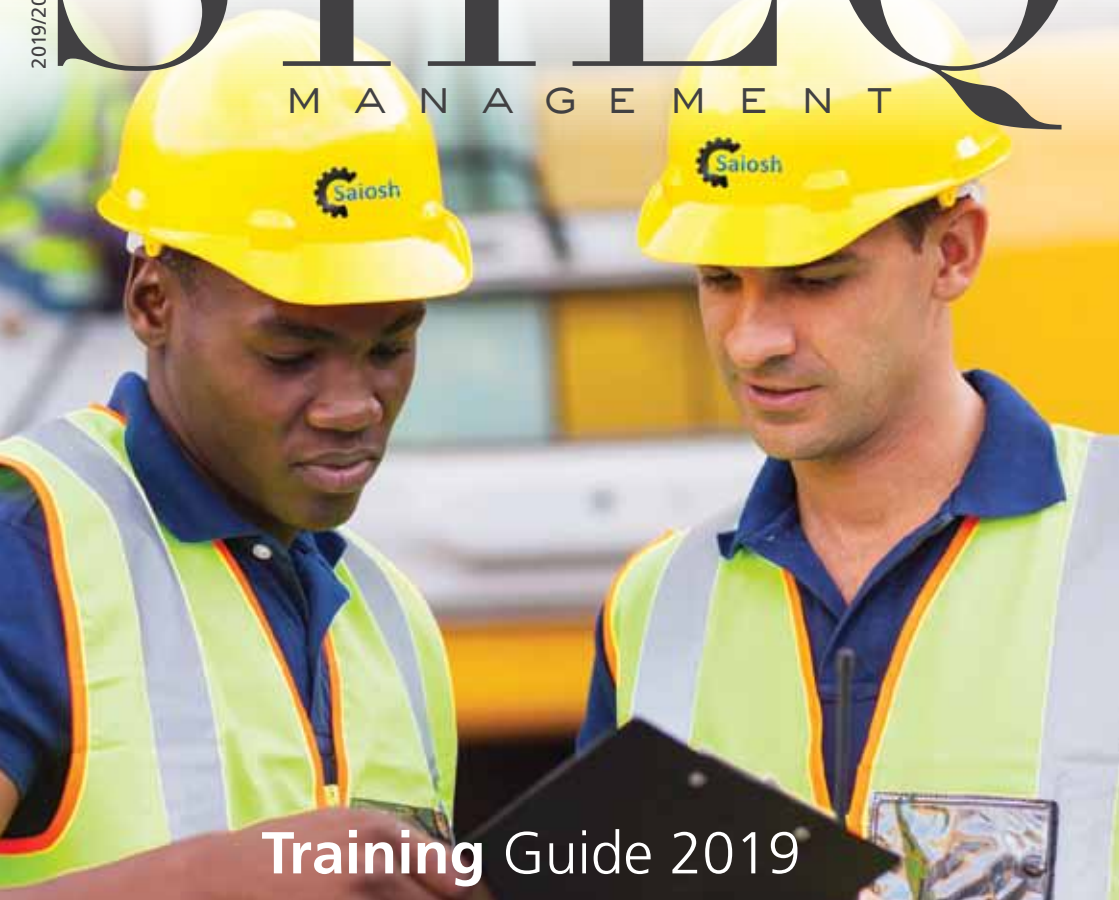


# SHEQ

M A N A G E M E N T



## Training Guide 2019



South African Institute of  
Occupational Safety and Health

To find out how to get your  
**OHS Course** accredited by **Saioosh** visit:

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



**Saioosh Course**  
Accreditation



# NEGLECTING OCCUPATIONAL HEALTH & SAFETY



**Neglecting Occupational Health and Safety compliance within your business can result in legal consequences, a negative impact on your bottom line and can endanger the lives of employees.**

That's why BBF SHEQ Services - a division of the BBF Safety Group - provides end-to-end SHEQ solutions to customers across Africa in order to help them navigate legal complexities and mitigate risk.

## **TRAINING**

*Powered by AdvantageACT*

Classroom-based and customised SHEQ training solutions.



## **AUDITING & CERTIFICATION**

*Powered by Ago*

Certification delivered by internationally qualified ISO:9001, ISO:14001 and ISO:45001 auditors and lead auditors.



## **CONSULTING & MANAGEMENT**

### **Commercial: All sectors | Construction: Developer**

*Powered by Frontier*

Develops OHS management systems across industries and acts as the OHS agent for clients on construction projects.



### **Construction: Principal Contractor**

*Powered by Primary Sheq Services*

Addresses the SHEQ needs of principal contractors across mining and construction projects.



### **Construction: Sub-Contractors**

*Powered by Crest Occupational Safety & Health Construction Support*

Services tailored to meet the needs of subcontractors in the construction and mining industries.



### **Commercial Tenant Management**

*Powered by BBF SHEQ Services*

Develops, implements and maintains OHS systems for customers in commercial and retail industries.





“Education is the most **powerful weapon** which you can use to **change the world.**” – *Nelson Mandela*

In South Africa, each economic sector is represented by a Sector Education and Training Authority (SETA) – which provides a framework for the development of skills in these workplaces. The current 21 SETAs were licensed by the minister of higher education and training in 2011

The Wholesale and Retail SETA's website provides a good definition of the role of the SETAs. It states: “The functions and responsibilities of the SETAs are set out in Chapter 3, section 10 of the Skills Development Act, 1998, which are to:

- Develop and implement a sector skills plan. This is a plan to describe the trends in each sector, the skills that are in demand and to identify priorities for skills development.
- Develop and administer learning programmes. These include skills programmes and learnerships.
- Support the implementation of the National Qualifications Framework (NQF). The NQF is the framework, based on eight levels, on which any qualification or learning outcome can be registered.
- Disburse levies collected from employers in their sector. Employers pay one percent of their salary payroll to the South African Revenue Service on a monthly basis. Most of

this contribution (80 percent) is distributed to SETAs and is allocated to administration costs, as well as grants, to be claimed back by companies.

- Undertake quality assurance on provision of learning in line with the requirements of the Quality Council for Trades and Occupations, which include the following:
  - Accredit education and training providers;
  - Monitor provision to ensure that programmes are being followed;
  - Register assessors;
  - Collaborate with other education and training quality assurers.”

We highlight all of the various SETAs and many companies that can aid individuals, as well as organisations, on their various training and development quests...

Every effort is taken to ensure the information herein is correct at time of print. Charmont Media Global cannot be held responsible for inaccurate or untimely information.

# SHEQ Training Providers

## AFRISHE

AfriSHE is a consultancy that provides a wide range of services across the SHERQ spectrum in all industries in southern Africa. It services both large and small enterprises, and focuses on developing and sustaining a culture of inclusiveness, allowing employees to deliver and exceed client expectations. Our approach is to identify the simplest route to compliance and add value by supporting businesses with their SHERQ requirements.

☎ +27 (82) 450 3895 or +27 (83) 718 6732  
✉ [designan@afrishe.co.za](mailto:designan@afrishe.co.za)  
🌐 [www.afrishe.co.za](http://www.afrishe.co.za)



## BBF SHEQ SERVICES

BBF Safety Group's extensive PPE product portfolio is bolstered by a range of expert SHEQ services that include auditing, certification, consulting and training. BBF SHEQ Services – an ISO 9001 and ISO 45001-certified group of companies – houses several companies with distinct areas of specialisation and expertise. Within this structure, it provides end-to-end solutions to its customers across Africa – ranging from the development and implementation of occupational health and safety management systems, legal compliance and auditing to employee workplace safety training.

☎ +27 11 396 1246  
✉ [bbfsheqservices@bbfsafety.com](mailto:bbfsheqservices@bbfsafety.com)  
🌐 [www.bbfsheqservices.com](http://www.bbfsheqservices.com)



## BSI GROUP

BSI operates throughout the world of standards and offers one of the widest ranges of standards-related training available. We don't just train people to meet standards – we help to shape and develop many of them and we carry out the audits and assessments.

Our clients get the full benefit of that 360° expert knowledge. We have a team of expert tutors working across the world who can transfer the knowledge, skills and tools required to embed standards of excellence into an organisation.

☎ +27 12 004 0279  
✉ [bsi.za@bsigroup.com](mailto:bsi.za@bsigroup.com)  
🌐 [www.bsigroup.com/en-ZA](http://www.bsigroup.com/en-ZA)



## FOUNDATION FOR PROFESSIONAL DEVELOPMENT (FPD)

Developing people is core to the FPD's mandate as a private higher-education institution. The FPD provides a comprehensive curriculum of courses in management and professional skills development that are customised to the needs of students in sectors such as management, health and education. Educational products are presented through formal qualifications, postgraduate qualifications and short courses.

☎ +27 12 816 9000  
☎ +27 12 807 7165  
✉ [foundation@foundation.co.za](mailto:foundation@foundation.co.za)  
🌐 [www.foundation.co.za](http://www.foundation.co.za)








## Certification & Training



**BSI offers a full spectrum of services to help organizations work better.**

We create standards of excellence, train your people to work more effectively, assess how you're doing and help you perform even better in the future.

### Contact us:

-  [bsi.za@bsigroup.com](mailto:bsi.za@bsigroup.com)
-  [bsigroup.com/en-ZA](http://bsigroup.com/en-ZA)
-  +27 (0) 12 004 0279

...making excellence a habit.™

### Service offering:



## NOSA

NOSA is a global leader in business assurance, providing occupational risk-management services and solutions to all industries. NOSA uses a highly flexible and integrated approach, and provides tailor-made consulting, training and auditing services and support products.

☎ +27 87 286 8222

✉ [info@nosa.co.za](mailto:info@nosa.co.za)

🌐 [www.nosa.co.za](http://www.nosa.co.za)



## SARYX ENGINEERING GROUP

HSEC Online is a smart, simple digital documentation management tool. Experience the evolution of safety compliance with access to a collaborative online safety and compliance solution.

☎ +27 86 099 5105

✉ [support@hsec.co.za](mailto:support@hsec.co.za)

🌐 [www.hsec.co.za](http://www.hsec.co.za)



## ST JOHN SOUTH AFRICA

St John South Africa is a leading provider of first-aid and fire, health and safety training courses. Its courses are suitable for varying literacy levels and ensure that employees can identify and respond quickly and confidently to any workplace-related emergency.

☎ +27 11 646 5520

✉ [enquiries@stjohn.org.za](mailto:enquiries@stjohn.org.za)

🌐 [www.stjohn.org.za/first-aid-training](http://www.stjohn.org.za/first-aid-training)



## THE SOUTH AFRICAN INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH (SAIOSH)

Saioosh is recognised by the South African Qualifications Authority (SAQA) as the Professional Body to register occupational health and safety practitioners in South Africa in terms of the NQF Act, Act 67 of 2008. With more than 13 500 members, Saioosh is the leading source of information and networking opportunities within the health and safety profession. Saioosh verifies and accredits skills training courses, visit [www.saiosh.co.za](http://www.saiosh.co.za) for more information.

☎ +27 10 001 7455

✉ [info@saiosh.co.za](mailto:info@saiosh.co.za)

🌐 [www.saiosh.co.za](http://www.saiosh.co.za)







HSEC Online  
is a simple,  
smart and safe  
solution for  
your safety  
and compliance  
documentation.

**FIVE** reasons why  
you should make the  
switch and join the HSEC  
Online Evolution:

- 1 Simple to use
- 2 Cloud based,  
eliminating a paper  
based system
- 3 A never fail memory  
which sends you kind  
reminders!
- 4 Engages with your  
clients - collaborative
- 5 Above all, it keeps  
employees and assets  
compliant

## OUR AIM

Changing the way you do business is our commitment.  
Our aim is to give you a solution that works when it comes to safety  
and compliance.

Which is why we've created an online system that is revolutionising  
the document compliance world.

A solution that puts health, safety, environment and compliance of  
people, communities and business **FIRST**.

Make the **SWITCH** **R437.17**  
today from as little as

Think. Simple. Smart. Safe

# HSEC *on*LINE

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

086 099 5105 | [support@hseconline.co.za](mailto:support@hseconline.co.za)

# Sector Education Training Authorities (SETAs)

## AGRICULTURAL SETA

AgriSETA creates and promotes opportunities for social, economic and employment growth for agricultural enterprises, in conjunction with other stakeholders in agriculture.

+27 12 301 5600  
+27 12 325 1677  
info@agriSETA.co.za  
www.agriSETA.co.za

## BANKING SETA

The Banking SETA's mission is to support transformation and people development and, through partnerships, enable stakeholders to advance the national and global position of the broader banking and microfinance industry.

+27 11 805 9661  
+27 11 805 8348  
info@bankSETA.org.za  
www.bankSETA.org.za

## Workplace accidents happen – First Aid will make the difference

Workplace accidents will happen. When your employees complete a comprehensive **St John First Aid** course they will be able to:

- **recognise** when first aid is needed
- **provide** first aid at an emergency scene
- **know** when more qualified emergency medical assistance is needed

We know the importance of having proper, professional skills in an emergency - that's why at St John we continually revise our courses to ensure they are:

- learner centred
- suitable for employees with limited reading and writing skills
- supported by on-screen presentations and lots of hands on practice
- accredited with the Health and Welfare SETA.

### Our First Aid training courses include:

- First Aid Level 1 – Emergency Level
- First Aid Level 2 & 3 – Standard Level
- CPR / AED Courses
- Basic Life Support (BLS) *Accredited with the Resuscitation Council of SA*
- Fire Safety
- Health & Safety in the Workplace

Contact us to book your first aid training course today:

Bloemfontein	051 444 6276	Grahamstown	046 636 1650
Cape Town	021 461 8420	Johannesburg	011 403 4227
Durban	031 305 6588	Kimberley	053 838 2519
East London	043 722 9840	Port Elizabeth	041 364 2701/2
Fish Hoek	021 782 3306	Somerset West	021 851 7394

[www.stjohn.org.za](http://www.stjohn.org.za)

We stock a wide range of first aid kits so contact us to place your order

St John is a Level 1 contributor to B-BBEE with 135% procurement recognition



St John South Africa is registered in accordance with the provisions of the **OHS Act, Act 85 of 1993** and is registered with the Dept. of Labour as an **Approved First Aid Organisation** in terms of **Regulation 3(4)** of the new **General Safety Regulations**.





## CHEMICAL SETA

The Chemical SETA was established to facilitate skills development in the chemical industries sector. It also ensures that skills needs are identified and addressed through a number of initiatives by the SETA and the sector.

☎ +27 11 628 7000  
 📠 +27 11 726 7777  
 ✉ info@chieta.org.za  
 🌐 www.chieta.org.za

## CONSTRUCTION SETA

The Construction SETA's primary objective is to influence the course of training and skills development in construction, by ensuring that all training reflects the needs and requirements of the sector.

☎ +27 11 265 5900  
 📠 +27 11 265 5925  
 🌐 www.ceta.org.za



## OCCUPATIONAL HEALTH, SAFETY & WELLNESS SCHOOL

FPD is registered as a private  
Higher Education Institution

🌐 www.foundation.co.za  
 🏢 Foundation for Professional Development  
 ☑ BBBEE Level1 Contributor



• Book for your Training Courses with the BEST!! • Book for your Training Courses now!! • Find out more, contact us •

### WORKSHOPS

- Evaluation of Permanent Medical Impairing Rating (based on AMA – 6th edition)
- Cannabis & Substance Abuse in the workplace  
- legislation, policy, testing & compliance with legislation
- Evaluation of Professional Drivers and Fitness for duty
- Pregnancy & Breast feeding in the workplace  
- legislation, policy and compliance with legislation
- Implementation of SANS 16001:2018  
- Wellness and Disease Management System

ENQUIRE ABOUT OUR OTHER  
E-LEARNING, DISTANCE AND  
BLENDED COURSES

### SHORT COURSES RELATED TO OCCUPATIONAL HEALTH

- Physical Examination & Health Assessment Skills
- Occupational Health Risk Assessment
- HIV Testing Services for Nurses
- Ethics and Professionalism in Nursing
- HIV Rapid Testing Quality Improvement Initiative (RTQII)
- Clinical Management of Tuberculosis for Nurses
- Basic Epidemiology and Disease Surveillance
- Dispensing Practices
- Dispensing Refresher
- Physical Examination & Health Assessment Refresher
- NIMART (Nurse initiated management of anti-retroviral treatment)

### MULTIDISCIPLINARY SHORT COURSES

- Audiometric Testing Techniques
- Spirometry Testing Techniques
- Vision Screening in Industry
- Introduction to Occupational Health
- HIV in the Workplace
- Audiometry Refresher
- Spirometry Refresher

### DISTANCE / E-LEARNING

- Pest Management Officer
- Medical Evaluation for Professional Drivers
- Medical Terminology and Anatomy for Non-Healthcare Professionals




Contact: Alta Kruger

Tel: +27 (0) 12 816 9000

Email: ohsw@foundation.co.za

### **CULTURE, ART, TOURISM, HOSPITALITY AND SPORTS SETA**

CathsSETA was established under the Skills Development Act (No 97 of 1998) for the economic sector of tourism, hospitality and sport.

 +27 11 217 0600  
 [info@cathsSETA.org.za](mailto:info@cathsSETA.org.za)  
 [www.cathsSETA.org.za](http://www.cathsSETA.org.za)

### **EDUCATION, TRAINING AND DEVELOPMENT PRACTICES SETA**

Its vision is to be a promoter and facilitator in the development and improvement of the skills profile of this sector's workforce, in order to benefit its employers, workers and employees.

 +27 11 372 3300  
 +27 11 453 5379  
 [info@etdpSETA.org.za](mailto:info@etdpSETA.org.za)  
 [www.etdpSETA.org.za](http://www.etdpSETA.org.za)

### **FINANCE AND ACCOUNTING SERVICES SETA**

This is one of the South African SETAs that has continued in the same form since it was launched in 2000. This is, in many ways, a green light from government that it has met the strict criteria required.

 +27 11 476 8570  
 +27 11 476 5756  
 [fassetcallcentre@fasset.org.za](mailto:fassetcallcentre@fasset.org.za)  
 [www.fasset.org.za](http://www.fasset.org.za)

### **FOOD AND BEVERAGE SETA**

The FoodBev SETA's function is to promote, facilitate and incentivise skills development in the food and beverage manufacturing sector.

 +27 11 253 7300  
 +27 11 253 7333  
 [info@foodbev.co.za](mailto:info@foodbev.co.za)  
 [www.foodbev.co.za](http://www.foodbev.co.za)



## Book your space in the 2020 SHEQ MANAGEMENT Handbook today!

The Handbook will offer crucial information on safety, health, environment and quality management in a variety of industries such as forestry, mining, agriculture, construction, food and beverage, manufacturing and engineering, pharmaceutical and healthcare, transport and petrochemicals.

It will include listings of relevant service providers; from personal protective equipment (PPE) to training and waste-management organisations – and everything in between.


The **SHEQ MANAGEMENT** 2020 Handbook is a must-have publication for every OHS manager and a great opportunity for service providers to advertise.



To participate or for general enquiries about the SHEQ MANAGEMENT 2020 Handbook, contact Barend van Wyk at 076 217 1883 or [barend@charmونت.co.za](mailto:barend@charmونت.co.za).



### HEALTH AND WELFARE SETA

This SETA endeavours to create an integrated approach to the development and provision of appropriately skilled health and social development workers, to render quality services comparable to world-class standards.

 +27 11 607 6900  
 [hwSETA@hwSETA.org.za](mailto:hwSETA@hwSETA.org.za)  
 [www.hwSETA.org.za](http://www.hwSETA.org.za)



### INSURANCE SETA

InSETA's purpose is to grow the pool and quality of scarce and critical skills in the insurance sector, thereby enhancing the sector and supporting the country's transformation.

 +27 11 381 8900  
 [inSETAcallcentre@inSETA.org.za](mailto:inSETAcallcentre@inSETA.org.za)  
 [www.inSETA.org.za](http://www.inSETA.org.za)




### LOCAL GOVERNMENT SETA

This SETA aims to improve the effectiveness and efficiency of skills-development systems within the local-government sector. The strategic outcome of the SETA is to produce a skilled and capable local-government workforce.

 +27 11 456 8579  
 +27 11 450 4948  
 [www.lgSETA.co.za](http://www.lgSETA.co.za)

### MANUFACTURING, ENGINEERING AND RELATED SERVICES SETA

The various industry sectors covered by five chambers within the merSETA are metal and engineering; auto manufacturing; motor retail and component manufacturing; tyre manufacturing; and plastics industries.

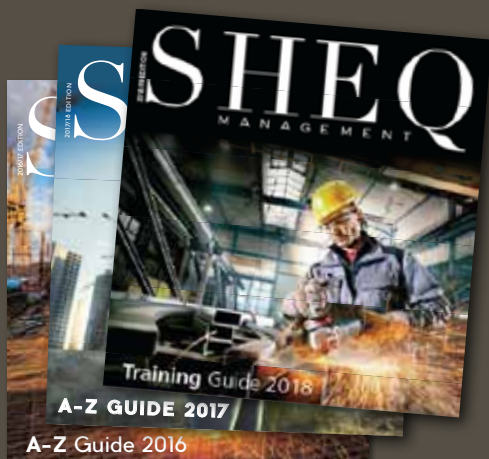
 +27 10 219 3000  
 +27 11 484 5499  
 [www.merSETA.org.za](http://www.merSETA.org.za)



## Book your space in the 2019 SHEQ A-Z GUIDE today!

Charmont Media, publisher of SHEQ MANAGEMENT magazine, is proud to bring you the quintessential A-Z Guide for the South African SHEQ industry.

Highlighting specialist SHEQ companies and training providers in detail, the SHEQ A-Z Guide includes short company descriptions and contact details in an easy-to-read format.



### **MEDIA, ADVERTISING, INFORMATION AND COMMUNICATION TECHNOLOGIES SETA**

The MICT sector comprises 160 large companies, 342 medium companies and 2 785 small levy-paying companies. The MICT SETA partners with industry, universities and public and private technical vocational education and training (TVET) colleges in the delivery of learning programmes in its endeavour to address identified scarce skills.

 +27 11 207 2600

 +27 11 805 6833

 [www.mict.org.za](http://www.mict.org.za)

### **MINING SETA**

This SETA aims to ensure that the mining and minerals sector has sufficient, competent people who will improve health and safety and employment equity, and increase productivity standards.

 +27 11 547 2600

 [info@mqa.org.za](mailto:info@mqa.org.za)


 [www.mqa.org.za](http://www.mqa.org.za)


### **PUBLIC SERVICE SETA**

As a SETA responsible for skills development at a national level, provincial level and in public entities, it is imperative that building the demand-side capacity for skills planning be a focus area.

 +27 12 423 5700

 +27 12 423 5755

 [communications@pSETA.org.za](mailto:communications@pSETA.org.za)

 [www.pSETA.org.za](http://www.pSETA.org.za)


### **SAFETY AND SECURITY SETA**

Formed by the merging of police, private security, legal, correctional service and justice and diplomacy, intelligence, defence and trade SETAs, to develop an integrated education and training authority for the safety and security sector.

 +27 11 087 5500

 +27 11 205 0046

 [callcentre@sasSETA.org.za](mailto:callcentre@sasSETA.org.za)

 [www.sasSETA.org.za](http://www.sasSETA.org.za)



# Afr+SHHE

Simple Sustainable Solutions

## CONTACT US

Website  
[www.afrishe.co.za](http://www.afrishe.co.za)

Email: [info@afriShe.co.za](mailto:info@afriShe.co.za)  
[pemilla@afriShe.co.za](mailto:pemilla@afriShe.co.za)  
[desigan@afriShe.co.za](mailto:desigan@afriShe.co.za)

### Johannesburg

SPACES Design Quarter  
Design Quarter, Leslie Road  
Fourways, 2191  
2711 513 3190

### Cape Town

Century City, The Colloseum  
First Floor, Century Way  
Century City, 7441  
2721 527 0079

### Durban

SPACES Umhlanga  
2 Ncondo Place, Ridgside,  
Umhlanga Ridge, 4319  
2731 830 5032

Level 1 BBBEE  
100% Black Woman Owned



#### ENVIRONMENTAL COMPLIANCE:

- WATER MANAGEMENT
- AIR QUALITY & CLIMATE CONTROL
- WASTE MANAGEMENT
- CONTAMINATED LAND MANAGEMENT



#### CONSTRUCTION HEALTH & SAFETY:

- PR: CONSTRUCTION HEALTH AND SAFETY AGENT
- CHS MANAGER
- CHS OFFICER



#### PROCESS SAFETY MANAGEMENT:

- GAP ANALYSIS
- PSM SYSTEM DEVELOPMENT
- PHA & HAZOPS
- PSI, PSCE & MOC



#### HSE LEGAL COMPLIANCE ASSESSMENTS

- GAP ASSESSMENTS
- LEGAL REGISTERS WITH UPDATES
- ADVISORY



#### SHEQ MANAGEMENT SYSTEMS:

- |             |           |
|-------------|-----------|
| • ISO 14001 | ISO 22000 |
| • ISO 45001 | ISO 9001  |
| • ISO 31000 | ISO 39001 |



#### PEOPLE BASED SAFETY SOLUTIONS:

- CLIMATE/CULTURE SURVEYS
- HIGH RISK ACTIVITIES:
  - E LEARNING ; VR TECHNOLOGY; MICRO-LEARNING
  - STATUTORY H&S TRAINING
  - SKILLS DEVELOPMENT PROGRAMS



#### INTERIM SHEQ MANAGEMENT:

- OUTSOURCE YOUR SHEQ PORTFOLIO
- APPOINT NEW SHEQ TEAM MEMBERS
- UP SKILL CURRENT SHEQ TEAM



#### HYGIENE ASSESSMENTS:

- ERGONOMICS STUDIES
- HCS STUDIES
- OCCUPATIONAL & ENVIRONMENTAL NOISE, VENTILATION & ILLUMINATION



Your corporate partner in occupational risk management



Since 1951, NOSA has been supporting its clients in meeting their occupational risk management requirements, with consistent excellence and integrity. NOSA operates across five continents and, through its comprehensive range of products and services, is able to provide a total solution to any organisation. Through an integrated approach of auditing, consulting, testing, training, and various support products, NOSA's track record is established, with more than 60 years of partnering with our clients to ensure the highest level of business assurance. This is embodied in the six core values we demonstrate in each and every interaction.

NOSA is accredited with the following SETAs and professional bodies:

- HWSETA
- merSETA
- Services SETA
- LGSETA
- MQA
- ETDP SETA
- Fasset
- FoodBev SETA
- Institute for Working at Height Professional Body (IWH)
- Saioosh

Training programmes are based on modern occupational risk management principles, which equip employees at all levels, with the knowledge and skills to reduce workplace incidents, create healthier workplaces, and identify and manage environmental impacts in an integrated manner. NOSA training programmes can be adapted to suit your needs, at your own pace, in your own working environment. Trainers employed by companies implementing the NOSA Integrated Five Star System can be licensed by NOSA to present selected courses on site, at the client's convenience.