

IRCA RANDBURG

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 5 Days | | 6-10 | | 16-20 | | 25-29 | | 13-17 | | 1-5 | | | 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 5 Days | 16-20 | 6-10 | 5-9 | 16-20 | 14-18 | 4-8 | 9-13 | 27-31 | 10-14 | 8-12 | 12-16 | 3-7 | 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 6 Months | | | | | | | | | | | | | 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 3 Days | 16-18 | 20-22 | 5-7 | 11-13 | 9-11 | 11-13 | 16-18 | 1-3 | 3-5 | 29-31 | 19-21 | 3-5 | 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) 2 Days | 30-31 | 27-28 | 29-30 | 24-25 | 30-31 | 28-29 | 30-31 | 30-31 | 27-28 | 25-26 | 22-23 | 6-7 | Providing participants with a fundamental understanding of the basic (HIRA) risk assessment process, including the application thereof. |
| Root Cause Analysis Technique (RCAT) 3 Days | 24-26 | 14-16 | 6-8 | 23-25 | 21-23 | 25-27 | 16-18 | 13-15 | 10-12 | 29-31 | 12-14 | 3-5 | 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) 3 Days | 23-25 | 20-22 | 26-28 | 23-25 | 21-23 | 27-29 | 23-25 | 27-29 | 26-28 | 22-24 | 19-21 | | 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) - 1 Day | 30 | 27 | 26 | 30 | 28 | 25 | 30 | 20 | 17 | 8 | 26 | | 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) - 1 Day | | 28 | | 23 | | 26 | | 21 | | 9 | | | Providing participants with a fundamental understanding of the legal requirements imposed by the Act, and how these would be discharged. |
| Incident Investigation 1 Day | 23 | 13 | 5 | 2 | 7 | 4 | 2 | 6 | 3 | 1 | 5 | | Providing participants with a fundamental understanding, knowledge and competence regarding the sequence of events that leads to incidents, the causes thereof and the process of implementing remedial actions. |
| Fundamentals of Risk Assessment (FRA) 3 Day | | 1-3 | | | | 18-20 | | | | 22-24 | | | Providing participants with a fundamental understanding and knowledge of various risk assessment techniques essential for managing risk in an organisation. |
| Hazard Operability Study (HAZOP) 5 Day | | | 5-9 | | | | 2-6 | | | | 26-30 | | Providing participants with a fundamental understanding and knowledge of the HAZOP risk assessment techniques. |
| First Aid Level 1 2 Days | | 8-9 | | 11-12 | | 6-7 | | 15-16 | | 10-11 | | | Providing employees, appointed as First Aiders, with the required understanding, knowledge and competence. |
| Working at Heights 1 Day | 26 | | 27 | | 29 | | 31 | | 18 | | 27 | | Providing participants with a fundamental understanding and knowledge of the basic health and safety principles related to working at heights. |



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| Confined Spaces 1 Day | | 29 | | 30 | | 21 | | 1 | | 2 | | | Providing participants with a fundamental understanding and knowledge of the basic health and safety principles related to working in confined spaces. |
| Work Permit System 1 Day | | 23 | | 13 | | 5 | | 16 | | 10 | | | Providing participants with the understanding, knowledge and competence to implement and apply work permit systems in the workplace. |
| Job Safety Analysis (JSA) 1 Day | | | 31 | | 28 | | 29 | | 19 | | 6 | 28 | Providing participants with a fundamental understanding, knowledge and competence to apply the job safety analysis process in the workplace. |
| Toolbox Talks 1 Day | | | 16 | | 12 | | 15 | | | 18 | | 6 | Providing participants with a fundamental understanding, knowledge and competence to prepare and deliver toolbox talks on a variety of SHE topics in the workplace. |
| Critical Task Analysis (CTA) 1 Day | | | 27 | | 29 | | 24 | | 26 | | 19 | 28 | Providing participants with a fundamental understanding, knowledge and competence to apply the critical task analysis process in the workplace. |
| Basic Risk Management Process (BRMP) 1 Day | | | 30 | | | 2 | | 9 | | 8 | | | Providing participants with a fundamental understanding, knowledge and competence required to apply the basic risk management process in the workplace. |
| Task Risk Management Process (TRMP) 3 Days | | | 27-29 | | | 28-30 | | | 6-8 | | | 7-9 | Providing participants with a fundamental understanding, knowledge and competence to implement the task risk management process in their daily work with their team(s). |
| Train the Trainer (TTT) 3 Days | | | 13-15 | | 2-4 | | 18-20 | | 13-15 | | 1-3 | | Providing participants with a fundamental understanding, knowledge and competence to facilitate effective training in the workplace. |
| Risk Management Qualification Programme (RISKMAQ) Part 1 - 5 Days | | | | | 16-20 | | | 20-24 | | | | | 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 - 5 Days | | | 23-27 | | | 21-25 | | | 17-21 | | | | 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 - 10 Days | | | 13-24 | | | | 11-22 | | | 15-26 | | | 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 - 5 Days | | | | | 12-16 | | | 23-27 | | | 19-23 | | 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. |
| Risk Management Qualification Programme (RISKMAQ) Part 1, 2, 3 and Distance Study | | | | | | | | | | | | | |

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 Hannelie Botha on +27-(0)-11-285-4207 / hannelie.botha@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.

