



# OHS AND QA

*A world of safety awaits!*

**Training profile &  
Course overview**



[www.ohsandqa.co.za](http://www.ohsandqa.co.za)



## Why chose us?

---

### **Ohs and Qa is committed to providing top shelve industry leading SHEQ training.**

- We pride ourselves in proving the best training experience for our clients. We have the best methods and highly qualified facilitators in place to ensure your employees only get the best training.

### **Take a look at the following information about our training:**

---

- All of our Unit standards are accredited with the relevant SETAs.
  - Ohs and Qa is an all women company, with qualified, accredited Assessors and facilitators.
  - We absolutely give you value for money and all of our quotes are valid for 7 days after the quote was requested.
  - Ohs and Qa provides onsite training and this may include the travelling and or accommodation costs depending on the business location training is to be held.
  - We require a full payment prior to training commencing.
  - All prices exclude VAT.
  - Ohs and Qa does not refund cancelled training unless a notice has been given 7 days prior to the training taking place and 20% will be deducted from the amount invoiced.
  - All of our certificates are valid for 2 years except for First Aid L1, L2 and L3 which is valid for three years.
  - Ohs and QA only offers short courses unit standards and not qualifications – no credits will be allocated up on completing the course.
-



## Find your course.....

<b>Course</b>	<b>Duration</b>	<b>Unit std</b>
➤ <b>First Aid L1</b>	1 to 2 days	119567
➤ <b>First Aid L2</b>	1 to 2 days	116534
➤ <b>Incident and Accident investigation</b>	1 day	117391
➤ <b>SHE Representative</b>	1 day	9964
➤ <b>Health and safety induction – Site Specific and General induction</b>	1 day	13223
➤ <b>Safety for Supervisors</b>	1 day	117701
➤ <b>Basic Working at Heights</b>	1 day	229998
➤ <b>Basic Fire Fighting</b>	1 day	12484
➤ <b>HIRA- Risk Assessment</b>	1 day	13167
➤ <b>Erect and dismantle Scaffold</b>	1 day	9672
➤ <b>Scaffold inspector</b>	1 day	263205
➤ <b>Fall Protection Plan Developer</b>	Half a day	229994
➤ <b>Emergency Preparedness</b>	1 day	116533
➤ <b>Personal Protective Equipment</b>	Half a day	259639
➤ <b>Occupational Health and Safety ACT</b>	1 day	242668
➤ <b>Legal Liability</b>	Half a day	244288
➤ <b>Hazardous Substances and Chemicals</b>		115093
➤ <b>House Keeping</b>	Half a day	8016
➤ <b>Stacking and Storage</b>	Half a day	8139
➤ <b>Overhead crane training – Novice</b>	4 days (4 employees a day)	242976
➤ <b>Overhead crane training – Refresher</b>	1 day 94 employees a day)	242976
➤ <b>Forklift Training – Novice</b>	4 days (4 employees a day)	242974
➤ <b>Forklift Training – refresher</b>	1 day (4 employees a day)	242974



## First Aid

### Level 1

Duration: 1 to 2 days  
NQF Level: 1  
Credits: 5  
SAQA no: 119567  
TETA Seta Accredited

#### Principles of first aid and safety

- Reason for First Aid Training
- Approach to an emergency situation
- Legal aspects and the first aider
- Casualty assessment
- Medic alert device
- Level of consciousness
- Treating suspected HIV/aids casualties

#### CPR techniques

- The basic single rescuer
- Summary of CPR requirements
- When the patient recovers
- When to stop CPR
- Rescue breathing

#### Dealing with choking emergencies

- sign and symptoms of choking
- Partially obstructed airway
- Complete airway obstruction
- Complete obstruction: unconscious casualty
- Alternative methods -Pregnant and obese situation

#### Dealing with Shock emergency

- Causes, signs and treatment

#### Loss of consciousness

- Sign and symptoms
- Treatment
- Heart attack
- Stroke
- Respiratory problems
- Diabetes, Causes and treatment
- Epilepsy, causes and treatment
- Poisoning and substance abuse



## Workplace First Aid Training



## First Aid

### Level 2

Duration: 2 days  
NQF Level: 2  
Credits: 5  
SAQA no: 116534  
TETA Seta Accredited

#### Principles of first aid and safety

- Reason for First Aid Training
- Approach to an emergency situation
- Legal aspects and the first aider
- Casualty assessment
- Medic alert device
- Level of consciousness
- Treating suspected HIV/aids casualties

#### CPR techniques

- The basic single rescuer
- Summary of CPR requirements
- When the patient recovers
- When to stop CPR
- Rescue breathing

#### Dealing with choking emergencies

- sign and symptoms of choking
- Partially obstructed airway
- Complete airway obstruction
- Complete obstruction: unconscious casualty
- Alternative methods -Pregnant and obese situation

#### Dealing with Shock emergency

- Causes, signs and treatment

#### Loss of consciousness

- Sign and symptoms
- Treatment
- Heart attack
- Stroke
- Respiratory problems
- Diabetes, Causes and treatment
- Epilepsy, causes and treatment
- Poisoning and substance abuse



## Workplace First Aid Training





## .... First Aid Continued

### Level 2

Duration: 2 days  
NQF Level: 2  
Credits: 5  
SAQA no: 116534  
TETA Seta Accredited

#### **Dressings, bandages and splints**

- Dressings, bandages and splints

#### **Wounds and bleeding**

- Dangers of a wound
- Types of bleeding
- Methods to stop bleeding
- Different types of wounds
- Basic considerations for all wound types
- Special types of bleeding

#### **Injuries to bone, muscle and ligaments**

- Fractures and types of fractures
- Causes of a fracture
- Signs and symptoms of a fracture
- Muscles and ligaments

#### **Burns**

- Classifications of burns
- Basic Treatment for burns

#### **Head and spinal injuries**

- General considerations
- Signs and symptoms
- Basic treatment

#### **Basic human anatomy and physiology**

- The skeleton
- Joints
- The muscles
- The skin
- Respiratory system
- Circulatory system
- The heart
- Blood
- Vital organs
- The nervous system



## Workplace First Aid Training



## Incident & Accident

### Investigation

Duration: 1 day  
NQF Level: 5  
Credits: 8  
SAQA no: 117391  
TETA Seta Accredited

#### OHS ACT and its regulations

- Difference between Incident and Accident
- Causes of Incidents

#### Conducting an investigation

- Budgeting time and resources for investigations
- Phases of investigation
- Writing the investigation report
- Actions by the SHE team and Management
- Type of incidents to be reported
- Documentation





## Health and Safety

### Representative

Duration: 1 day  
NQF Level: 2  
Credits:3  
SAQA no: 9964  
TETA Seta Accredited

#### Introduction

- Occupational Health and Safety Act
- Relevant Section- OHS ACT/MHS ACT
- Activities in a working place

#### SHE Representative – Sections according to the ACT

- SHE Representatives prior learning recommendations
- SHE Representatives role
- Health & Safety representation legislation
- Participating in Safety, Health & Environmental related issues
- Health & Safety Representative's attitude







## Health and Safety

### Induction

Duration: Half a day  
NQF Level: 6  
Credits: 6  
SAQA no: 13223  
TETA Seta Accredited

#### Objectives of OHS Act

- Types of regulations
- Legal obligations
- Obligations of employer
- Employees responsibilities
- Accidents
- Types of events to be reported
- Emergency services
- OHS plans
- Safe work method statement
- Risk management
- Controlling the risk

#### PPE

- General issues
- Heat related illness
- Safety signs and barriers
- Vehicle safety

#### Housekeeping

- Being on the lookout
- Drugs and alcohol policy





## Safety For **Supervisor**

Duration: 1 day  
NQF Level: 5  
Credits: 8  
SAQA no: 117701  
TETA Seta Accredited

### Introduction

- Definitions of the role of the supervisor
- Supervision is a role
- Basic elements of supervision
- Basic responsibilities of a supervisor
- Qualities of a good supervision
- The range of supervisory jobs
- Supervisors and employees

### Training and counselling Supervisory Responsibilities and Role Handling

- Selection of supervisors
- Training and development of supervisor Supervision Fundamentals
- History of supervision
- Supervisors are first level managers
- The nature of the supervisory job

### The Hierarchical Relationship

- The changes in supervision and work Supervisory Functions
- Control and direction
- Staffing, Skills, motivation and communication





## Basic Working @

## Heights

Duration: 1 day  
NQF Level: 1  
Credits: 2  
SAQA no: 229998  
TETA Seta Accredited

### Legal requirements

#### Suspension trauma

- List of health factors that influence suspension trauma
- Working at Heights requirements
- Planning and preparing for field activities and pre-inspection
- Principles of fall arrest
- Permit to work system

#### Risk assessment

- Emergency response plans and fall arrest rescue
- The personal fall arrest equipment triangle (ABC)
- Anchor points

#### Full body harness and lifelines

- Fall restraint systems and fall protection rescue plan
- Work positioning systems
- Tool and object securing systems
- Temporary structure construction by authorized persons

#### Inspection and tagging

- Barricading
- Elevating work platforms training and certification
- Temporary work platforms
- Scaffolds - erection, dismantling and inspection
- Work boxes
- Mine shaft working platforms

#### Pendulum effect

- Edge protection

#### Manual handling

#### Ladders





## Basic Fire

### Fighting

Duration: 1 day  
NQF Level: 2  
Credits: 3  
SAQA no: 12484  
TETA Seta Accredited

#### Module 1

- Elements of fire
- Causes of fire
- Extinguishing mediums
- Using water as a fire extinguisher

#### Module 2

- Fire safety
- Fire hazards
- Fire prevention ideas

#### Module 3

- Types of extinguishers
- Good housekeeping
- Protective clothing

#### Module 4

- Operating extinguisher
- Decisions in the process of fire
- Procedure after the fire
- Handing over to the emergency services







## Risk Assessment

### HIRA

Duration: 1 day  
NQF Level: 1  
Credits: 2  
SAQA no: 13267  
TETA Seta Accredited

#### Introduction to the OHS ACT

- Relevant sections of the OHS ACT

#### Introduction to HIRA

- Risk assessment preparation and process
- Hazard and risk criteria
- Calculating Risk
- Calculating a risk using the matrix
- Other method of Risk calculation

#### Documentation – Paper trail

- Period to keep Risk Assessment Reports
- When to conduct HIRA
- Different types of Risk assessments
- Hierarchy of Control







## Erector & Dismantle of Scaffold

Duration: 1 day  
NQF Level: 5  
Credits: 8  
SAQA no: 9676  
TETA Seta Accredited

### Module 1

- Definition of Scaffold
- Different types of Scaffolds
- Hazards to assess when erecting and dismantling scaffold
- Scaffolding tools
- How to put on a Safety harness

### Module 2

- Components of scaffold and their uses
- Procedure for the erecting of scaffolding
- Procedure for the dismantling of scaffolding
- Basic access scaffold





## Scaffold

### Inspector

Duration: 1 day  
NQF Level: 4  
Credits: 6  
SAQA no: 263205  
TETA Seta Accredited

#### Types of Access Scaffolding

- Types of scaffolding
- Foundations for scaffolding

#### Erecting working platforms for scaffolding

- Scaffold access
- Choices of scaffolding
- Special scaffolds

#### The Inspector Roles and Responsibilities

- Scaffold inspections and public protection
- Inspections
- Risk Assessment
- Scaffolding handover signs
- Access scaffold documents



[www.ohsandqa.co.za](http://www.ohsandqa.co.za)



## Fall Protection Plan

### Developer

Duration: 1 day  
NQF Level: 2  
Credit: 3  
SAQA no: 229994  
TETA Seta Accredited

#### Management commitment

- Roles and responsibilities
- Project manager 16.2
- Fall protection plan developer 8.1
- Risk Assessor Construction regulations 7.1
- Relevant regulations

#### Competency training and awareness training of personnel

- Working at heights
- PPE
- Medical Fitness
- Work site procedures
- Emergency and rescue procedure
- Review of plan
- Engineered safety system
- Anchor points
- Suspension syncope (trauma)
- documented fall protection plan sample





## Emergency

### Preparedness

Duration: Half a day  
NQF Level: 2  
Credits: 3  
SAQA no: 116533  
TETA Seta Accredited

#### What the law says

#### Importance of planning for emergencies

- Incidents and Accidents

#### Types of Emergencies

- Emergencies and incidents
- Emergencies and their effects Section 2: Alarms
- Types of alarms
- Emergency signage
- Alarms and emergency procedures







## Personal Protective

## Equipment

Duration: Half a day  
NQF Level: 2  
Credit: 4  
SAQA no: 259639  
TETA Seta Accredited

### Managements responsibilities

### What the law says

- Employee responsibilities
- PPE requirements
- Risk assessments

### PPE checklists

- PPE Training







## OHS

## ACT

Duration: 1 day  
NQF Level: 4  
Credits: 4  
SAQA no: 242668  
TETA Seta Accredited

### Requirements and objectives

- The Act
- Occupational Health and Safety Act action plan
- Employers' responsibilities, liabilities & duties
- Occupational Health
- Health & safety policy
- Occupational Health and Safety Act 85 of 1993





## Legal

### Liability

Duration: Half a day  
NQF Level: 5  
Credit: 8  
SAQA no: 242668  
TETA Seta Accredited

#### **The History of Health & Safety Legislation in South Africa**

- Important new amended features of the OHSA
- The national legal system
- The Occupational Health & Safety Act

#### **The act & its regulations and interpretation of the law**

- Duties of employers and self-employed persons
- Legal appointments
- General duties of the employer
- Duties of the OHSA Sections – various positions
- Compliance with the Construction Regulations
- Enforcement of the Act

#### **Powers of and cooperation with inspectors**

- Information rights
- General duties of the manufacturers
- Employees and their rights
- Duty not to interfere with or misuse objects

#### **Report to the chief inspector regarding occupational diseases**

- Answering questions
- Investigations
- Legal registers
- Prosecutions
- Offences, penalties, special orders of court

#### **Mine Health & Safety Act 29 of 1996**

- Duties of the employer according to Mine Health and Safety Act
- Inspector power: compliance, fines and dangerous conditions
- Right to appeal
- Discrimination against employees
- Negligent act or omission
- Failure to comply
- Penalties
- Who is the DMR?



## Hazardous Chemical Substances

Duration: Half a day  
NQF Level: 3  
Credit: 4  
SAQA no: 115093  
TETA Seta Accredited

### Complying with the regulations

- Hazardous chemical substances risk assessments
- Making use of the correct PPE
- Identifying high hazardous chemical substance areas as respiratory areas

### Contaminated PPE

- Medical surveillance
- Implementation and monitoring of an air monitoring Program

### Handling of hazardous chemical substances

- 16 component MSDS's
- Hazardous chemical substances labelling, packaging, storage and transportation
- Hazardous chemical disposal
- Employees Training





House

## Keeping

Duration: Half a day  
NQF Level: 3  
Credit: 8  
SAQA no: 8016  
TETA Seta Accredited

### Storage systems

- Repairing and destruction
- General cleaning and sanitizing
- Swab testing
- Housekeeping programs
- Risk Assessment
- Housekeeping tool box talk





## Stacking & Storage

### Procedures

Duration: Half a day  
NQF Level: 1  
Credit: 3  
SAQA no: 8139  
TETA Seta Accredited

#### Employer responsibilities to ensure proper stacking and storage

- Stacking erectors and their responsibilities
- Stacking and storage supervisor responsibilities
- Hazardous chemical substances and how to store them
- Basic rules for bulk tank storage
- Basic rules for fire prevention







## Mobile Machinery

### Novice & Refresher

#### Refresher Overhead and Truck Mounted Crane

- Unit Standard: 242976
- NQF Level: 3
- Credits: 7
- Accreditation: TETA
- Duration: 1 day • Up to 4 employees per day

#### Novice Overhead and Truck Mounted Crane

- Unit Standard: 242976
- NQF Level: 3
- Credits: 7
- Accreditation: TETA
- Duration: 4 days
- 4 employees per day

#### Novice Counter-Balance Lift Truck

- Unit Standard: 242974
- NQF Level: 3
- Credits: 7
- Accreditation: TETA
- Duration: 4 days
- 4 employees per day

#### Refresher Counter-Balance Lift Truck

- Unit Standard: 242974
- NQF Level: 3
- Credits: 7
- Accreditation: TETA
- Duration: 1 day
- Up to 4 employees per day





# OHS AND QA

*A world of safety awaits!*

*“Elevate your employees and get them trained with  
the best in the industry”*

---

**SHEQ Training, SHEQ Consulting, Food Compliance  
Services.**

**Connect with us today:**

**Tell: 069 576 9048**

**Email: [info@ohsandqa.co.za](mailto:info@ohsandqa.co.za)**

**Web: [www.ohsandqa.co.za](http://www.ohsandqa.co.za)**



10/3/2022