



A World Class Leader in Training and Development

Safety Training

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1. General Health & Safety

Course Content:

1. Legal Knowledge
2. Organizations Safety Rules & Procedures
3. Occupational Safety vs. Occupational Health
4. Occupational Hygiene vs. Personal Hygiene
5. Emergency Planning

Target: Appointed/Candidate Health & Safety Representatives

Duration: 4 Hours

Modules: 1 - 5

Description: Legal Knowledge, Organizations Safety Rules & Procedures, Emergency Planning

Legislation: Occupational Health and Safety Act of 1993

Students: Minimum of 6 to a Maximum of 15



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2. Advanced Health & Safety

Course Content:

1. Introduction
2. Legal Knowledge
3. OCC Health vs. OCC Safety
4. Prevention of Incidents
5. Hazard Identification
6. Incident Identification
7. Conducting a Health & Safety Meeting

Target: Appointed/Candidate Health & Safety Representatives

Duration: 2 Days

Modules: 1 - 7

Description: Comprehensive Hazard Identification & Incident Prevention

Legislation: Occupational Health and Safety Act of 1993

Students: Minimum of 5 to a Maximum of 10



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3. Health & Safety Representative

Course Content:

1. Legislation Governing Occupational Health and Safety.
 - 1) Section 8 of the Act
 - 2) Section 13 of the Act
 - 3) Section 14 of the Act
 - 4) Section 17 of the Act
 - 5) Section 18 of the Act
 - 6) Section 19 of the Act
 - 7) Section 20 of the Act
 - 8) General Administration Regulations (GAR 8, GAR 9, GAR 23)
2. ABC of Health and Safety
3. Occupational Safety vs. Occupational Health
4. Occupational Hygiene
5. Measuring Tools
6. Level of Exposure
7. Incident Prevention
8. Understanding Incidents
9. Incident Ratio
10. Rd Investigation
11. Symbolic Signs
12. Conducting a Committee Meeting
13. Safety Committee
14. Functions of the Chairperson
15. Health and Safety Committee

Target: Appointed/Candidate Health & Safety Representatives

Duration: 8 Hours (1 Days)

Modules: 1 - 6

Description: Comprehensive Hazard Identification & Incident Prevention

Legislation: Occupational Health and Safety Act of 1993

Students: Minimum of 5 to a Maximum of 10



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4. Incident Accident Investigation

Course Content:

1. Introduction
2. Section 1
 - 1) Legislation governing an Investigation
3. Section 2
 - 1) Incident Investigation
 - 2) Reasons for Investigation
 - 3) Causes of Incidents
 - 4) Consequences of Incidents
4. Section 3 12
 - 1) Incident Scene Inspection
 - 2) Investigation Steps
 - 3) Investigation Team
 - 4) Recommendations of Investigation
 - 5) Questioning of Witnesses
 - 6) Gathering of Evidence
 - 7) Interviewing Witnesses
5. Section 4 17
 - 1) Preparing for the interview
 - 2) Taking Statements
 - 3) Root cause Analysis
6. Section 5 27
 - 1) Annexure for BPO

Target: Appointed/Candidate Health & Safety Representatives

Duration: 1 Days

Modules: 1 - 6

Description: Hazard Identification, Incident Investigation, Legal Knowledge

Legislation: Occupational Health and Safety Act of 1993

Students: Minimum of 6 to a Maximum of 15



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5. Health & Safety for Junior Managers

Course Content:

1. Legal Principles
2. Interpretation of relevant sections of the Act
3. General Administration
4. General Safety
5. Environmental
6. Driven Machinery
7. Electrical Machinery
8. Electrical Installation
9. Vassals Under Pressure
10. Facilities and Dangerous Goods Substance Regulations

Target: Managers, Senior Supervisors and Supervisors

Duration: 3 Days

Modules: 1 - 10

Description: Applicable Safety Acts, Environmental, Electrical Machinery, Vassals under Pressure

Legislation: Occupational Health and Safety Act of 1993

Students: Minimum of 6 to a Maximum of 15



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6. Health & Safety for Senior Managers

Course Content:

1. Legal Principles
2. Interpretation of relevant sections of the Act
3. General Administration
4. General Safety
5. Environmental
6. Driven Machinery
7. Electrical Machinery
8. Electrical Installation
9. Vassals Under Pressure
10. Facilities and Dangerous Goods Substance Regulations

Target: CEO, Senior Managers, Managers, Senior Supervisors and Supervisors

Duration: 5 Days

Modules: 1 - 10

Description: Applicable Safety Acts, Environmental, Electrical Machinery, Vassals under Pressure

Legislation: Occupational Health and Safety Act of 1993

Students: Minimum of 6 to a Maximum of 15



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7. Safety Committee

Course Content:

1. Legal Requirements
2. Elections
3. Conducting the Meetings
4. Agendas
5. Minutes
6. Facilitation

Target: Appointed Candidates as Health and Safety Representatives.

Duration: 1 Day

Modules: 1 - 6

Description: Conducting the Meetings, Facilitation

Legislation: Occupational Health and Safety Act of 1993

Students: Minimum of 6 to a Maximum of 15