



# Career Pathing Solutions®

## Sustainable Skills Development

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Description-First aid is an invaluable skill for both the workplace and the domestic environment. CPS' courses provide theoretical information and the practical skills required to manage an emergency.

CPS' firefighting training courses are aimed at teaching basic firefighting skills in order to minimise loss of life and property, by extinguishing fires in their early stages.

At CPS, we provide H&S consultation and trained specialists who are able to advise on H&S and related matters. We would review any existing health & safety measures in place and advise on a tailor-made solution to suit your environment or organisation, thus assisting you in reaching your H&S objectives. Our solution is structured around H&S training, equipment supply and implementing a practical and effective H&S management solution.

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**First Aid level 1** is the entry level course on **emergency principles** and is accredited through the Department of labour, as well as the HWSETA. In level 1, learners are taught how to perform basic life support and first aid in emergencies. Learners are required to cover a certain amount of theoretical knowledge as well as perform determined practical skill competently, such as CPR and Choking.

First Aid level 1 is the starting point and a learner may progress all the way to First Aid level 3!

### Course Contents

- Principals of emergency care, safety and emergency scene management
- Artificial Respirations
- One Man CPR
- Airway Obstruction
- Wounds & Bleeding
- Shock, unconsciousness & fainting
- Fractures & splinting
- Burns

- Head & Spinal Injuries
- Practical demonstrations and participation by each learner in the practical exercises

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	18 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, CPR Pouch, mouthpiece, gloves, Certificate
<b>Cost:</b>	<b>R1 500</b> (incl. VAT)

CPS training courses are also concerned with teaching the importance of having an **emergency evacuation plan**. Knowing how and where people in a disaster situation can be taken to safety requires careful forethought and emergency plans to be in place for evacuation.

Once first aid Level 1 has been completed, learners are legible to complete **First aid level 2** where all the theory and practical skills learnt in level 1 is revised further. In addition, more first aid modules are covered as per the Department of Labour's requirements, listed below:

### Course Contents

- Level 1 Revision
- Chest, hand, eye injuries
- Multiple Injury Management
- Environmental Illnesses
- Poisoning, bites & stings
- Chest pain & paralyses
- Fits
- Management of soft tissue injuries
- Foreign object management
- Elementary & Applied Anatomy & Physiology
- Practical demonstrations and participation by each learner in the practical exercises

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	Valid Level 1 Certificate + 24 hrs
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, CPR Pouch, mouthpiece, gloves, Certificate
<b>Cost:</b>	<b>Level 2: R1 700</b> (incl. VAT) <b>Level 1 &amp; 2 combined: R2 500</b> (incl. VAT)

**First aid level 3** covers revision of information learnt in both first aid level 1 and first aid level 2, and delves further into the provision of emergency care. Emergency childbirth and water-related emergencies form part of this course.

### Course Contents

- Level 1 and 2 Revision
- Emergency childbirth
- Water related emergencies
- Practical demonstrations and participation by each learner in the practical exercises

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	Valid Level 2 Certificate + 24 hrs
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, CPR Pouch, mouthpiece, gloves, Certificate
<b>Cost:</b>	<b>Level 3: R1 700</b> (incl. VAT) <b>Level 1, 2 &amp; 3 combined: R2 500</b> (incl. VAT)

### FIRE FIGHTING

**Firefighting (F2)** is a step up from our General Fire Awareness course and entails revision of all knowledge gained in the F1 course, as well as additional firefighting techniques and how to apply them in a safe and correct manner.

Increasing one's knowledge and skills in the handling of fire is only going to mean better handling of an emergency situation. Although firefighting tips can always be picked up from common sense and a few general instructions, too many lives are lost and too much property is damaged every year in

South Africa to simply rely on instinct. At CPS, we offer comprehensive fire awareness training for emergency situations.

### **Course Contents**

- Fire Introduction
- Giving Warning Of A Fire
- The Burning Process
- The Fire Tetrahedron
- Classes Of Fire
- PPE
- Extinguishing Mediums And Extinguishers
  - Water
  - Foam
  - Carbon Dioxide
  - Dry Chemical Powder
- Fire Equipment Requirements
- Methods Of Operation
- Operating Procedure
- Care And Maintenance Of Fire Equipment
- How Fire Spreads
- Fire Prevention
- Fire Hose Reels
- Fire Buckets
- Fire Blankets
- Getting Out Alive
- Lifting And Carrying Techniques
- Fire Suppression With Hose And Hydrant Operations

- Types Of Fire Attacks
- Emergency Plan Basics

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	8 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, Fire Equipment use and Recharge, Certificate
<b>Cost:</b>	<b>R 1 500</b> (incl. VAT)

**Advanced Fire Fighting (F3)** encompasses all skills and knowledge gained in F1 and F2, and additionally teaches practical knowledge and the use of hand-operated **firefighting equipment**.

**Fire prevention** and fire rescues both form part of this very popular course. The second day is conducted at a training location that caters for practical firefighting demonstrations e.g. Fire Department grounds, where extensive practical firefighting exercises are demonstrated and practiced by all learners.

### Course Contents

- Fire Introduction
- Giving Warning Of A Fire
- The Burning Process
- The Fire Tetrahedron
- Classes Of Fire
- PPE
- Extinguishing Mediums And Extinguishers
  - Water
  - Foam
  - Carbon Dioxide

- Dry Chemical Powder
- Fire Equipment Requirements
- Methods Of Operation
- Operating Procedure
- Care And Maintenance Of Fire Equipment
- How Fire Spreads
- Fire Prevention
- Fire Hose Reels
- Fire Buckets
- Fire Blankets
- Getting Out Alive
- Lifting And Carrying Techniques
- Fire Suppression With Hose And Hydrant Operations
- Types Of Fire Attacks
- Emergency Plan Basics
- Fire Prevention – Principles & Techniques
- Practical: Fire Fighting - Extinguishers, Hose Reels & Hose and Hydrant Drills

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	16 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/> <b>On-site ONLY</b>
<b>Included in course:</b>	Learner workbooks, Fire Equipment use and Recharge, Certificate
<b>Cost:</b>	<b>R2 500</b> (incl. VAT)

## H&S

The **Health and Safety Supervisor** course is an excellent management programme that helps to equip H&S supervisors, coordinators or managers with an all-round holistic knowledge of health and safety, and to provide the necessary skills to effectively manage their health and safety systems and teams. The OHS Act makes reference to “Supervision” in section 8 the employers duties and hence the creation of this H&S program.

The program covers the **H&S Representative, Accident and Incident Investigation, OHS Act and Risk Assessment**. The objective is to equip the supervisor with confidence and a structured approach to handling health & safety matters within the organisation.

### **Course Contents**

- Introduction to health and safety
- Legislative history
- The constitution
- Understanding the act and regulations
- Department of Labour/legislation
- Important sections of the Act
- The health and safety representative introduction and functions
- H&S Representative appointment letters and monthly inspection sheets
- Certain regulations of the act
- Health and safety policy statements
- Contractors and Section 37.2 agreements
- Introduction to Incident and accident investigations
- The incident and accident objectives and process
- High Risk Conditions
- Iceberg Theory
- Unsafe acts
- Witnesses and gathering information
- Guidelines and controls

- Department of Labour Annexure 1 forma (accidents and diseases)
- Unsafe acts
- Hazard identification
- Risk Analysis and ranking
- Implementing Controls
- Review
- Health and safety committee meetings
- Additional information

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	3 days
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, OHAS Act, Certificate
<b>Cost:</b>	<b>R2 900</b> (incl. VAT)

The **H&S Representative** appointment is a legal requirement under Section 17 of the Occupational Health and Safety Act and thus compulsory for every organization. The **health and safety course** incorporates theoretical, practical and reflexive learning so that the learner is exposed to the true requirements and function of the H&S Representatives in the working environment.

### Course Contents

- Introduction to health and safety
- Legislative history
- The Constitution
- Understanding the act and regulations
- Department of Labour/legislation
- Important sections of the Act
- The health and safety representative introduction and functions

- H&S Representative appointment letters and monthly inspection sheets
- Incident and accident investigations process and objectives
- Department of labour Annexure 1 (accident and disease) forms
- Health and safety committee meetings
- Additional information

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	8 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, Certificate
<b>Cost:</b>	<b>R1 500</b> (incl. VAT)

### H&S Induction

This course is designed for companies who wish to brief all employees on the basic fundamentals regarding health & safety in the workplace. The course facilitates baseline knowledge of health and safety in the working environment, thus creating awareness and reducing injuries in the workplace.

CPS has partnered with specialists in H&S, to develop effective induction training programs, with the aims of reducing risk and injury in the workplace. KB Consulting offers a nationwide training infrastructure, also specializing in mining and construction induction training, appointed at the preferred induction training provider for large reputable companies such as Anglo American, Platinum, Coal, Murray and Roberts, BHP Billiton etc.

### **Course Contents**

- Employee duties and responsibilities
- Safety in the workplace
- Environmental awareness
- Ergonomics
- **Personal protective equipment**
- **Firefighting** awareness and evacuation

- Electrical, Road, Stacking and storage guidelines
- Symbolic signs
- **Emergency Evacuation**

<b>Unit Standard Aligned:</b>	No
<b>Duration:</b>	4 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, Certificate
<b>Cost:</b>	<b>R950</b> (incl. VAT)

### **General H&S**

The course provides employees with a better understanding of the occupational health & safety Act 85 of 1993, principals, systems and hurdles employees are faced with within the working environment. The objective is for all employees to adopt and encourage a healthy and safe ethos at work.

### **Course Contents**

- Correctly interpret the essential sections of the Act (Act 85 of 1993) and will be able to explain the importance of these sections within the workplace context
- Carrying out practical, safe, work procedures in order to demonstrate an ability to implement theoretical knowledge effectively in the workplace
- Carrying out an assessment of the effectiveness of procedures and recommending suitable remedial action
- Explaining safety, health and environmental requirements in a workplace
- Applying safety, health and environmental principles and procedures in a workplace
- Exercising safety, health and environmental responsibilities in a workplace

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	8 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, Certificate
<b>Cost:</b>	<b>R1 500</b> (incl. VAT)

### **OHAS ACT**

This course equips learners with the ability to understand and interpret the terminology used and objectives of the Occupational Health and Safety Act 85 of 1993. Learner program outcomes include exposure to the national and provincial structures of the legislation (OHS) and various sections and regulations of the act, with the aim of implementing important sections of the act, thus striving toward H&S compliance.

#### **Course Contents**

- Introduction to health and safety
- Legislative history
- The constitution
- Understanding the act and regulations
- Department of Labour/legislation
- The OHS Act 85 of 1993
- Sections and certain regulation of the act
- Health and safety policy statements
- Contractors and Section 37.2 agreements
- Incident and accident investigations
- Department of Labour Annexure 1 forma (accidents and diseases)
- Health and safety committee meetings
- Additional information

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	8 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, OHAS Act, Certificate
<b>Cost:</b>	<b>R1 500</b> (incl. VAT)

The **Accident Investigation course** is designed to equip employees with the various incident and accident investigation tools / systems when an emergency response is necessary, as well as how to implement control measures in the workplace. Case studies are used to encourage discussion around the relevant documentation on how to lodge a claim for compensation with the Compensation Commissioner, and the importance of understanding the Occupational Health and Safety Act, as well as what the Act states with regards to incidents and accident.

### Course Contents

- Introduction to health and safety
- Legislative history
- The constitution
- Understanding the act and regulations
- Department of Labour/legislation
- The OHS Act 85 of 1993
- Important sections of the act
- Introduction to Incident and **accident investigations**
- The incident and accident objectives and process
- High Risk Conditions
- Iceberg Theory
- Unsafe acts
- Witnesses and gathering information
- Guidelines and controls
- Department of Labour Annexure 1 forma (accidents and diseases)

- Health and safety committee meetings
- Additional information

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	8 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, OHAS Act, Certificate
<b>Cost:</b>	<b>R1 500</b> (incl. VAT)

### Emergency Evacuation Course

At CPS, we offer comprehensive courses in emergency preparedness. Lives can be saved and damage to property can be minimalised when the people are prepared and have the necessary skills accumulated from emergency response training.

There are many instances when emergency medical services, and in worst case scenarios, disaster services are not able to get to the scene in time or at all. It pays to have people who are trained in emergency response who can assess the situation and provide the correct help when necessary.

Fires, explosions, chemical releases, violence or biological releases all pose a threat to everyone in your organisation's facilities. One way to ensure the safety of all affected populations, and reduce the risk to your organisation, is to have an evacuation plan. The beauty of this strategy is that even the smallest organisation operating with limited resources can afford to develop and implement an evacuation plan.

One of the most devastating losses to an organisation is the loss of human life. Not only is it emotionally depleting, it can involve adverse publicity, large settlements, loss of organisational leadership, and the inability to deliver programmes or services.

An **emergency evacuation plan** can make life-or-death differences for your staff, volunteers, visitors, vendors and programme participants. It could also mean life or death for your mission.

### **Course Contents**

- Purpose of an emergency plan – dealing with SHE emergencies
- Fire Safety – Housekeeping
- Evacuation procedures – the Need to Know
- 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
  - The person discovering the incident
  - Emergency Controller
  - Communications Controller
  - Zone Marshall
  - Fire Team Leader
  - Fire Team Member
  - First Aid Team Leader
  - First Aider
  - Deputies
- The Evacuation
- Emergency Drill – Role Play Exercise

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	8 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, Certificate
<b>Cost:</b>	<b>R1 400</b> (incl. VAT)

## HIV and AIDS Awareness

In this training session, we attempt to cover many of the aspects of this devastating disease. We hope to give the learner, a broad understanding of the issues surrounding HIV and AIDS, the developments to stop the spread and treatment of the disease, and most of all the knowledge and power to protect yourself, your colleagues and your loved ones so that in future years HIV and AIDS becomes a distant memory, only to be read about in history books.

### **Course Contents - Learner Program Outcomes**

- History and epidemiology
  - Origin of the disease
  - The spread of HIV
- Defining HIV and Aids
- Transmission
  - Sexual contact
  - Blood transfusion
  - IV drug use
  - Mother to child transmission
  - How HIV is not transmitted
- VCT – Voluntary Testing and Counseling
  - Benefits of testing
  - Different types of tests
- Viral replication
- Progression of the disease
  - 4 stages of disease progression
  - What factors influence progression
  - Opportunistic infections
- STD's
- **HIV / Aids prevention**
  - Abstinence

- Be faithful
- Condomise
- Health living
  - Nutrition and diet
  - Exercise
  - Lifestyle changes

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	1 day
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/> e-Online <input type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, Certificate
<b>Cost:</b>	<b>R950</b> (incl. VAT)

### **RISK Assessment**

This exciting 'preventative' programme, equips learners with the necessary knowledge, skills, tools and confidence to implement and conduct the relevant risk assessments in the work place. Different terminologies like risk management, hazards, non-conformances and corrective measures are explained and become familiar to the learner.

The risk management process is covered in detail and all the necessary administrative documentation is provided and explained, so learners are equipped to assess their working environment and implement the and evaluate necessary control measures.

### **Course Contents**

- Introduction to health and safety
- Legislative history
- The constitution
- Understanding the act and regulations
- Department of Labour/legislation

- The OHS Act 85 of 1993
- Important sections of the act
- Iceberg Theory
- Unsafe acts
- Hazard identification
- Risk Analysis and ranking
- Implementing Controls
- Review
- Health and safety committee meetings
- Additional information

<b>Unit Standard Aligned:</b>	Yes
<b>Duration:</b>	8 hours
<b>Delivery method:</b>	Contact <input checked="" type="checkbox"/>
<b>Included in course:</b>	Learner workbooks, Certificate
<b>Cost:</b>	<b>R1 500</b> (incl. VAT)

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