

HEALTH AND SAFETY IN THE WORK PLACE

Did you know ?

Safety awareness should include:

- emergency procedures
- first aider and location of first aid stations
- health and safety responsibilities, including those specified by legislation
- reporting of injuries, unsafe conditions and acts
- use of personal protective equipment
- right to refuse hazardous work
- hazards, including those outside own work area
- reasons for each health and safety rule
- each individual's specific role and responsibilities
- scope of authority (Job descriptions)

Training

Training programmes should be established and maintained to address:

- Knowledge and understanding of the organisations safety programmes, rules and procedures as well as each individual's specific role and responsibilities.
- Systematic programme of induction and ongoing training for employees and those how may be transferred between divisions, jobs or tasks
- Training in the handling of risks, hazards and dangers, precautions to be taken and procedures to be followed
- Training in hazard identification, risk assessment and control
- Training for all persons who may manage others like employees, contractors and other
- Training of top management in their role and responsibilities
- Training and awareness programmes for contractors, temporally workers and visitors according to the level of risk which they will be exposed to,
- Training in the correct report procedures
- Training in proper incident/ accident investigation
- Training in the effective monitoring of the quality of the health and safety programme

Fire precautions

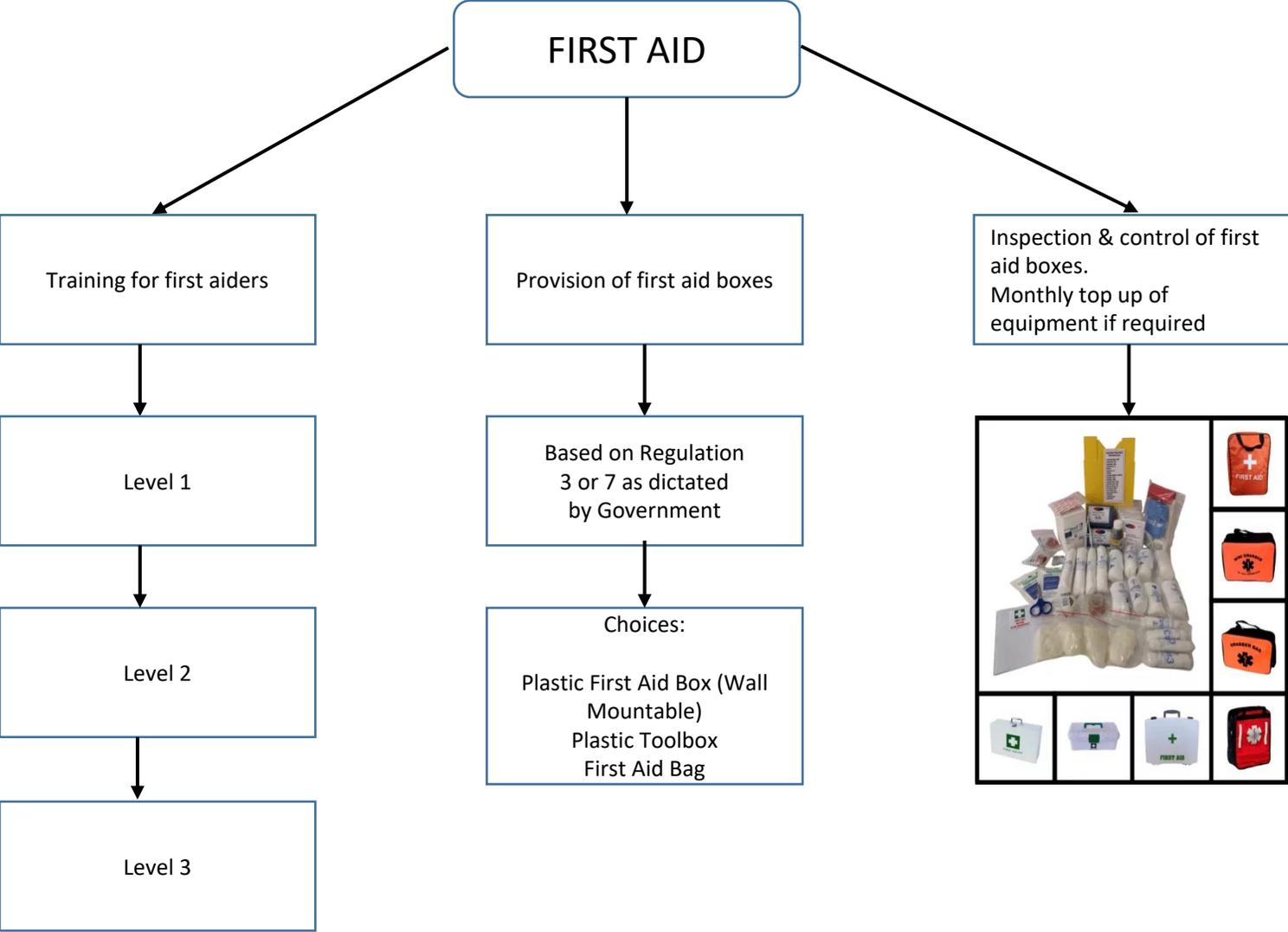
- Building construction
- Access and egress
- Emergency exits
- Emergency lighting
- Fire fighting appliances (sufficient, appropriate and maintained)
- Fire drills and alarm checks
- Storage of flammable/combustible materials (gas cylinders, fuel oils, wood and paper waste)
- Identification of fire / explosion risk areas and instructions for isolating power, fuel, gas etc.
- Evacuation procedures and responsibility for roll calls
- Employee training in procedures and general fire safety practices.

How do you mitigate your risk ? We can help. You need the following:

First aid officers

Low-risk workplaces:
 one for 10 - 50 workers
 two for 51 - 100 workers
 one additional for every additional 100 workers

High-risk workplaces:
 one for up to 25 workers
 two for 26 to 50 workers
 one additional for every additional 50 workers



- basic first aid notes
- disposable gloves
- resuscitation mask
- individually wrapped sterile adhesive dressings
- sterile eye pads (packet)
- sterile coverings for serious wounds
- triangular bandages
- safety pins
- small, medium and large sterile unmedicated wound dressings
- non-allergenic tape
- rubber thread or crepe bandage
- scissors
- tweezers
- suitable book for recording details of first aid provided
- sterile saline solution
- plastic bags for disposal

FIRST AID LEVEL 1



Who should attend a First Aid Training Course?

- All designated to be first aiders. (We suggest that you choose people willing to become a first Aider and with a passion to help people)

Course Content

- Principals of First Aid
- Choking
- Wounds
- Bleeding
- Artificial Respiration
- One Man CPR
- Safety and Emergency Management
- Shock
- Fainting and unconsciousness
- Fractures
- Burns
- Head and Spinal injuries
- Basic Anatomy

The Department of Labour requires the appointment of first aiders where more than 10 workers are employed at a workplace. The employer is required to provide first aid training. Our First Aid Level 1 training course will provide candidates the necessary skills to response to a workplace emergency. Be prepared and you could save a life!

FIRST AID LEVEL 2



Course Content:

- Emergency scene management
- Artificial respiration; adult, child & infant
- CPR - one person; adult, child & infant
- Airway obstruction; conscious/unconscious adult, child & infant
- Chest pain & stroke
- Medical emergencies
- Joint injuries & rescue carries
- Head & spinal injuries; incl. transport
- Poisons, bites & abdominal injuries
- Multiple injury management
- Amputations & bleeding

Entrance requirements:

- Valid First Aid Level 1 Certificate.
- Matric Certificate or equivalent.
- Learner should have a good comprehension of English.
- Basic reading, writing and mathematical skills are required.

The level 2 course is ideal for team leaders of Emergency Response Teams (ERTs) or Medical Teams, First Responders (Firemen/ Police), Security Professionals (Armed Response/ CPOs), Life Guards, Teachers and Education professionals.

FIRST AID LEVEL 3



Course Content:

- The level 3 first aid course is an advanced first aid course, the highest first aid level that can be achieved.
- It is recommended that all workplace supervisors, people with hazardous occupations, and people without easy access to healthcare services attend training on level 3 first aid.

CONTENT

- on of level 1 & 2 first aid content
- Emergency childbirth
- Water related emergencies
- Behavioural emergencies
- Special patients and emergency oxygen therapy
- Practical demonstrations and practical exercises
- Written tests and practical exams
- Additional information

Compared to level 2, The first aid level 3 programme covers additional emergency care subjects such as emergency childbirth and water-Related emergencies.

Evacuation Training in Case of Emergencies



COURSE CONTENT

- Purpose of an emergency plan
- Evacuation procedures
- Preplanning
- Emergency Scene
- Zone sweep
- Types of emergencies
- Specification emergencies & response
- Communication Channels
- General Evacuation and duties
- Emergency response personnel
- Authorities and responsibilities
- Zone Marshall
- Fire team leader
- Fire team member
- First Aid team leader
- First Aider
- Deputies
- The evacuation and Emergency Drill – role play exercise for one floor.

**Included in the training we
will check all
Evacuation exist and
recommendations will be
made after inspection**

***Learn how to
safely
evacuate your
building or
area in an
emergency***

BASIC FIRE FIGHTING

COURSE CONTENT

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

- Identify different types of fires
- Explain and practise fire prevention
- Operate basic firefighting equipment
- Perform basic firefighting procedures.
- Fire Prevention
- Theory of Fire
- Fire Extinguisher training
- Practical Fire Fighting Demonstration (Should it be possible)

Before deciding to fight a fire, be certain that:

The fire is small and not spreading.

A fire can double in size within two or three minutes.

You have the proper fire extinguisher for what is burning.

The fire won't block your exit if you can't control it.

A good way to ensure this is to keep the exit at your back.

You know your fire extinguisher works.

Inspect extinguishers once a month for dents, leaks or other signs of damage.

Assure the pressure is at the recommended level.

On extinguishers equipped with a gauge, the needle should be in the green zone – not too high and not too low.

You know how to use your fire extinguisher (see PASS test below).

There's not enough time to read instructions when a fire occurs

Before using your fire extinguisher, be sure to read the instructions before it's too late.

Although there are many different types of fire extinguishers, all of them operate in a similar manner.

Included in our Training is to ensure all fire extinguisher equipment are checked and we can arrange for a replacement or refill if equipment not up to standard

Basic Fire Fighting

Fatality after fatality, injury after injury, it seems the reports all say the same thing: the problem boiled down to errors in basic fire ground actions and principles. No matter how experienced, a firefighters mission always comes back to the basics. No firefighting operation can be successful without the proper, safe execution of the fundamental skills covered in Firefighter Basic training.

Health and Safety Representative



COURSE CONTENT

- Legal knowledge
- The difference between **Occupational health and Occupational safety**
- Incident prevention
- Hazard identification
- Incident investigation and conducting meetings
- occupational hygiene
- The measuring tools of safety
- Acceptable levels exposure as well as business elements and identifying the spectrum of losses

The prime functions of the Health and Safety Representative is to identify hazards, be aware of all potential risks and hazards at the workplace and to ensure the continued health and safety of self and colleagues.

COST PER TRAINING



First Aid Level 1 – 2 Days

- The differences between life and death means being prepared to assist the critically sick or injured in an emergency! First aid level 1 training is your first step.
- **R795.00 ex VAT**

First Aid Level 2 – 3 Days

- First Aid Level 2 training encourages extended knowledge and practical applications of First Aid skills and is a great add on to all the core fundamentals gained in First Aid Level 1 training.
- **R850.00 ex VAT**

First Aid level 2 and 3 COMBINED

- If you have completed the first Aid Level 1 course and you are excited and inspired to learn and develop within the emergency care field, then the First Aid Level 2-3 training course is for you!
- **R1150.00 ex VAT**

First Aid Level 3 – 3 Days

- First Aid Level 3 is the highest level a first aider can obtain unless they want a career as a paramedic which has to be completed at approved Universities.
- **R850.00 ex VAT**

PS: Above excludes cost per kilometre if in a radius of more than 50 km from Edenvale.

Training will be done on site.

First day consist of theory and second day consist of practical and exam.

Training can be done on Saturday's and a venue can be arranged should the need arise.

Number of delegates not exceeding 10 per training session

COST PER TRAINING

Basic Fire Training - Half Day Course

R420.00 per delegate

Health and Safety Representative – Half Day Course

R420.00 per delegate

PS: Above excludes cost per kilometre if in a radius of more than 50 km from Edenvale.

**ALL TRAINING IS SETA ACCREDITED AND A CERTIFICATE WILL
BE SUPPLIED ON COMPLETION OF COURSE**

*Training will be done
on site.*

*Half day course for
both practical and
test*

*Number of delegates
not exceeding 10 per
training session*



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Costs are negotiable and subject to amount of delegates!