

# IRCA RICHARDS BAY

## Education and Training Department Public Course Schedule January - December 2012

**IRCA Global, your preferred Safety, Health, Environment and Quality (SHEQ) Risk Management provider.**  
**Our products and services are designed to Assess, Advise and Assist in all aspects of SHEQ Risk Management activities.**

| COURSE  | JAN   | FEB   | MAR   | APR   | MAY   | JUN   | JUL   | AUG   | SEP   | OCT   | NOV   | DEC   | DESCRIPTION   |
|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---|
| CAP Auditor Training Course<br><b>5 Days</b>  |       |       |       |       |       |       |       |       | 17-21 |       |       |       | Providing participants with the competency to apply CAP and effective auditor practices in order to evaluate and manage SHEQ risk management systems.   |
| Modern SHEQ Risk Management<br><b>5 Days</b>  |       | 6-10  |       | 16-20 |       | 4-8   |       | 20-24 |       |       |       |       | Providing participants with a fundamental understanding and knowledge of the fundamental activities that form part of effective SHEQ risk management systems as well as the competence to apply these activities.                     |
| Modern SHEQ Risk Management Distance Study<br><b>6 Months</b>                       |       |       |       |       |       |       |       |       |       |       |       |       | Providing participants with an understanding and knowledge of the fundamental activities that form part of effective SHEQ management systems as well as the competence to apply these activities.                                     |
| Health and Safety Representative<br><b>3 Days</b>                                   | 9-11  |       | 6-8   |       | 15-17 |       | 3-5   |       | 25-27 |       | 9-11  |       | Providing participants with a fundamental understanding, knowledge and competence to perform the role of a health and safety representative in the workplace.   |
| Hazard Identification & Risk Assessment (HIRA)<br><b>2 Days</b>                     |       | 1-2   |       | 24-25 |       | 12-13 |       | 7-8   |       | 3-4   |       | 4-5   | Providing participants with a fundamental understanding of the basic (HIRA) risk assessment process, including the application thereof.   |
| Root Cause Analysis Technique (RCAT)<br><b>3 Days</b>                               |       |       | 13-15 |       | 22-24 |       | 23-25 |       | 4-6   |       | 16-18 |       | Providing participants with a fundamental understanding and knowledge of the practical techniques for gathering evidence and analysing incidents for their immediate and root (underlying) causes as well as the application thereof. |
| Construction Safety Training (CST) (IRCON)<br><b>3 Days</b>                         |       | 14-16 |       | 2-4   |       | 19-21 |       | 1-3   |       | 16-18 |       | 11-13 | Providing participants with a fundamental understanding and knowledge of the activities that form part of effective SHEQ management systems for construction projects, as well as the application thereof.                            |
| Legal Liability for (Occupational Health and Safety Act, 85 of 1993) - <b>1 Day</b> | 20    |       |       |       | 29    |       |       |       | 11    |       |       |       | Providing participants with a fundamental understanding of the legal requirements imposed by the Act, and how these would be discharged.  |
| Legal Liability (Mine Health and Safety Act, 29 of 1996) - <b>1 Day</b>             |       |       | 19    |       |       |       | 17    |       |       |       | 29    |       | Providing participants with a fundamental understanding of the legal requirements imposed by the Act, and how these would be discharged.  |
| Train the Trainer (TTT)<br><b>3 Days</b>  |       |       |       |       |       |       |       |       |       |       | 23-25 |       | Providing participants with a fundamental understanding, knowledge and competence to facilitate effective training in the workplace.  |
| Working at Heights<br><b>1 Day</b>  | 27    | 24    |       | 13    |       |       |       | 31    |       | 26    |       |       | Providing participants with a fundamental understanding and knowledge of the basic health and safety principles related to working at heights.  |
| First Aid Level 1<br><b>2 Days</b>  | 12-13 |       |       | 10-11 |       |       | 19-20 |       |       | 23-24 |       |       | Providing employees, appointed as First Aiders, with the required understanding, knowledge and competence.  |
| Fire Fighting Level 1<br><b>1 Day</b>   | 18    |       |       | 12    |       |       | 30    |       |       | 25    |       |       | Providing participants with the ability to select and use the appropriate equipment to extinguish or control fires in the workplace.  |



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| Lifting Tackle Inspectors (LTI)<br><b>1 Day</b>                           |     |     | 20    |     | 31   |     |                |                 | 13   |     | 30  |     | Providing prospective lifting tackle inspectors (LTI's) with the knowledge and ability to inspect properly and record the results of these inspections, in a proper register.  |
| Basic Scaffold Inspectors (BSI)<br><b>1 Day</b>                           |     |     |       |     |      | 28  |                |                 |      |     |     | 7   | Providing inspectors with the knowledge and ability to inspect properly and record the results of these inspections.   |
| Hazardous Chemical Substance Workshop<br><b>1 Day</b>                     |     |     |       |     |      |     |                |                 |      |     |     |     | Provide participants with a fundamental understanding of working with and storing of hazardous chemical substances.  |
| Risk Management Qualification Programme (RISKMAQ) Part 1 - <b>5 Days</b>  |     |     | 26-30 |     |      |     |                |                 |      |     |     |     | Providing participants with insight, knowledge and understanding of various topics and activities that form part of effective SHEQ management systems, as well as the application thereof.   |
| Risk Management Qualification Programme (RISKMAQ) Part 2 - <b>5 Days</b>  |     |     |       |     | 7-11 |     |                |                 |      |     |     |     | Providing participants with the competence to interpret, apply and manage SHEQ risks and systems on a day-to-day basis in the workplace.   |
| Risk Management Qualification Programme (RISKMAQ) Part 3 - <b>10 Days</b> |     |     |       |     |      |     | 9-13<br>Part 1 | 13-17<br>Part 2 |      |     |     |     | Providing participants with the competence to interpret requirements and then design, implement and manage SHEQ management systems in the organisation.  |
| Risk Management Qualification Programme (RISKMAQ) Part 4 - <b>5 Days</b>  |     |     |       |     |      |     |                |                 | 8-12 |     |     |     | Providing participants with the competence to help develop a "roadmap" that would assist organisation managers understand the different programmes, tools and systems, how they might interrelate, how they might be used to meet organisation objectives and how they might effectively nest within the framework of continual improvement. |

All cancellations must reach the above address, in writing, not later than 5 days prior to the commencement date of the course. An administration fee of 15% will be payable in respect of a cancellation received less than 5 days prior to the commencement date of the course, persons who do not show up for the course will be liable for the full cost. Companies enrolling 5 or more candidates will qualify for a 10% discount.

For further information and bookings, please contact Ronel Bekker on +27-(0)-35-789-6506/ ronel.bekker@ircaglobal.com

**Note:** a minimum of 12 delegates are required to convene the course and participants will be informed 5 days prior to the commencement of the course if the course is postponed or cancelled.