



BUSINESS PROFILE 2013

CONSULTING and TRAINING SUPPORT

SHEQworx has the available resources to assist you in satisfying your training needs, no matter how simple or complicated it may be.

We are a training and consulting service provider in the Occupational Health and Safety field. We are geared to deliver training in a wide range of Training Programs which are designed to suit you, our client's specific training needs. The contents of the courses are composed in such a way that it focuses on your legal, social and moral obligations to comply with Labour law.

Our trainers and consultants are experienced professionals and ready to assist you with your system design, implementation and maintenance. The consulting service is geared to assist you with the A to Z of your safety management system.

CONNECTING YOUR BUSINESS TO THE RESOURCES YOU NEED

SHEQworx are pooling with other professional resources to provide you, our valued client with the most effective solutions to your Safety Management responsibilities.

The pooled services includes, but is not limited to SHE Legal Compliance Auditing, Risk Assessment, Incident Investigation and a comprehensive Technical Authoring service to assist you with document development and control solutions.

SHEQworx Management is committed to provide their clients with the most reliable, cost effective and business efficient solutions. Our commitment compels us to find you the solutions if we don't have them.

SHEQworx management will also ensure that their clients are serviced by competent, professionally skilled personnel. Complete satisfaction is our promise to you.

THE SHEQWORX QUALITY POLICY STATEMENT

The management and staff of SHEQworx (Pty) Ltd are committed to provide our clients with Training interventions that will be sustainable to the future of all South Africans.

We commit ourselves to comply with legislation governing the education system of our land, as well as the quality requirements prescribed by the appropriate Education Training Quality Authority (ETQA) and the South African Qualifications Authority (SAQA).

Management and staff will always respect the views of our clients as well as their right to receive quality products from us. SHEQworx will therefore continually review the quality and applicability of our products and update the contents of our training material and quality procedures to ensure that best practices are in integral part of conducting our everyday business.

SHEQworx will ensure that its staff are trained and declared competent in the full scope of their duties. Competency of our staff is non-negotiable and will be re-assured on a regular basis.

We are committed to total quality in order to fulfil and exceed the needs of our customers.

Our relationships with our customers are not once-off encounters but rather long-term partnerships based on sustainable and mutual agreements for service delivery.

We believe that QUALITY is a PROCESS and not a DESTINATION!

BEE Status

Service agreements are available to all our existing and new clients with the aim to build long term relationships. **We are a level 4 BEE service provider.**

Accreditation Status



SHEQworx achieved full accreditation with the Health & Welfare SETA on 15 April 2013. Our accreditation number is HW591PA135489. We are also approved by the Department of Labour for First Aid Level 1 & 2. The approval number is CI 70/3/12/1.

Our future partnership with the HwSeta will ensure that the quality of our products and its delivery and assessment practices complies with all the requirements of the South African Qualifications Authority (SAQA) and the SAQA Act.

The ultimate goal is to ensure that best practices apply for the skilling of our nation.

Our facilitators, Assessors and Moderators are seasoned professionals in their fields of expertise and are working together to provide our clients (employers and workers) with the best quality training interventions possible.

IMPORTANT – TRAINING ON OWN SITE

We do on-site training, nation wide! A minimum of 6 learners will be applicable to all the above workshops. It is thus important to bear in mind that, should you require a workshop to be presented at your own site and less than 6 persons attend the workshop, you will be invoiced for the minimum quantity of 6.

CUSTOMISATION OF WORKSHOPS

It is important to remember that we have the knowledge, skills and resources to develop and present customised Health and Safety Training material to satisfy our client's specific needs. It is also our intention to keep our clients informed of newly developed workshops that becomes available.

WORKSHOP SCHEDULING AND VENUES

A detailed schedule of workshops that are presented at SHEQworx Pretoria campus during 2013 can be acquired by emailing marketing@sheqworx.co.za. This is a golden opportunity for smaller Contractor companies, who may find it difficult to provide the minimum number of learners, to have their employees trained at the Academy.

As mentioned earlier, we do provide a service for our clients on their own sites (anywhere in South Africa and also neighbouring countries) as and when required, including week-ends and outside normal working hours.

RISK ASSESSMENT

SHEQworx assist its clients to conduct risk assessments on their work sites. The risk assessment process includes implementation through documentation development and training.

TECHNICAL WRITING

Our technical writing service provides our clients with best quality document solutions. Quality documentation is a vital part of a well-managed and effective Safety and Health Management System

SAFETY FILES

Record keeping of all Safety and Health Management efforts in the work place is of vital importance. We custom make our safety management files to suit your unique requirements. The layout of the system lends it for continual improvement that will ensure a well-documented Safety and Health management system

Safety is by Choice, not by Chance!

Annexure 1

Occupational Health & Safety Training Workshops

Our Technical Writing Team is in the process of developing other workshop material which we consider to be essential for employers to ensure the Health and Safety of their Employees.

The following Training workshops are available:-

Asbestos Safety

- ◆ Dangers of Asbestos
 - ◆ Safety precautions when handling asbestos
 - ◆ Safe asbestos removal procedure
 - ◆ Safe disposal of Asbestos
 - ◆ Regulatory requirements regarding asbestos OHS Act.
- 1 Day Workshop

Basic Fire Fighting Techniques (Fire Extinguisher Training)

- ◆ Definition of fire
 - ◆ Responsibilities
 - ◆ Constituents of fire
 - ◆ Hazards associated with fires
 - ◆ Classification of fires
 - ◆ Fire Prevention
 - ◆ Fire extinguishing media
 - ◆ Application of fire extinguishing media
 - ◆ Fire extinguishing systems
 - ◆ Emergency fire drills
 - ◆ When discovering a fire
- 1 Day Workshop

First Aid Level 1

- ◆ Legal Issues
- ◆ Blood-borne pathogens
- ◆ Understanding Vital Body Functions for First Aid
- ◆ General rules for Responding to Emergencies
- ◆ Cardio Pulmonary Resuscitation (CPR) for adults
- ◆ Shock
- ◆ Fainting (Syncope)
- ◆ Unconsciousness
- ◆ Choking
- ◆ Injury Emergencies
- ◆ Health Emergencies
- ◆ Bandages

- ◆ Suspension Trauma (Harness Induced Pathology)
- ◆ Transporting of Injured Persons
- ◆ HIV and AIDS

2 Days Workshop

Also approved by the Department of Labour CI Certificate No 598

First Aid Level 2

- ◆ Legal Issues
- ◆ Blood-borne pathogens
- ◆ Understanding Vital Body Functions for First Aid
- ◆ General rules for Responding to Emergencies
- ◆ Cardio Pulmonary Resuscitation (CPR) for adults
- ◆ Shock
- ◆ Fainting (syncope)
- ◆ Unconsciousness
- ◆ Choking
- ◆ The human anatomy
- ◆ Injury Emergencies
- ◆ Health Emergencies
- ◆ Bandages
- ◆ Suspension Trauma (Harness Induced Pathology)
- ◆ Transporting of injured persons
- ◆ Record Keeping of Emergency Services rendered
- ◆ HIV and Aids

2 Days Workshop

Also approved by the Department of Labour CI Certificate No 598

Basic Health & Safety Principles for Employees (EHSTC)

- ◆ Specific requirements for the use, care and application of PPE in the workplace
- ◆ Requirements pertaining to general safety rules in a workplace
- ◆ Requirements applicable to emergency procedures
- ◆ Demonstrating the response appropriate to emergency situations
- ◆ Exercising good housekeeping in a workplace
- ◆ Explanation of specific requirements pertaining to the duties of Employers and Employees regarding OHS in the workplace

1 Day Workshop

Correct use and maintenance of PPE

- ◆ Legislative requirements regarding the use of PPE
- ◆ Developing a PPE Program
- ◆ PPE Training
- ◆ Types of PPE
- ◆ Major causes of different types of injuries
- ◆ Care and maintenance of PPE

1 Day Workshop

Compressed Gas Cylinder Safety

- ◆ Categories of gases
- ◆ Identification
- ◆ Transporting of cylinders
- ◆ Storage of cylinders

1 Day Workshop

Construction Regulations

All sections

1 Day Workshop

Emergency Planning (For evacuation Officials)

- ◆ Causes of emergency conditions
- ◆ Legislative perspective towards emergency preparedness
- ◆ Definition of emergency Condition/Situation
- ◆ Objectives of Emergency Plans
- ◆ Vulnerability assessments
- ◆ Elements of an Emergency Plan
- ◆ Safety signs
- ◆ Establishing an Emergency Plan
- ◆ Establishing an Emergency Organisation
- ◆ Establishing, implementing and maintaining Emergency Procedures

2 Days Workshop

Safe Entry into Confined Spaces

- ◆ Regulatory requirements
- ◆ Rescue
- ◆ Confined space hazards
- ◆ Hazard controls
- ◆ Training and education

1 Day Workshop

Safety For Working In Elevated Positions

- ◆ Developing a fall protection program
- ◆ Components of a personal fall protection system
- ◆ Selection of fall protection equipment
- ◆ Planning for the use of systems
- ◆ Inspection of fall protection equipment
- ◆ Cleaning, maintenance and storage
- ◆ Suspension Trauma (Harness Induced Pathology)

1 Day Workshop

Fire Watch (for Hot Work)

- ◆ Module on Basic Fire Fighting Techniques
- ◆ Module on Hot Work

1 Day Workshop

R 580-00 pp Incl VAT

Hazard Identification & Risk Assessment (HIRA)

- ◆ Applicable Legislation
- ◆ Introduction to Risk Management
- ◆ Types and levels of risk assessment
- ◆ Workplace risk assessment process
- ◆ Risk assessment documentation
- ◆ Responsibility

2 Days Workshop

Hazardous Chemical Substances Awareness

- ◆ Hazardous Chemical Substances - description and use
- ◆ Health hazards associated with HCS
- ◆ Classification and identification of HCS
- ◆ Storage of HCS
- ◆ Legislative requirements pertaining to HCS

1 Day Workshop

Incident Investigation

- ◆ Management responsibilities
- ◆ Causes of incidents / accidents
- ◆ Consequences of incidents / accidents
- ◆ Incident causation / Problem solving model
- ◆ Applicable legislation
- ◆ Accident investigation
- ◆ How to investigate an accident
- ◆ Action plan to prevent occurrences of accidents

2 Days Workshop

Job Safety Analysis and Written Safe Work Procedure Development

- ◆ Job Safety Analysis description and process
- ◆ Conduct a Job Safety Analysis
- ◆ Take appropriate action to address identified risks
- ◆ Developing and writing a Written Safe Work Procedure
- ◆ Conducting Planned Job Observations and take corrective action

2 Days Workshop

Noise Induced Hearing Loss Regulations

- ◆ Regulatory requirements
- ◆ Understanding the ear
- ◆ Understanding sound
- ◆ Understanding noise
- ◆ Noise reduction using engineering techniques
- ◆ Measures to prevent / reduce / eliminate exposure to noise
- ◆ Correct use and maintenance of hearing protection devices

1 Day Workshop

OHS Act and legal liability awareness

- ◆ Introduction
- ◆ Law
- ◆ Legal Liability
- ◆ Legislation
- ◆ The Employer
- ◆ Health and safety representatives (OHS Act Section 17)
- ◆ Health and safety committees (OHS Act Section 19 & 20)
- ◆ Deductions (OHS Act Section 23)
- ◆ Reporting of Incidents (OHS Act Section 24)
- ◆ Report to the Chief Inspector regarding occupational diseases (OHS Act Section 25)
- ◆ Cooperation with the inspector
- ◆ Prosecutions

1 Day Workshop

Supervising for Safety

- ◆ An overview of Supervision
- ◆ Occupational Health and Safety Act (Act 85 of 1993)
- ◆ Basic Conditions of Employment Act 2002

- ◆ Health and Safety Principles and Theories
- ◆ Risk Assessment – an Overview
- ◆ Incident Investigation and Analysis

1 Day Workshop

Safety Induction

- ◆ Site security and access
- ◆ On-site use of vehicles and other transport
- ◆ Smoking and other site specific policies
- ◆ Symbolic safety signs
- ◆ Issue, use and maintenance of PPE
- ◆ Reporting of incidents
- ◆ Emergency procedures
- ◆ Housekeeping
- ◆ Hazards and risks (Confined spaces, Painting, flammable materials, Radiation, working at heights, scaffolds, excavations and cranes)
- ◆ Tool safety
- ◆ General safety

NOTE: Industry specific information is used when presenting safety induction.
Half Day Workshop

Employee Representation (OHSER)

- ◆ Purpose
- ◆ Legal Liability Awareness
- ◆ Legislation
- ◆ Health and safety management in work place
- ◆ Implementation of the health and safety program
- ◆ Health and Safety representatives
- ◆ Causes and Effects of incidents in the workplace
- ◆ Risk management
- ◆ Inspections (continuous risk management)
- ◆ SHE Committees
- ◆ SHE Committees in terms of the MH&S ACT (ACT 29 of 1996) requirements
- ◆

2 Days Workshop

SHEMAC Course (Safety Health & Environment Management Certificate)

The latest edition amongst the SHEQWorx arsenal of training programs is our SHE Management Certificate course. This is an advanced training program aimed to provide Safety, Health and Environmental Management staff with the necessary armour to design, develop, implement and maintain effective SHE Management programs. The objective of this course is to address all the assessment criteria of US 244283 (Facilitate the development, implementation and maintenance of a SHEQ management system) and address all the management criteria as required by BSI OHSAS 18001/2.

The Training Program is made up of the following topics:

Module 1 - Incident and Accident Causation Theories
 Module 2 - Theories of Management and Management Systems
 Module 3 - The creation and promulgation of legislation
 Module 4 - Legislative Compliance
 Module 5 - SHE System Policies and Procedures
 Module 6 - South African Qualifications Authority (SAQA) and the National Qualifications Framework (NQF)
 Module 7 - Workplace Safety Practices
 Module 8 - Environmental Management
 Module 9 - Workplace ergonomics
 Module 10 - Introduction into Occupational Hygiene and Occupational Health
 10 Days workshop Full-time

Develop and Implement a Fall Protection Plan

- ◆ Introduction
- ◆ Legislative prescriptions
- ◆ Hierarchy of Control
- ◆ Steps in developing the Fall Protection Plan
- ◆ Emergency Rescue

1 Day Workshop

Safety Health, Environment & Quality Contractor Management (SHEQCOM)

- Module 1 - Requirements to Operate a Legal business in South Africa
- Module 2 - South African Legislation governing Occupational Health and Safety in the workplace
- Module 3 - Managing Contractor Safety
- Module 4 - Contractor's Health and Safety Management Plan
- Module 5 - Assigning Occupational Health and Safety Responsibilities
- Module 6 - Training for Success
- Module 7 - Establishing the extent of your Project's Risks
- Module 8 - Effectively Managing the Risks facing your project
- Module 9 - Investigating and Reporting of Incidents and Accidents
- Module 10 - Establishing Emergency Procedures
- Module 11 - Auditing your Contractors Pack
- Module 12 - Total Quality Management

3 Days workshop Full-time

R 3 900-00 pp Incl VAT

Hot Work Monitor

- ♦ Course Objectives
- ♦ Definition of Hot Work
- ♦ Applicable Legislation
- ♦ The need for Hot Work Permit Systems
- ♦ Fundamentals of Fire (Combustion)
- ♦ Necessity for Hot Work
- ♦ Responsibilities
- ♦ Typical Hot Work Procedure
- ♦ Safety Precautions for Hot Work1

1 Day Workshop

R 950 pp Incl. VAT

Stacking and Storage Safety Course

- ♦ Safe Work Systems
- ♦ Floors and Surfaces
- ♦ Stability of Bonding Stacks
- ♦ Stacking Different Types of Goods
- ♦ Rules for de-stacking
- ♦ Segregation of Stock
- ♦ Fire Safety
- ♦ Storage Inspections
- ♦ Materials Handling Equipment
- ♦ Safe Stock Movement
- ♦ Automated Storage
- ♦ Housekeeping
- ♦ Lighting
- ♦ Noise
- ♦ Protective Clothing and Equipment
- ♦ Training of Employees

1 Day Workshop

R 650 pp Incl. VAT

Scaffold Erector or Inspector

- ◆ Handling of Scaffold Components
- ◆ Scaffold component inspection
- ◆ Requirements for good scaffolding
- ◆ Erection of scaffolds
- ◆ Scaffold Inspection
- ◆ Dismantling of scaffolds
- ◆ Suspended scaffolds
- ◆ Mobile scaffolds
- ◆ Role of the competent person
- ◆ Scaffolding Safety
- ◆ Suspension Trauma (Harness Induced Pathology)
- ◆ Tools of the trade

2 Days Workshop

R 980 pp Incl. VAT