------------|----------------------------------|
| + Rescuer Duties | + Diabetes |
| + Victim and Rescuer Safety | + Stroke |
| + Phoning for Help | + Seizure |
| + Finding the Problem | + Shock |
| + After the Emergency | + Bleeding you can see |
| + First Aid Kit | + Wounds |
| + Breathing Problems | + Bleeding you can't see |
| + Choking | + Head, Neck and Spinal Injuries |
| + Allergic Reactions | + Broken Bones and Sprains |
| + Heart Attack | + Burns and Electrical Injuries |
| + Fainting | + Cardio Pulmonary Resuscitation |
- (CPR) and AED (Automated External Defibrillator)



FIRST AID: Level 2



Pre-Requisite: First Aid Level 1

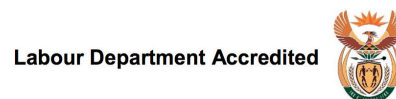
Duration: Maximum of 24 Hours

Cost: R 1,200.00 + 14% VAT per Student (Travel charge, client specific)

R 900.00 + 14% VAT per Student (6+ Students)

Course Validity: 3 Years

Department of Labour Accredited.



Knowing how to respond to a first aid or CPR emergency is one of the most important skills a person can obtain. The Standard First Aid course meets the OHSWA requirements and is for training employees or the general public on the latest skills, techniques and knowledge in lifesaving procedures.

The practice and feedback of using related skills in a realistic situation is included into the actual teaching experience.

The Standard First Aid course topics include:

- | | |
|--------------------------------|--|
| + Principles of emergency care | + Concussion |
| + Patient assessment | + Spinal Injury |
| + Artificial respiration | + Choking |
| + Airway obstruction | + Cardio-Pulmonary Resuscitation (CPR) |
| + Allergic Reaction | + Wounds and bleeding |
| + Heart Attack | + Dressings and bandages |
| + Diabetes | + Shock |
| + Stroke | + Fractures and splinting |
| + Asthma | + Burns |
| + Unconsciousness | + Poisoning, Bites and Stings |
| + Fainting | + Anatomy and Physiology |
| + Seizures | + First Aid Kits |

FIRST AID: Level 3



Pre-Requisite: First Aid Level 2

Duration: Maximum of 32 Hours

Cost: R 1,500.00 + 14% VAT per Student (Travel charge, client specific)

R 1,200.00 + 14% VAT per Student (6+ Students)

Course Validity: 3 Years

Department of Labour Accredited

Labour Department Accredited



Knowing how to respond to a first aid or CPR emergency is one of the most important skills a person can obtain. The Standard First Aid course meets the OHS requirements and is for training employees or the general public on the latest skills, techniques and knowledge in lifesaving procedures.

The practice and feedback of using related skills in a realistic situation is included into the actual teaching experience. This course meets the Department of Labour standards and guidelines.

The Standard First Aid course topics include:

- + Principles of emergency care
- + Patient assessment
- + Primary Survey
- + Secondary Survey
- + Artificial respiration
- + Airway obstruction
- + Allergic Reaction
- + Heart Attack
- + Diabetes
- + Stroke
- + Asthma
- + Unconsciousness
- + Fainting
- + Seizures
- + Epilepsy
- + Concussion
- + Spinal Injury
- + Choking
- + Cardio-Pulmonary Resuscitation (CPR)
- + Wounds
- + Blood loss and control
- + Dressings and bandages
- + Shock
- + Fractures and splinting
- + Dislocation
- + Sprains and Strains
- + Injuries to arms and legs
- + Burns
- + Environmental illnesses and injuries
- + Poisoning, Bites and Stings
- + Emergency Childbirth
- + Psychological Emergencies
- + Anatomy and Physiology
- + First Aid Kits

CPR & AED

Cardio-Pulmonary Resuscitation and Automated External Defibrillator

Pre-Requisite: none

Duration: Maximum of 5 Hours

Cost: R 600.00 + 14% VAT per Student (Travel charge, client specific)

R 550.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 Year

Knowing how to respond to a first aid or CPR emergency is one of the most important skills a person can obtain. The Standard CPR and AED course meets the OHSA requirements and is for training employees or the general public on the latest skills, techniques and knowledge in lifesaving procedures.

The practice and feedback of using related skills in a realistic situation is included into the actual teaching experience. This course meets the Department of Labour standards and guidelines.

The Standard CPR and AED course topics include:

- + Rescuer Duties
- + Victim and Rescuer Safety
- + Phoning for Help
- + Finding the Problem
- + The Heart
- + Heart Attack
- + First aid for near drowning
- + Cardio-Pulmonary Resuscitation - CPR
- + AED (Automated External Defibrillator)



Curriculum in accordance with
SAQA Unit Standard 9823

Fire Fighting Level 1 (Basic) (Fire Marshall)

Pre-Requisite: none

Duration: Maximum of 5 Hours

Cost: R 650.00 + 14% VAT per Student (Travel charge, client specific)

R 550.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 Year

In the interest of safety, every person needs a basic knowledge and understanding of Fire prevention, confinement and extinction, and what to do in the event of an emergency. It is imperative for the company to make sure that some of its employees are trained to either extinguish or to keep a fire under control until help arrives. Many lives could also be saved, due to the fact that employees will know how to react in case of a fire.

The purpose of this course is to equip the learner with the knowledge and skill required to effectively identify, recognise, confine, contain and extinguish a fire. Using basic firefighting equipment and perform evasive procedures ensuring safety to all.

Core topics of the course:

- + Chemistry of Combustion
- + Fire behaviour
- + Firefighting equipment
- + Fire prevention
- + Evacuation



Curriculum in accordance with
SAQA Unit Standard 13961

Fire Fighting Level 2 (Advanced)

Pre-Requisite: Basic Fire Awareness (Fire Marshall)

Duration: Maximum of 16 Hours

Cost: R 1,600.00 + 14% VAT per Student (Travel charge, client specific)

R 1,500.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 year

In the interest of safety, some personal needs an advance knowledge and understanding of Fire prevention, confinement and extinction, and what to do in the event of an emergency. It is imperative for the company to make sure that some of its employees are trained to either extinguish or to keep a fire under control until help arrives. Many lives could also be saved, due to the fact that employees will know how to react in case of a fire.

The purpose of this course is to equip the learner with the advance knowledge and skill required to effectively identify, recognise, confine, contain and extinguish a fire. Using advance firefighting equipment and perform evasive procedures ensuring safety to all.

Core topics of the course:

- + Chemistry of Combustion
- + Fire behaviour
- + Firefighting equipment
- + Practical Fire fighting
- + Fire prevention
- + Evacuation



Curriculum in accordance with
SAQA Unit Standard 252250

Fire Equipment Inspector

Pre-Requisite: Basic Fire Awareness (Fire Marshall)

Duration: Maximum of 8 Hours

Cost: R 700.00 + 14% VAT per Student (Travel charge, client specific)

R 600.00 + 14% VAT per Student (6+ Students)

Validity: 1 Year

In the interest of safety, Fire Fighting equipment needs to be checked at a regular interval. It is imperative for the company to make sure that some of its employees are trained to check that firefighting equipment are in working order at all times. Many lives could also be saved, due to the fact that firefighting equipment is in working order.

The purpose of this course is to equip the learner with the knowledge and skills required to effectively identify and recognize any defective firefighting equipment and report it.

Core topics of the course:

- + Types of Firefighting equipment
- + Checking of Firefighting equipment
- + Reporting of defective Firefighting equipment
- + Maintenance of Firefighting equipment

Employee Health & Safety Training

Pre-Requisite: none

Duration: Maximum of 4 Hours

Cost: R 650.00 + 14% VAT per Student (Travel charge, client specific)

R 550.00 + 14% VAT per Student (6+ Students)

This course is client specific and is tailored to your specific work environment.

Course Validity: 1 Year

This Occupational Health and Safety Introduction is based on the South African Qualification Authority Unit Standards of applying health and safety to a work area and explaining the basic health and safety principles in and around the workplace.

This course has been designed to suite the requirements of any company. Contents of the training manuals will vary according to the specifications of the company.

Core topics of the course:

- + Effective Workplace Safety
 1. Prevent slips, trips and falls
 2. Eliminate Fire Hazards
 3. Control Dust
 4. Avoid tracking materials
 5. Prevent falling objects
 6. Clear Clutter
 7. Store materials properly
 8. Use of Personal Protective Equipment
 9. Housekeeping (safety)
- + Job Specific Machinery Safety
 1. What should you do before using machinery?
 2. Safety procedures to follow
 3. What to avoid when using machinery?
- + Fire Fighting Awareness
 1. How to use Fire Fighting equipment?
 - a. Fire Extinguishers
 - b. Hose Reels
 - c. Fire Blankets
 2. Basic rules to follow in event of a fire
- + Evacuation Procedure

Health & Safety Awareness

Pre-Requisite: none

Duration: Maximum of 3 Hours

Cost: R 600.00 + 14% VAT per Student (Travel charge, client specific)

R 550.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 Year

This Occupational Health and Safety Introduction is based on the South African Qualification Authority Unit Standards of applying health and safety to a work area and explaining the basic health and safety principles in and around the workplace.

Core topics of the course:

- + Identify potential hazards in the work area
- + Limit damage to persons or property in the case of an emergency
- + Follow procedures that apply to illness or injury in the work area
- + Explain both employer and employee duties with regard to occupational safety and health in the workplace
- + Explain the general safety rules in the workplace
- + Explain the use and application of Personal Protective Equipment in the workplace
- + Explain good housekeeping in the workplace
- + Explain and apply emergency procedures in the workplace



Curriculum in accordance with
SAQA Unit Standard 8016

Health & Safety Representative

Pre-Requisite: Health and Safety Rep Awareness

Duration: Maximum of 6 Hours

Cost: R 950.00 + 14% VAT per Student (Travel charge, client specific)
R 750.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 Year

This Occupational Health and Safety Representative is based on the South African Qualification Authority Unit Standards of applying health and safety to a work area and explaining the basic health and safety principles in and around the workplace.

Core topics of the course: (Covered in depth)

- + Identify potential hazards in the work area
- + Limit damage to persons or property in the case of an emergency
- + Follow procedures that apply to illness or injury in the work area
- + Explain both employer and employee duties with regard to occupational safety and health in the workplace
- + In depth look at general safety rules in the workplace.
- + In depth look at the use and application of Personal Protective Equipment in the workplace
- + In depth look at good housekeeping in the workplace
- + Explain and apply emergency procedures in the workplace
- + Risk assessment
- + Incident and Accident investigation

Full Combined Health & Safety Awareness & Representative

Pre-Requisite: None

Duration: Maximum of 8 Hours

Cost: R 1,400.00 + 14% VAT per Student (Travel charge, client specific)
R 1,200.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 Year

This is Occupational Health and Safety Awareness and Representative combined for one complete course.



Curriculum in accordance with
SAQA Unit Standard 259622

Health and Safety Supervisor Training

Pre-Requisite: Safety Representative

Duration: Maximum of 8 Hours

Cost: R 2,200.00 + 14% VAT per Student (Travel charge, client specific)
R 2,000.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 Year

Health and Safety Supervisor Training is based on SAQA Unit Standard 259622

Learners credited with this unit standard will be capable of:

- Discussing fundamental issues pertaining to occupation safety, health and environment.
- Demonstrating an understanding of Safety Theories and Principles.
- Applying the fundamentals of Risk Management.
- Applying Safety, health and environment management systems.

Core topics of the course:

- + Fundamental issues pertaining to occupational safety, health and environment
- + Occupational Safety requirements:
 - Housekeeping, stacking and storage, colour coding, symbolic safety signs, hand and portable power tools, lifting equipment, ladders, scaffolds, vessels under pressure, compressed gas cylinders, machine guarding, personal protective equipment, confined spaces, hot work, permit to work, lockout systems, conveyors, disaster management
- + Occupational health and safety specified requirements:
 - Anticipation, identification, evaluation and control of occupational hygiene stressors, the role of the occupational hygienist, functions of occupational health services, legislative requirements, clinic management, fitness-to-work and disability evaluation, health monitoring and surveillance, AIDS in the workplace, absenteeism, hazards evaluation and control, disaster management, drug screening, employee assistance and counselling, health promotion, health risk assessment, primary health care.
- + Occupational Environment requirements:
 - Applicable legislation, air, water, soil and noise pollution, energy optimisation, waste management, emergency preparedness and response, disaster management, environmental impact assessments, aspects and impacts, social responsibility.
- + Understanding of safety theories and principles
- + Risk Management
- + Implementation of risk management in the workplace
- + SHEQ management systems

Incident / Accident Investigation Training

Pre-Requisite: none

Duration: Maximum of 8 Hours

Cost: R 800.00 + 14% VAT per Student (Travel charge, client specific)

Course Validity: 1 Year

Incident/Accident Investigation Training is based on SAQA Unit Standard: 259617. The learners 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.

Core topics of the course:

- + Legal and Organisational specific requirements identification
- + Legal and Organisational specific requirements explained
- + Procedures to be followed
 - Securing the scene
 - Handling of injured persons
 - Handling of fatalities
 - Dealing with work processes
 - Initial reporting
- + Consequences of non-compliance
- + Gathering of information for workplace safety, health and environmental incident investigations
- + Purpose, type and extent of information required
- + Resources required to conduct investigations are identified
 - Documentation
 - Human resources
 - Tools and materials
- + Prescribed procedures for gathering information
- + Conduct post-investigation activities
- + Reports completion in accordance with prescribed requirements
 - Investigation reports
 - Compensation documents
 - Required Government Departmental documentation
 - Organisational documentation
- + Submitting of reports to relevant designated persons
- + Physical Evidence gathered during investigation
- + Resources used during Investigation

Risk Assessment / Assessor Training

Pre-Requisite: none

Duration: Maximum of 8 Hours

Cost: R 800.00 + 14% VAT per Student (Travel charge, client specific)

Course Validity: 1 Year

Risk Assessment / Assessors Training is based on SAQA Unit Standard 120330, 244383.

Learners credited with this unit standard will be capable of:

- Explain the legal and specified requirements for conducting continuous hazard identification risk assessments.
- Prepare to conduct a continuous risk assessment.
- Prepare for hazard identification.
- Identify hazards and assess risks.
- Conduct a continuous risk assessment.
- Initiate remedial action and follow up on Continuous Risk Assessment

Core topics of the course:

- + Specific requirements pertaining to continuous hazard identification and risk assessment.
- + Legal Requirements:
 - Employer's Responsibility
- + Legal Definitions
 - Hazard
 - Risk
 - Occupational Health
 - Reasonably practicable
 - Safety
 - Occupational Health and Safety Committee
 - Tolerable Risk
- + Purpose of each type of hazard identification and risk assessment procedure
 - Baseline
 - Issue-based
 - Continuous

Evacuation Marshall Course

Pre-Requisite: Evacuation Marshall

Duration: Maximum of 8 Hours

Cost: R 900.00 + 14% VAT per Student (Travel charge, client specific)

R 800.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 year

The purpose of the course is to equip the learner with the knowledge and skills to manage the effective evacuation of a building / structure.

It is in the interest of safety that the evacuation procedure is properly managed and overseen. Emergencies of any size can be devastating if not handled in the correct manner. The basic principles of Evacuation of a building or structure should be understood and taken seriously as emergencies can quickly get out of hand.

Core topics of the course:

- + Evacuation Management Objectives
- + Occupational Health & Safety Act
- + Roles and Responsibilities of Emergency Co-ordinator
- + Guidelines of Evacuation Procedure
- + Fire Prevention Practices
- + Emergency Plan
- + Vulnerability Assessment
- + Types of Hazards
- + Safety precautions

Emergency Co-ordinator

Pre-Requisite: Evacuation Marshall

Duration: Maximum of 8 Hours

Cost: R 900.00 + 14% VAT per Student (Travel charge, client specific)

R 800.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 year

The purpose of the course is to equip the learner with the knowledge and skills to manage the effective evacuation of a building / structure.

It is in the interest of safety that the evacuation procedure is properly managed and overseen.

Emergencies of any size can be devastating if not handled in the correct manner. The basic principles of Evacuation of a building or structure should be understood and taken seriously as emergencies can quickly get out of hand.

Core topics of the course: (Covered in Depth)

- + Evacuation Management Objectives
- + Occupational Health & Safety Act
- + Roles and Responsibilities of Emergency Co-ordinator
- + Guidelines of Evacuation Procedure
- + Fire Prevention Practices
- + Emergency Plan
- + Vulnerability Assessment
- + Types of Hazards
- + Safety precautions

Full Combined Evacuation Marshall & Emergency Co-ordinator

Pre-Requisite: None

Duration: Maximum of 10 Hours

Cost: R 1,200.00 + 14% VAT per Student (Travel charge, client specific)

R 1,000.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 year

This is Evacuation Marshall and Emergency Co-ordinator combined for one complete course.

Evacuation Drill (2 emergency exit)

Pre-Requisite: none

Duration: Maximum of 1 Hour

Cost: R 1,500.00 + 14% VAT per Drill (Travel charge, client specific)

R 300.00 + 14% VAT per additional Emergency Exit

Course Validity: 1 year

*Note: Evacuation Drill pricing is a guideline only, to properly quote and prepare we require a copy of the building plans.

Employees will be able to evacuate their work premises in a safe and secure manner and the precautions required for the safety of the workers and public.

The typical scope of the drill is:

- + Identification of evacuation alarm
- + Safe and secure evacuation of premises
- + Assembly point procedure
- + Re-entering of premises

Spill Kit Training

Pre-Requisite: none

Duration: Maximum of 4 Hours

Cost: R 500.00 + 14% VAT per Student (Travel charge, client specific)

Course Validity: 1 year

Spill Kit Training is based on SAQA Unit Standard Learners will be able to identify the hazards of Hazardous Material and the precautions required for the safety of the workers and public.

The typical scope of this unit standard is:

- + Chemicals
- + Spill Type
- + Spill Control
- + Spill Removal

Core topics of the course:

- + Hazards relating to:
 - Gasses
 - Water
 - Fire
 - Soil types and conditions
 - Installation and processes of material and plant
 - Operation of plant and equipment
 - Protective clothing and equipment
- + Personal Protective equipment
- + Unskilled workers training in order to sensitise them to:
 - Hazards of Chemicals
 - Dangers of working with chemicals
 - Need for appropriate action
- + Planning and Implementing Emergency Procedures
- + Resources to handle an emergency
- + Plan of action for emergency and implementation
- + Relevant OSHA regulations
- + Application of the Act no 85 of 1993
- Measures required in respect of the legislation

Group Spill Kit Training

Pre-Requisite: none

Duration: Maximum of 4 Hours

Cost: R 3000.00 + 14% VAT for 8 students (Travel charge, client specific)

Course Validity: 1 year

A certificate will be issued for the company, listing attending students

Working at Heights Training

Pre-Requisite: none

Duration: Maximum of 8 Hours

Cost: R 900.00 + 14% VAT per Student (Travel charge, client specific)

R 800.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 Year

Working at Heights training is based the South African Qualification Authority Unit Standard: 120362. The focus is on working safely and following correct procedures.

Core topics of the course:

- + The requirements to perform work in elevated positions are explained.
- + The planning process to prepare for work in elevated positions is explained.
- + The method used to conduct work in elevated positions is explained.
- + The inspection, care and storage of fall arrest equipment and the necessary replacement of faulty equipment is explained.
- + The need to ensure correct and meticulous record keeping is explained.
- + Knowledge and understanding pertaining to the inspection of working platforms, ladders, scaffolds and walkways in elevated positions is demonstrated.

Stacking and Storage Level 1

Pre-Requisite: none

Duration: maximum of 4 Hours

Cost: R 900.00 + 14% VAT per Student (Travel charge, client specific)

R 800.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 Year

This Stacking and Storage Introduction is based on the South African Qualification Authority Unit Standard: 117898 and is for people who are responsible for moving, packing and maintaining stock in a Distribution Centre or Warehouse while maintaining safety and housekeeping standards.

Core topics of the course: (introduction to)

- + Identifying appropriate areas for packing stock/ materials
- + Positioning of stock/ materials in terms of OSHA
- + Layout and positioning of stock/ materials
- + Areas for stock/ materials as per organisational requirements
- + Relationship between reserve and pick areas explained
- + Moving of stock/ materials
- + Possible problems in respect of packing stock/ materials
- + Stock labelling
- + Packing and maintaining stock/ materials
- + Shrinkage and loss prevention
- + Impact and functioning of the supply chain on the organisation
- + Misdirected and unmarked stock identification
- + Pick areas / Reserve areas
- + Temporary holding areas
- + Empty packaging material removal and storage for prevention of damage, hazard or fire/injury
- + Hazardous materials moving and storing
- + Housekeeping standards



Curriculum in accordance with
SAQA Unit Standard 117898

Stacking and Storage Level 2

Pre-Requisite: Stacking and Storage Level 1

Duration: maximum of 8 Hours

Cost: R 1,600.00 + 14% VAT per Student (Travel charge, client specific)

R 1,800.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 Year

This Stacking and Storage Introduction is based on the South African Qualification Authority Unit Standard: 117898 and is for people who are responsible for moving, packing and maintaining stock in a Distribution Centre or Warehouse while maintaining safety and housekeeping standards.

Core topics of the course: (covered in depth)

- + Identifying appropriate areas for packing stock/ materials
- + Positioning of stock/ materials in terms of OSHA
- + Layout and positioning of stock/ materials
- + Areas for stock/ materials as per organisational requirements
- + Relationship between reserve and pick areas explained
- + Moving of stock/ materials
- + Possible problems in respect of packing stock/ materials
- + Stock labelling
- + Packing and maintaining stock/ materials
- + Shrinkage and loss prevention
- + Impact and functioning of the supply chain on the organisation
- + Misdirected and unmarked stock identification
- + Pick areas / Reserve areas
- + Temporary holding areas
- + Empty packaging material removal and storage for prevention of damage, hazard or fire/injury
- + Hazardous materials moving and storing
- + Housekeeping standards



Curriculum in accordance with
SAQA Unit Standard 117898

Confined Spaces Training

Pre-Requisite: none

Duration: Maximum of 8 Hours

Cost: R 1,450.00 + 14% VAT per Student (Travel charge, client specific)

R 1,200.00 + 14% VAT per Student (6+ Students)

Course Validity: 1 year

Confined Spaces Training is based on SAQA Unit Standard: 15034. Learners will be able to identify the hazards of confined spaces and the precautions required for the safety of the workers and public.

The typical scope of this unit standard is:

- + Trenches
- + Manholes
- + Chambers
- + Tunnels
- + Ducts
- + Below water tables
- + Depressions
- + Basements

Core Topics of the Course:

- + Hazards relating to:
 - Gasses
 - Water
 - Fire
 - Soil types and conditions
 - Installation and processes of material and plant
 - Operation of plant and equipment
 - Protective clothing and equipment
- + Personal Protective equipment
- + Unskilled workers training in order to sensitise them to:
 - Confined spaces
 - Dangers of working in confined spaces
 - Need for appropriate action
- + Planning and Implementing Emergency Procedures
- + Resources to handle an emergency
- + Plan of action for emergency and implementation
- + Relevant OSHA regulations
- + Application of the Act no 85 of 1993
- + Measures required in respect of the legislation

Forklift Operator

Pre-Requisite: none

Duration: Maximum of 24 Hours

Cost: R 2,400.00 + 14% VAT per Student (Travel charge, client specific)

Course Validity: 2 Year

In the interest of safety, all forklift operators need to be able to operate the forklift in a safe and secure manner, according to prescribed regulations. The purpose of this course is to equip the learner with the advance knowledge and skill required to effectively operate the forklift.

Core topics of the course:

- + Rules and Regulations
- + Safe operating procedures
- + Identifying hazards
- + Practical operations

HAZMAT Awareness

Pre-Requisite: none

Duration: Maximum of 8 Hours

Cost: R 900.00 + 14% VAT per Student (Travel charge, client specific)

R 800.00 + 14% VAT per Student (6+ Students)

Course Validity: Qualification requires a yearly refresher course

The qualifying learner achieving unit standard 115223, Demonstrate awareness and take initial actions at a hazardous materials incident, will be able to identify the presence of a hazardous materials incident, and take the relevant precautionary measures.

The typical scope of this unit standard is:

- + Class 1 - explosives
- + Class 2 - gasses
- + Class 3 - flammable liquids
- + Class 4 - flammable solids
- + Class 5 - oxidizers & peroxides
- + Class 6 - poisons & etiological substances
- + Class 7 - radioactive materials
- + Class 8 - corrosives
- + Class 9 - miscellaneous dangerous goods / substances
- + O R M - D (other related materials - dangerous)

Core topics of the course:

- + Identify the categories of hazardous materials, their signage and their hazards and effects.
- + Suspect or recognise the presence of hazardous materials.
- + Protect self from hazardous materials and the effects thereof.
- + Identify and implement the initial primary actions at a hazardous material incident.
- + Call for the appropriate assistance.



Curriculum in accordance with
SAQA Unit Standard 115223

HAZMAT Operations

Pre-Requisite: HAZMAT Awareness

Duration: Maximum of 16 Hours

Cost: R 1,800.00 + 14% VAT per Student (Travel charge, client specific)

R 1,600.00 + 14% VAT per Student (6+ Students)

Course Validity: Qualification requires yearly refresher course

This qualification Unit Standard 64390, is intended for persons who are working at a supervisory level, or intending to work in supervisory level. The qualification recognises the competencies of people who have the responsibility of performing management and supervisory functions relating to hazard identification at operational incidents. It will enable learners to take charge in incidents in the workplace in order to make tactical spontaneous decisions. Learners will be provided with competencies to lower risks and mitigate negative circumstances thus increasing safety for the individual and the broader community.

The typical scope of this unit standard is:

- + Respond to and supervise hazmat incidents.
- + Apply Incident Management System at an incident.
- + Apply supervisory skills in the workplace.
- + Coordinate and undertake workplace Hazmat activities in accordance with applicable legislation.
- + Conduct reinforcement training in the workplace.
- + Provide customer service in an emergency service and fire rescue context.

Core topics of the course:

- + Types of emergency incidents are described in terms of tactical and strategic requirements.
- + The degree, magnitude and extent of a given incident is assessed and quantified in order to determine priorities.
- + A tactical plan is devised in accordance with organisational policies and procedures.
- + An action plan is formulated and communicated to manage the incident.
- + Resources required are identified and deployed in order to deal with the incident.
- + The operation is monitored to assess effectiveness of the action plan and to effect changes as necessary.
- + Information relating to an incident is collated for record keeping purposes.
- + A Forward Control Point to manage operations relating to an incident is established to maintain control of the incident.
- + Supervisory roles are identified and explained in the context of management principles.
- + Activities are coordinated in order to guide team action in accordance with work policies and procedures.
- + Motivational principles are employed and applied to improve staff morale and productivity.
- + The importance of continuous feedback is explained in terms of its role in ensuring effective and efficient execution of emergency operations.
- + Organisational standard operational processes and procedures are interpreted and applied in order to achieve organisational objectives.
- + Potential risks are identified and analysed to inform safety related decisions.
- + Inspections are conducted to ensure that organisational operational procedures are compliant with relevant legislation.
- + Workplace situations and potential emergencies are analysed to ensure compliance with applicable legislation and make recommendations for corrective action.



**DEPARTMENT
OF LABOUR**

Certificate

This is to certify that

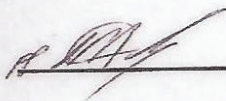
SHARPMINDS EMERGENCY SOLUTIONS

has been approved in terms of
General Safety Regulation 3(4)(d)
of the Occupational Health and Safety Act,
1993

to issue certificates of competency in

FIRST-AID LEVEL ONE, TWO, THREE

to persons who have successfully completed
the course.



CHIEF INSPECTOR

2002-11-18

DATE

CI 371

CERTIFICATE NUMBER