

Scope of work/supply

First Aid Level 1 – 2 Combined training

Duration:

4 Days (Unit Standard 120496 requires 4 days)

Validity of certificate:

The certificate issued will be valid for the period of three years.

Unit Standard:

Provide risk-based primary emergency care/first aid in the workplace 120496

Target Group:

All nominated and/or appointed First Aiders and all employees whose work activities require first aid skills

Purpose:

To equip learners with knowledge and skills to be able to assess the emergency situation and providing basic Life Support and basic First Aid in order to stabilise patients prior to transfer to the emergency services.

Provide basic Life Support and basic First Aid skills in order to minimize the morbidity and mortality of injured or ill employees through the application of prompt and appropriate first aid and emergency care at the workplace.

Learning outcomes:

On completion of this course, learners will be able to:

- a) Demonstrate the principles of primary emergency care in the workplace
- b) Demonstrate an understanding of emergency scene management.
- c) Demonstrate an understanding of elementary anatomy and physiology.
- d) Assess an emergency situation.
- e) Demonstrate primary emergency life support for adults, children and infants according to current international protocols.
- f) Apply First Aid procedures to the life-threatening situation and treat common injuries
- g) Conduct secondary assessment of the sick and/or injured person and provide appropriate primary emergency care within the workplace.
- h) Keep records of the incident/accident.
- i) Sustain a basic level of preparedness for health emergencies in the workplace.

Course content:

The course must cover the following:

- a) The objectives of First Aid
- b) Legal and Ethical Consideration Concerning First Aid
- c) Cardio Pulmonary Resuscitation
- d) Dressing, bandages and soft tissues injuries
- e) Secondary Survey
- f) Identify Signs, Symptoms and treatment of the following emergencies and injuries
- g) Choking
- h) Burns
- i) Shock, unconsciousness and fainting
- j) Head and spine injuries
- k) Chest injuries
- l) Abdominal injuries
- m) Bones, Joints and muscle injuries
- n) Eyes and ears injuries
- o) Medical conditions
- p) Poisoning
- q) Animals and Insects bites and sting
- r) Environmental Illnesses

- s) The principles of primary emergency care in all health emergencies for persons in the workplace
- t) Sustain advanced level of preparedness to deal with emergencies in the workplace;
- u) Assess and manage a multiple injured emergency scene/disaster in the workplace (Triage);
- v) Anatomy and Physiology
- w) Conduct secondary assessment of the sick or injured person and provide appropriate primary emergency care.

First Aid Levels 3 training

Duration:

4 days

Validation of certificate:

The certificate issued will be valid for the period of three years.

Unit Standard:

376480

Target Group:

Appointed Emergency Response Team

Purpose:

The course shall be aimed at equipping employees with basic life support competencies in order to minimize the morbidity and mortality of injured or ill employees through the application of prompt and appropriate advanced first aid and emergency care at the workplace.

Course Contents:

The course scope shall include:

- a) The laws of first aid;
- b) Providing CPR (including children and infants)
- c) Potential hazards in the work environment
- d) Wound treatment and bleeding control
- e) Identifying potential poisons at work and home
- f) Different types/ levels of First Aid for different types of injuries
- g) Correct equipment and precautions when administering First Aid
- h) How to assist during emergency child birth
- i) Body anatomy

Emergency preparedness – Evacuation training

Duration:

1 Day

Validation of certificate:

N/A

Unit Standard:

Conduct evacuations and emergency drills_242825

Target Group:

All nominated and/or appointed Evacuation Wardens

Purpose:

The purpose of this course is to train learners in order that are able to identify and determine the type of an emergency and assist with the evacuation of people during the emergency. Also to be able to respond to and use emergency signals within their own area of responsibility

Course contents:

The training course shall address the following aspects:

- a) Definition and categorisation of an emergency and different emergency situation
- b) What kind of emergencies can take place in the workplace, potential threats and risks, for example fire, floods, bomb threats, armed robbery

- c) Emergency planning, structures and evacuation procedures, including the location of services, safety signs, registers etc
- d) The responsibilities of Evacuation Wardens
- e) Evacuation planning
- f) Evacuation action structure
- g) Emergency evacuation training for staff, including evacuation drills and the reporting of emergencies
- h) The evacuation of disabled persons
- i) Post emergency analysis

Learning outcome:

On completion of this course, learners will be able to:

- a. Identify the emergency situation.
- b. Assist with an evacuation drill.
- c. Respond to emergency signals in own area of responsibility.
- d. Explain different types of emergencies that may be encountered in a workplace
- e. Explain various responses to an alarm.
- f. Explain roles and responsibilities of Emergency Coordinators and Evacuation Wardens in an assembly area.
- g. Explain the functions of an emergency control centre.
- h. Distinguish between an emergency and an incident, describe the different types of emergencies that may take place in the workplace.
- i. Explain the types of emergency alarms in the workplace, the procedures for responding to them and the methods and procedures which need to be applied in an assembly area after an alarm
- j. Describe the specified requirements pertaining to responding to emergencies according to an emergency action plan in a workplace
- k. Implement and manage emergency action plan procedures.
- l. Respond to emergencies according to action plan procedures

Emergency Planning, Preparedness and Response Training

Duration of training:

3 Days.

Validation of certificate:

N/A

Unit Standard:

Apply technical knowledge and skill in emergency planning_242679

Explain emergency preparedness and response procedures_259597

Respond to, implement and manage emergencies according to an emergency action plan in a workplace_120329

Applicable Eskom Emergency Preparedness Procedures

Target Group:

Managers, Supervisors and all persons appointed as members of an emergency preparedness team e.g. emergency preparedness co-ordinators, first aiders, evacuation wardens, fire officials, OHS practitioners, etc.

Purpose:

To equip learners with knowledge on existing requirements and procedures and technical skills required in emergency forecasting and planning.

The objective of any emergency preparedness programmes is to pro-actively protect life, property, equipment and materials in order to reduce or prevent loss to the organisation.

Learning outcomes:

On completion of this course, learners will be able to:

- a) Identify potential emergency scenarios.
- b) Explain the principles of emergency management.
- c) Evaluate the resources required at a particular site.

- d) Develop an emergency plan for an organization.
- e) Distinguish between an emergency and an incident, describe the different types of emergencies that may take place in the workplace.
- f) Explain the types of emergency alarms in the workplace, the procedures for responding to them and the methods and procedures which need to be applied in an assembly area after an alarm
- g) Explain roles and responsibilities of Emergency Coordinators and Evacuation Wardens in an assembly area.
- h) Explain the functions of an emergency control centre.

Course contents

The course scope shall include:

- a) The identification of potential accidents and emergencies;
- b) The identification of persons to take charge during an emergency;
- c) Emergency preparedness administration;
- d) Emergency response plans;
- e) Implement and manage emergency response action plans and procedures;
- f) Emergency response teams;
- g) Emergency equipment;
- h) The establishment of Mutual aid agreements;
- i) Communication with statutory bodies;
- j) Communication with neighbours and the public;
- k) The protection of vital records; and
- l) Practice drill

Fundamentals of Fire Safety training

Duration of training:

1 day

Validation of certificate:

N/A

Target Group:

Intended for all employees as part of induction training, those appointed as safety representatives, or those performing basic fire safety duties.

- Appointed fire marshals
- Evacuation officers
- Employees doing technical and mechanical work

Instructor qualifications:

- a) Fire Instructor with necessary competency and knowledge (SAESI Fire fighter 2/FPA or Industrial Fire Fighting Advanced Level and assessors)
- b) Registered as assessor with relevant accreditation body
- c) Group learning facilitation

Venue:

Any suitable site where small controlled fires can be made and classroom facilities are available. Local environmental regulations must be considered when selecting such venues.

Unit Standard:

Demonstrate knowledge pertaining to fires in working places _120331

Outcome of the course:

Learners will be able to:

- a) identify a fire emergencies;
- b) identify the class of fire and select an appropriate portable fire extinguisher;
- c) safely use a portable fire extinguisher to safely attempt to extinguish a fire;

- d) identify the possibility and method of fire spread;
- e) know how to report on a fire emergency;
- f) understand and coordinate safe evacuation procedures;
- g) understand symbolic safety signs; and
- h) understand the importance of fire safety at work and in the workplace.
- i) Demonstrate basic knowledge pertaining to fires.
- j) Demonstrate knowledge of the causes and prevention of working place fires.
- k) Demonstrate knowledge of fire detection methods.
- l) Demonstrate knowledge pertaining to fire preparedness.

Training method/media:

Conventional classroom teaching that uses student manuals and visual media.
Demonstrations and practical exercises using fire fighting equipment.

Number of students:

Maximum: 25 per facilitator.

Assessment:

Practical assessment using portable fire extinguishers against the different types class A or B fire. The student must be able to demonstrate the safe use and effective application of a portable fire extinguisher in a practical scenario.

Qualification/validity:

Three years.

Course content:

- a) Anatomy and behaviour of fire
- b) Portable fire extinguishers
- c) Hose reels
- d) Causes of fires
- e) Reporting of incidents
- f) Evacuation procedure
- g) Housekeeping
- h) Symbolic signs
- i) Fire safety at home
- j) Practical scenario