

Training Interventions

Counterbalance Lift Truck (F1 – F4)

Course Outline

- Introduction
- Legislation
- Safety
- Mechanical Appreciation
- Operation Of Controls
- Principles Of Operation
- Vehicle Checks
- Refueling
- Maneuvering & Obstacle Course
- Confined Gangway Stacking
- Identifying & Classifying Freight
- Loading & Unloading
- Accidents

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Reach Truck (F5)

Course Outline

- Introduction
- Legislation
- Safety
- Mechanical Appreciation
- Operation Of Controls
- Principles Of Operation
- Vehicle Checks
- Refueling
- Maneuvering & Obstacle Course
- Confined Gangway Stacking
- Identifying & Classifying Freight
- Loading & Unloading
- Accidents

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Pedestrian Controlled Lift Truck (F6 – F7)

Course Outline

- Legislation
- Safety Rules
- Principles Of Operation
- Truck Identification
- Mechanical Appreciation
- Controls And Instruments
- Operations
- Loading And Off-Loading
- Battery
- Changing The Battery
- Daily Service And Function Checks
- Maintenance

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Side Loader Lift Truck (F10)

Course Outline

- Safety Rules
- Mechanical Appreciation
- Operation Of Controls
- Principles Of Operation
- Vehicle Checks
- Battery Care
- Maneuvering & Obstacle Course
- Confined Gangway Stacking
- Identifying & Classifying Freight
- Loading & Unloading
- Accidents
- Attachments

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Rough Terrain Lift Truck (F11)

Course Outline

- Legislation
- Safety Rules
- Mechanical Appreciation
- Controls And Instruments
- Principles Of Operation
- Vehicle Checks
- Refueling
- Maneuvering And Obstacle Course
- Identifying And Classifying Freight
- Loading And Off-Loading
- Accidents
- Attachments

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Pallet Lift Truck (F12)

Course Outline

- Legislation
- Safety Rules
- Behavior During Driving
- Truck Presentation
- Types Of Machines
- Controls & Instruments
- Operations
- Transporting Loads
- Battery Care
- Changing Battery
- Service & Checks
- Maintenance

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

VNA Lift Truck (F13-F14)

Course Outline

- Legislation
- Safety Rules
- Behavior During Driving
- Truck Presentation
- Types Of Machines
- Controls & Instruments

- Operations
- Transporting Loads
- Battery Care
- Changing Battery
- Service & Checks
- Maintenance

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Rail Mounted Stacker Lift Truck (F15 – F16)

Course Outline

- Legislation
- Safety Rules
- Behavior During Driving
- Truck Presentation
- Types Of Machines
- Controls & Instruments
- Operations
- Transporting Loads
- Battery Care
- Changing Battery
- Service & Checks
- Maintenance

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Overhead Crane (C30-31)

Course Outline

- Legislation
- Safety Rules
- Types Of Overhead Crane
- Mechanical Appreciation
- Crane Checks
- Principles Of Operation
- Steel Wire Rope
- Slings
- Lifting & Transporting
- Hand Signals
- Attachments

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Truck Mounted Crane (C32)

Course Outline

- Legislation
- Principles Of Leverage
- Mechanical Appreciation
- Pre-Operational Inspection
- Set Up Procedures
- Operating The Crane
- Shut Down Procedure
- Slinging & Transporting Of Loads
- Hand Signals
- Attachments

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Mobile Crane (C33-C40)

Course Outline

- Types Of Cranes
- Safety Rules
- Mechanical Appreciation
- Operational Controls
- Principles Of Operation
- Crane Checks
- Load Capacities And Charts
- Operating Cranes
- Lifting Tackle
- Rigging Principles
- Hand Signals
- Attachments

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Tractor Loader Backhoe

Course Outline

- Safety Rules
- Mechanical Appreciation
- Operation Of Controls
- Principles Of Operation
- Vehicle Checks
- Remote Boom Lock
- Loading & Off Loading
- Testing The Brake

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Front End Loader

Course Outline

- Introduction
- Legislation
- Safety Rules
- Mechanical Appreciation
- Operation
- Vehicle Checks
- Refueling
- Maintenance

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Excavator

Course Outline

- Safety Rules
- Controls And Instrumentation
- Control And Operation
- Operating Of Attachment
- Inspection

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Gantry Crane (Code 30 & 31)

Course Content

- Introduction
- General Safety
- Identify Crane Components 4. Start - up checks
- Shut down checks
- Safe lifting standards 7. Handling the load
- Practical

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Man down & up Turret Truck Man Down Turret Truck (Code 13 - 14); Man Up Turret Truck (Code 15 - 16)

Course Content:

- Introduction (legal knowledge) 2. Safety Rules
- Mechanical Appreciation 4. Operation of Controls
- Pre-start Checks 6. Start-up checks
- Close down checks 8. Principles
- Refuelling
- Manoeuvring & Obstacle Course 11. Confined Gangway Stacking
- Recognizing Loads
- Loading & Off Loading of Containers, Trailers and Trucks

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Order Picker

(Code 8 up to rated capacity of 1500kg, Code 9 above rated capacity of 1500kg)

Course Content:

- Introduction (legal knowledge) 2. Safety Rules
- Mechanical Appreciation 4. Operation of Controls
- Pre-start Checks 6. Start-up checks
- Close down checks 8. Principles
- Refuelling
- Manoeuvring & Obstacle Course
- Confined Gangway Stacking
- Recognizing Loads
- Loading & Off Loading of Containers, Trailers and Trucks

Duration

- A) 1 Day Re-Certification
- B) 5 Days Novice

Powered Pallet Truck (Code 12)

Course Content:

- Introduction (legal knowledge) 2. Safety Rules
- Mechanical Appreciation 4. Operation of Controls

- Pre-start Checks 6. Start-up checks
- Close down checks 8. Principles
- Refuelling
- Manoeuvring & Obstacle Course 11. Confined Gangway Stacking
- Recognizing Loads
- Loading & Off Loading of Containers, Trailers and Trucks

Duration

A) One to three days depending on experience

Forklift Truck (Code 1-4)

Course Content:

- Introduction (legal knowledge) 2. Safety Rules
- Mechanical Appreciation 4. Operation of Controls
- Pre-start Checks 6. Start-up checks
- Close down checks 8. Principles
- Refuelling
- Manoeuvring & Obstacle Course 11. Confined Gangway Stacking
- Recognizing Loads
- Loading & Off Loading of Containers, Trailers and Trucks

Duration

A) 1 Day Re-Certification
B) 5 Days Novice

Side Loader (Code 10)

Course Content:

- Introduction (legal knowledge)
- Safety Rules
- Mechanical Appreciation
- Operation of Controls
- Pre-start Checks 6. Start-up checks
- Close down checks 8. Principles
- Refuelling
- Manoeuvring & Obstacle Course
- Confined Gangway Stacking
- Recognizing Loads
- Loading & Off Loading of Containers, Trailers and Trucks

Duration

A) 1 Day Re-Certification
B) 5 Days Novice

Training Interventions

Bobcat

Course Content:

- Operation of Controls
- Hydraulic controls
- Principles of Operation
- Pre-start procedures and checks
- Shut down procedures and checks
- Safety precautions
- Fuelling
- Transportation

Duration

A) One to three days depending on experience

Code 2-14 Professional Driving

Course Content:

- Introducing the Professional Driver
- Driver Development Theory
- Defensive Driving Techniques (K53)
- Basic Vehicle Maintenance and Emergency Procedures
- Vehicle Inspection
- Practical Driving Skills
- The Attitude of a Driver
- Basic First Aid and Fire Fighting
- Mechanical Appreciation
- Driver Evaluation

Duration

A) One to three days depending on experience

Defensive / Advanced Driving Skills

Course Content:

- Preventing collisions
- Safe driving distance
- Reaction time
- Safe stopping distance
- Safety vehicle checks
- Controlling systems
- Hazards
- Road Awareness
- Entering & driving on highways
- Skid control

Duration

A) One to three days depending on experience

Dumper Truck

Course Content:

- Carrying Out Pre-Operating Checks
- Carrying out pre-starting checks
- Starting and stopping a dumper
- Manoeuvring a dumper
- Moving a load
- Shutting a dumper down

Duration

A) One to three days depending on experience

Earth Moving Equipment

Course Content:

- Vehicles Control - Safety Aspects
- Mechanical Appreciation
- Carrying out Pre-Operating Checks
- Carrying out Pre-Starting checks
- Starting and stopping
- Manoeuvring
- Moving a load
- Shutting down

Duration

A) One to three days depending on experience

Front End Loader

Course Content:

- Introduction
- Machine Components
- Safety
- Operator Controls & Instruments
- Principals Of Operation
- Walk Round Check
- Start up and Shut down Procedure
- 10 SMR or daily check
- Practical Training Schedule

Duration

A) 1 Day Re-Certification
B) 5 Days Novice

Skid Control

Course Content:

- Introduction
 - Definition of skidding
 - How does a skid happen
 - Avoid Skidding
 - Causes of Skidding
 - Cadence Breaking
 - Aqua Planning
 - Recognizing / Removing the cause of a skid
 - Correcting a four wheel skid
 - Front Wheel Skid
 - Real Wheel Skid
 - Vehicle Control
- Consolidation
- Practical
 - Four Wheel Skid
 - Snap Lane Change
 - Front Wheel Skid
 - Rear Wheel Skid

Duration

A) One to three days depending on experience

Tractor Driver

Course Content:

Introduction

- Tractor Theory
 - Mechanical Appreciation
 - Hydraulic System
 - Lubrication System
 - Refuelling
 - Protection to Personal
 - Driving the Vehicle
 - Driver Protection
- Pre-start Checks
- Practical Operation
- Evaluation

Duration

A) One to three days depending on experience

Cherry Picker / Aerial Platform

Course Content:

- Legal Knowledge - Driven Machinery Regulations
- Introduction to Aerial Platform Operation
- Pre Operational Inspection
- Setting up the Platform
- Safety Features
- Typical Checklist

A) One to three days depending on experience

Training Interventions

Dangerous Goods Transportation

Course Content:

- Glossary of terms
- The National Road Traffic Act of 1996 3. National Road Traffic Regulations
- Identification and Classification of Dangerous Substances and Goods
- General Procedures

Duration

A) 2 Days

Dangerous Goods Regulations

Course Content:

- Definitions
- Scope of application
- Information and Training
- Duties of persons who may be exposed to hazardous chemical substances
- Assessment of potential exposure
- Air monitoring
- Medical Surveillance
- Respirator zone
- Records
- Control of exposure to HCS
- Personal protective equipment and facilities
- Maintenance of control measures
- Prohibitions
- Labeling, packaging, transportation and storage
- Disposal of hazardous chemical substances
- The National Road Traffic Act of 1996
- National Road Traffic Regulations

Duration

A) 2 Days

HAZCHEM

Course Content:

- HAZCHEM Chemicals
- Formula, Chemical Name & Relative Mol. Mass
- Physical Properties
- Fire & Explosion Hazard
- Toxicity
- First Aid
- Special Protection requirements
- Spillage and Leak Procedures
- Materials of Construction
- Handling & Storage Precautions
- HAZCHEM Information
- Fire Fighting

Duration

A) 2 Days

Emergency Evacuation

Course Content:

- Purpose of an emergency
- Fire Safety
- Housekeeping
- Evacuation procedures
- Preplanning
- The emergency scene
- Zone sweep
- Types of emergencies
- Specific emergencies and responses
- Communication channels
- General evacuation and duties
- Emergency response personnel
- Authorities and responsibilities

Duration

A) 2 Days

Scaffolding Erectors & Inspectors

Course Outline

- Legislation
- Safety Rules
- Definitions
- Identification Of Components
- Foundations And Standards
- Base Jacks And Base Plates
- Ledgers
- Bracing And Ties
- Working Platforms
- Ladders And Cantilevers
- Trestles And Tower Scaffolding
- Birdcage, Ramps And Height Restriction
- Inspection And Public Protection
- Control Of Scaffolding Operations
- Maintenance And Storage
- Scaffolding In General

Duration

- A) 2 Days Inspector
- B) 2 Days Erector

Hazard Identification & Risk Assessment (HIRA)

Course Outline

- Explain the hazard-identification and risk-assessment process
- Explain the different types of hazard identification and risk assessments in the workplace
- Select the appropriate hazard-identification and risk-assessment method for different circumstances
- Describe and apply the techniques used in hazard identification in the workplace
- Conduct a risk assessment using the HIRA methodology
- Identify applicable control measures

Duration

- A) 2 Days

Health and Safety Representative

Course Outline

- Legislation
- Duties Of Employer
- Health & Safety
- Health & Safety Committee
- Health & Safety Risk Assessments
- Incidents & Accidents

- Inspection Procedures
- Communication
- Personal Protective Clothing
- Safety Signs & Symbols

Duration

- 2 Days

Incident/Accident Investigation

Course Outline

- Unit Standards
- Developing A Conceptual Understanding Of Incidents
- Understanding Incident Investigation
- The Incident Process
- Terminology

Duration

1 Day

First Aid Level 1 -3

Course Outline

- Principles Of First Aid And Safety
- Artificial Respiration
- One-Rescuer CPR
- Choking
- Wounds & Bleeding
- Shock, Unconsciousness And Fainting
- Fractures
- Burns
- Head And Spinal Injuries

Duration

First Aid L1: 2 Days

First Aid L2: 1 Day

First Aid L3: 2 Days

HIV/AIDS Awareness

Course Outline

- Understanding Sexuality

- Community Values & Perceptions
- STI's Nature & Transmission
- Symptoms & Prevention Of STI
- Aids Transmission
- Symptoms Of Aids
- High Risk Behaviors
- Preventative Methods
- HIV Aids In Pregnancy
- HIV Testing & Counseling
- Healthy Eating
- Care & Support For HIV Aids People
- Aids & Society

Duration

1 Day

Basic Fire Fighting

Course Outline

- Legislation
- Safety Rules
- Theory Of Combustion
- Sources Of Energy
- Heat Transmission
- Fire Extinguishing Theory
- Classification Of Fires
- Identifying Types Of Fire Extinguishers
- Operating Fire Extinguishers
- Evacuation Procedure
- Safety Precautions At Home
- Annexure

Duration

1 Day

OSH Act for Managers

Course Outline:

- Legal liability
- Overview of the SHE legislation in S.A
- Duties of employer and employees
- SHE representatives and SHE committees
- Penalties
- Inspectors

Duration

1 Day

Confined Spaces Entry

Course Content:

- Definition of a Confined Space
- Responsibilities of management, employees, contractors and all parties
- Strategies for implementing the Confined Space Legislation
- Typical confined space control measures: tripods, gas detection, ventilation & breathing apparatus review
- What is a permit
- Confined space, heights, hot work, excavation permits etc.
- Permit contents
- Your legal responsibility when working with permits
- Assessing risk: Work task risk assessments
- Identifying hazards
- Risk ranking hazards
- Introducing control measures
- Complete a formal confined space risk assessment

Duration

2 Days

Basic Rigging & Slings

Course Content:

- Applicable OSHA & ANSI/ASME Regulations and Standards
- Proper Sling and Rigging Hardware Selections
- Basic Math Applications
- Weight Calculations
- Centre of Gravity Determinations
- Stress Dynamics in Wire rope
- Effect of Sling Angles

- Sling, Rigging & Hardware Inspection
- Proper Hitch Selection and Applications
- Documentation Requirements
- Rigging Accidents – Causes and Prevention
- Proper Crane Set-up
- Basic Load Chart Interpretation
- Crane Dynamics

Duration
1 Day

Supervisory Skills

Course Content:

- Use a relationship based management process that supports achieving improved business results
- Focus their efforts on issues they can control or influence and away from issues where they have no control
- Understand how their attitude affects the personal productivity of employees
- Recognize how the behaviors of effective managers help with the achievement of effective business results.
- Understand what actions they need to take with their employees
- Practice sharing power, resulting in power becoming a multiplier within the company
- Examine and align their expectations, the company's and the employee's
- Gain employee trust through the use of respect and recognition

Duration
1 Day

Legal Liability

Course Content

- Objectives of the Act
- General duties of the employer and employee
- Prescribed Statutory Appointments
- Health and Safety Representatives/Committees
- Incident Reporting and Investigation
- Task Observation, Personal Contacts and Communication
- Education and Training
- Occupational Health and Hygiene
- Manufacturer's Liability

- Overview of the Regulations
- Guidelines for Statutory Appointees
- Personal Protective Equipment
- Symbolic Sign and Notices
- Overview of Contractor Management
- Offences and Penalties
- Overview of the Labour Legislation AND COID Act

Duration
2 Days

Power Tools

Course Content:

- Identify general safety procedures
- Identify different types of power tools
- Identify hazards associated with hand and power tools
- Explain safety tips that should be utilized when using hand and power tools
- Describe general safety practices to be used when setting up a work area, selection of personal protective equipment, and utilizing tools at the worksite
- Identify hazards and precautions taken when using electric, pneumatic, powder, and fuel powered tools
- Identify hazards and precautions taken when working with jacks and abrasive wheels
- Explain features of machine guarding

Duration
1 Day

Hand Tools

Course Content:

- Keep tools properly organized and maintained.
- Understand the potential hazards of each tool.
- Use the correct tool for the job.
- Find tools that work best for them.

- Inspect their work areas to make sure they are OSHA compliant and safe.
- Wear the OSHA approved PPE for using different tools.
- Keeping tools in good condition.
- The importance of selecting the correct tool for the job.
- Staying focused and only using tools with a clear mind.
- Inspecting tools each time you use them for issues that could lead to injury.

Duration

1 Day

Risk Assessment

Course Content:

- An introduction to risk assessment
- Legal requirements
- Hazards
- Risks
- Objectives of risk assessments
- The five stages of risk assessment
- Practical exercises.

Duration

1 Day

Conflict Management

Course Content:

- Understand the main sources of conflict
- Analyse and understand the nature of conflicts
- Describing appropriate techniques to manage conflict
- Implementing skills and strategies to manage and resolve conflict
- Develop the confidence to tackle conflict effectively
- Developing the attributes of a good conflict leader

- Handling customer complaints

Duration

1 Day

Fire Marshal

Course Content:

- Action on discovering a fire
- Common causes of fire
- Fire drills and evacuation
- Fire safety legislation
- Fire safety precautions
- The chemistry of fire
- The role of fire marshal
- Using fire extinguishers

Duration

1 Day

Stacking & Storage

Course Content:

Introduction and Scope
A Safe Work System
Floors and Supporting Surfaces
Stock Holding Structures
Pallet Construction and Loading
Positioning of Stacks
Size and Shape of Stacks
Stacking Different Types of Goods
Rules for De-stacking
Segregation of Stock
Fire Safety
Storage Inspections
Material Handling Equipment
Safe Stock Movement
Automated Storage
Housekeeping
Lighting
Noise
Protective Clothing and Equipment
Stability and Bonding of Stacks

Duration

1 Day

