

*Proto Aid*



*Consultants*

# PROSPECTUS

2011

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# ***MISSION STATEMENT***

**To provide cost effective Fire and Life safety skills training for the workplace.**

**To provide training that complies with legislation and best practice principles.**

**To be a preferred service provider for life safety training in Southern Africa.**

## ***OBJECTIVES***

**We advocate a personal commitment to safety in the workplace.**

**We can customize training programmes to suit individual needs.**

**Recommended corrective action requirements will comply with Local and National laws, By-laws and Regulations.**

**Training programmes are usually carried out on site or at other suitable training locations that meet requirements to facilitate our training courses.**

**Our training programmes will reduce the risk of loss or injury in the workplace, and will have a positive effect on your workforce.**

**We can develop training material to meet your requirements, providing appropriate cost effective training and services.**

**Proto Aid training programmes encompass theoretical and practical elements to enhance the learning experience.**

# ***COMPANY PROFILE***

**Proto Aid Consultants and Training was established on 1 July 2003.**

**Proto Aid Consultants and Training provides cost effective First Aid, Fire Fighting, Life Safety and Legislative training to all commercial and industrial sectors in Southern Africa.**

**Our instructors are all qualified and experienced in the advanced aspects of Fire, First Aid, Technical Rescue and Health and Safety Legislation.**

**Proto Aid Consultants and Training strives to ensure that the instructors and facilitators meet the high level of competency required by our mission statement.**

## ***QUALIFICATIONS***

**Our facilitators who help compile and present our training programs hold the following qualifications:**

- **Associate Diploma Fire Technology**
- **Ambulance Emergency Assistant**
- **Aerial Apparatus operations**
- **Advanced Driving skills**
- **Fire Extinguisher Service**
- **Fire Service Instructors Course**
- **Life Safety Instructors Course**
- **Pumping appliance Operator**
- **Rope Rescue Technician**
- **Urban Search and Rescue Technician**
- **SAMTRAC**
- **ITIS**

**We have a total of more than 35 years experience in the Fire, Rescue and Emergency Medical Services.**

# THE IMPLICATIONS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT. *Act 85 of 1993*

(extracted sections of the act)

**THIS APPLIES TO ALL PREMISES WHERE PEOPLE ARE EMPLOYED, FROM FACTORIES TO SHOPS AND OFFICES.**

## **1. GENERAL SAFETY REGULATIONS**

### **3. First aid, emergency equipment and procedures**

- (1) An Employer **shall** take all reasonable steps that are necessary under the circumstances, to ensure that persons injured at work receive prompt first aid treatment in the case of injury or emergency.
- (2) Where more than five employees are employed at a workplace, the employer shall provide a first aid box or boxes at or near the workplace which shall be available and accessible for the treatment of injured persons at that workplace:
  - (a) During normal working hours
  - (b) At any one work place or on any one floor of a multi story building
- (3) Taking into account the type of injuries that are likely to occur at a workplace, the nature of the activities performed and the number of employees employed at such workplace, the first aid box should contain suitable first aid equipment which includes at least the equipment listed.
  - (a) Where more than ten employees are employed at a workplace, for every group up to fifty employees or in the case of a shops or offices, for every group of up to one hundred employees. At least one person should be readily available who is suitably qualified and in possession of a valid First Aid Certificate.
- (4) At a workplace where high risk substances, toxic, corrosive or other hazardous substances are used, handled, manufactured or processed, a First Aid worker must be trained in the first aid procedures necessary for such activities.
  - (a) During normal working hours
  - (b) At any one work place or on any one floor of a multi story building

#### 4. Information and Training

(1) An employer shall, before any employee is exposed or may be exposed to HBA, ensure that the employee is adequately and comprehensively informed and trained, on both practical aspects and theoretical knowledge in regard to:

- (a) The contents and scope of these regulations;
- (b) The potential risks caused by exposure;
- (c) The measures taken to protect the employee against any risk if being exposed;
- (d) The importance of good housekeeping at the workplace and personal hygiene requirements;
- (e) The precautions to be taken by the employee to protect him or herself against the health risks associated with exposure, including the wearing and use of protective clothing and respiratory protective equipment;
- (f) The necessity, correct use, maintenance and potential of safety equipment, facilities and engineering control measures provided;
- (g) The necessity of medical surveillance;
- (h) The safe working procedures in the event of exposure, spillage, leakage, injury or any similar emergency situation, and decontaminating or disinfecting contaminated areas; and
- (i) The procedures to be followed in the event of exposure, spillage, leakage, injury or any similar emergency situation, and decontaminating or disinfecting of contaminated areas; and
- (j) The potential detrimental effect of exposure of the human reproductive process

#### LIST OF FIRST AID EQUIPMENT TO BE KEPT IN FIRST AID BOXES/POUCHES

1. *Wound cleaner/antiseptic (100 ml)	10. * 4 Roller bandages (100mm x 5m)
2. Swabs for cleaning wounds	11. 1 Roll of elastic adhesive (25mm x 3m)
3. Cotton wool for padding (100g)	12. 1 Non-allergenic adhesive strip (25mm x 3m)
4. Sterile gauze (minimum quantity 10)	13. 1 Pkt adhesive dressing strips (min 10 ass. Sizes)
5. 1 Pair of forceps for splinters	14. * 4 First aid dressings (75mm x 100mm)
6. 1 Pair of scissors (minimum size 100mm)	15. * 4 First aid dressings (150mm x 200mm)
7. 1 set of safety pins	16. 2 Straight splints
8. *4 triangular bandages	17. * 2 Prs large & 2 medium disposable latex gloves
9. * 4 roller bandages (75mm x 5m)	18. * 2 CPR mouth pieces or similar devices

\* Amounts may be halved for Office and Shop First Aid kits

# **COURSE INDEX**

## **Buddy Aid** ( 4 Hours)

Modules and practical training with the emphasis on saving a life.

*Refer to page 08 for details*

## **First Aid** (up to 40 Hours)

The three levels of First Aid competency as required by the Occupational Health and Safety Laws.

**Level One (16 hours),**

**Level Two (16 hours),**

**Level three (8 hours an additional 16 hours revision of levels One & Two might be required)**

*Refer to pages 08-09 for details*

## **Basic Fire Fighting** (4 Hours)

Includes modules on fire chemistry, methods of extinguishment, suitable extinguishers and a practical extinguisher session.

*Refer to page 10 for details*

## **Industrial Fire Fighting** (16 Hours)

Includes modules on fire chemistry, methods of extinguishment, suitable extinguishers, fire prevention and industrial fire fighting equipment. Practical sessions will include extinguisher use, hose and hydrant drills and situational discussions.

*Refer to page 10 for details*

## **Hazardous Materials Handling** (16 Hours)

OHS Act. Identification of HCS and dangerous goods. Sources of exposure and potential health risks. Precautions and Good Housekeeping. SABS 0232-1 Load Compatibility Chart. “Dangerous Goods Declaration” and “Tremcards”. Incident procedures. Fire fighting and spillage management. Loading and unloading.

*Refer to page 11 for details*

### **Emergency Evacuation Marshals (4 Hours)**

Includes the do's and don'ts of controlling an evacuation.

*Refer to page 12 for details*

### **Emergency Evacuation Seminar (90 Minutes)**

Includes the do's and don'ts of taking part in an evacuation.

*Refer to Page 12 for details*

### **Health and Safety Representative (16 Hours)**

Includes: Legal knowledge requirements, Occupational Safety vs. Occupational Health. Incident Prevention and Investigation. Hazard Identification, Conducting Health and Safety meetings.

*Refer to page 12 for details*

### **Incident Investigation (16 Hours)**

Includes: Legal knowledge requirements, Occupational Safety vs. Occupational Health. Practical Incident Investigation. Legal reasons for investigating incidents. Causes of incidents with reference to a model and the relationship between the hazards and the failing of the OH&S Management System. Interview witnesses using appropriate techniques. Investigate incidents using a recognised model and investigation kit. Evaluate and analyse workplace incidents effective report writing.

*Refer to page 13 for details*

### **Gas Cylinder Handling (8 Hours)**

Includes: Concept and application, Legal knowledge requirements, Risks and Hazards Causes of accidents. Handling and storage of compressed gas cylinders, working with Cryogenic gases.

*Refer to page 13 for details*

### **Mines Emergency Response Team**

**(Duration dependent on modules selected)**

Includes: Modules on Basic and Industrial Fire Fighting, Breathing Apparatus Donning, Start up and Operations, Light and Heavy Motor Vehicle Extrication, Hazardous Chemicals Handling, Steep and High Angle Rope Rescue, Trench and Confined Space rescue, Building Collapse Rescue and Incident Command and Control with practical sessions.

*Refer to page 14 for details*

## **BUDDY AID**

### **Recommended Delegates**

- ❖ People with no previous qualifications in First Aid
- ❖ People in the workplace who wish to be of assistance in times of need
- ❖ People who wish to be able to give assistance when required

On completion of this course the successful delegates will be able to:

- ❖ Apply the principles of First Aid
- ❖ Apply the principles of Emergency Scene Management
- ❖ Examine and assess a casualty
- ❖ Apply dressings, bandages and slings
- ❖ Assess and treat burns
- ❖ Render CPR

**Cost is per Delegate and subject to notes of page 15.**

## **FIRST AID LEVEL ONE**

### **Recommended delegates**

- ❖ People with no previous qualifications in First Aid
- ❖ People in the workplace who wish to be recognised as a First Aider
- ❖ People who wish to be able to give assistance in First Aid if required

On completion of this course the successful delegates will be able to:

- ❖ Apply the principles of Safety
- ❖ Apply the principles of First Aid
- ❖ Understand definitions and terminology
- ❖ Apply the principles of Emergency Scene Management
- ❖ Examine and assess a casualty
- ❖ Apply dressings, bandages and slings
- ❖ Assess and treat burns
- ❖ Assess and stabilise head and spinal injuries
- ❖ Provide a casualty with follow-up care
- ❖ Understand implications of medical legal aspect
- ❖ Recognise and apply First Aid in the case of joint and limb injuries.
- ❖ Recognize and apply First Aid in the case of chest injuries
- ❖ Render CPR

**Cost is per Delegate and subject to notes of page 15.**



## **FIRST AID LEVEL TWO**

### **Recommended Delegates**

- ❖ People with valid First Aid Level One certificate
- ❖ People in the workplace who wish to be recognized as a First Aider

On completion of this course the successful delegates will be able to:

- ❖ Apply the principles of Safety and First Aid
- ❖ Examine and assess a casualty, apply dressings, bandages and slings
- ❖ Assess and treat burns
- ❖ Assess and stabilise head and spinal injuries and provide follow-up care
- ❖ Understand implications of the medico-legal aspect
- ❖ Apply First Aid in the case of various injuries.
- ❖ Manage soft tissue injuries including foreign objects
- ❖ Manage multiple injuries
- ❖ Render adult, child and infant CPR
- ❖ Stabilisation in the case of pelvic, abdominal and crush injuries
- ❖ Recognise and treat Epilepsy
- ❖ Understand basic Anatomy and Physiology

**Cost is per Delegate and subject to notes of page 15.**

## **FIRST AID LEVEL THREE**

### **Recommended Delegates**

- ❖ People with a valid First Aid level Two certificate
- ❖ People in the workplace who wish to be recognised as a qualified First Aider

On completion of this course the successful delegates will be able to:

- ❖ Apply the principles of Safety, First Aid and Emergency Scene Management
- ❖ Examine and assess a casualty and apply dressings, bandages and slings
- ❖ Assess and treat burns
- ❖ Assess and stabilise head and spinal injuries and monitor patient recovery
- ❖ Understand implications of the medico-legal aspect
- ❖ Apply First Aid in the case of various injuries.
- ❖ Manage multiple injuries
- ❖ Render adult, child and infant CPR
- ❖ Understand basic Anatomy and Physiology
- ❖ Recognise and apply First Aid to a threatened limb
- ❖ Recognise and treat Diabetes, Hypoglycaemia and Allergic reactions
- ❖ Assist with emergency childbirth
- ❖ Recognise behavioural problems
- ❖ Render assistance in the case of water accident (possible drowning)

**Cost is per Delegate and subject to notes of page 15.**

## **BASIC FIRE FIGHTING**

### **Recommended Delegates**

- ❖ People with no previous qualifications in Fire Fighting
- ❖ People who wish to be able to give assistance if a fire should start
- ❖ People who wish to make the home or workplace a safer place

On completion of this course the successful delegates will be able to:

- ❖ Understand the Triangle of Combustion
- ❖ Understand fire growth
- ❖ Understand the means of fire spread
- ❖ Extinguish fires
- ❖ Understand and be able to use different type of Fire Extinguishers
- ❖ Recognise different classes of fires

**Cost is per Delegate and subject to notes of page 15.**

## **INDUSTRIAL FIRE FIGHTING**

### **Recommended Delegates**

- ❖ People who have completed a course in Basic Fire Fighting
- ❖ Members of a workplace fire team who deal with fire related emergencies
- ❖ People in supervisory positions in the workplace

On completion of this course the successful delegates will be able to:

- ❖ Understand the origin of a fire
- ❖ Understand the “Triangle of Fire” and the “Tetrahedron of Combustion”
- ❖ Understand fire growth and development
- ❖ Understand the means of fire spread
- ❖ Extinguish fires
- ❖ Understand and be able to use different types of Fire Extinguishers
- ❖ Recognise and identify different classes of fires
- ❖ Understand the causes of fire
- ❖ Understand and be able check fire prevention in public, commercial and residential places
- ❖ Understand and be able to use a fire hydrant
- ❖ Understand and be able to use and maintain fire hoses
- ❖ Check portable fire extinguishers
- ❖ Understand and be able to use breathing apparatus
- ❖ Recognize hazardous atmospheres or toxic gases
- ❖ Understand fire fighting procedure
- ❖ Understand search and rescue procedure

**Cost is per Delegate and subject to notes of page 15.**

## **HAZARDOUS MATERIALS HANDLING**

### **Recommended Delegates**

- ❖ People who work in the goods transport industry
- ❖ People earmarked for a shift to the Dangerous Goods Section

### **Delegate Requirements**

- ❖ Must be able to differentiate colours
- ❖ Should be able to read and write (able to interpret Warning Label, TREMCARD and Dangerous Goods Declaration)
- ❖ Must have good visual ability

On completion of this course the successful delegates will be able to:

- ❖ Explain the scope and contents of the OHS Act Hazardous Chemical Substances Regulations
- ❖ Identify Hazardous Chemical Substances and Dangerous Goods
- ❖ Explain the potential sources of exposure to Hazardous Chemical Substances
- ❖ Explain the health risk associated with exposure to Hazardous Chemical Substances
- ❖ Explain the employer's actions to protect the employee
- ❖ Explain the precautions to be taken by the employee to prevent exposure to Hazardous Chemical Substances
- ❖ Explain and demonstrate the need for and use of Personal Protective Equipment and respiratory protective equipment
- ❖ Understand the need for safety equipment, facilities and engineering control measures provided by the employer
- ❖ Use the Load Compatibility Chart for the loading of Hazardous Chemical Substances in a vehicle
- ❖ Explain the requirements of and interpret a Dangerous Goods Declaration and Tremcard
- ❖ Explain and demonstrate placarding of a vehicle conveying dangerous goods
- ❖ Explain the Emergency Action Response System and the actions to be taken in case of an incident
- ❖ Demonstrate the correct use of Personal Protective Equipment, Fire-fighting and Chemical Spillage Control equipment
- ❖ Explain and demonstrate the actions to be taken during loading and unloading operations
- ❖ Identify additional training needs

**Cost is per Delegate and subject to notes of page 15.**

## **EMERGENCY EVACUATION MARSHAL**

### **Recommended Delegates**

- ❖ Persons appointed or about to be appointed as Fire Marshals or Deputies

On completion of the course the successful Delegates will:

- ❖ Be able to plan and execute an evacuation of the workplace
- ❖ Command and control an evacuation
- ❖ Practice an evacuation
- ❖ Check and test warning devices

**Cost is per Delegate and subject to notes of page 15.**

## **EMERGENCY EVACUATION SEMINAR**

### **Recommended Delegates**

- ❖ People in the workplace

On completion of this course delegates will:

- ❖ Know when and how to raise an alarm
- ❖ Know the kind of information required by the Fire Marshals
- ❖ Know who their Fire Marshals are
- ❖ Know the location of the emergency exits
- ❖ Know the emergency procedures

**Cost is per Delegate and subject to notes of page 15.**

## **HEALTH AND SAFETY REPRESENTATIVE**

### **Recommended Delegates**

- ❖ People with influence or expecting to have influence in the Health and Safety environment including employees, supervisors and managers.

On completion of this course the successful delegates will:

- ❖ Understand the relevant sections and regulations of the Act.
- ❖ Understand the differences between Occupational Safety and Occupational Health
- ❖ Recognise and ensure incident prevention systems are in place
- ❖ Identify and manage risk/loss control in the event of an incident
- ❖ Be aware of and able to identify hazards in the workplace
- ❖ Assist with the investigation of incidents in the workplace
- ❖ Conduct Health and Safety Committee meetings

**Cost is per Delegate and subject to notes of page 15.**

## **Incident Investigation**

This course is designed to provide trainees with an overview of Incident Investigation procedures and appropriate Workplace Health & Safety management practices.

### **Recommended Delegates**

- ❖ All levels of management, particularly those with roles and responsibilities in the area of accident investigations including supervisors/frontline managers, managers, OH&S personnel, engineering staff, safety committee members, and safety representatives.
- ❖ Any other individuals responsible for investigating accidents (incidents).

### **Delegate Requirements**

There are no restrictions on entry to this course however participants are required to have sufficient numeracy and literacy skills to read and comprehend instruction for:

- ❖ Referencing and understanding legislation, standards and codes of practice
- ❖ Preparing workplace health and safety reports
- ❖ Investigating work injuries, work caused illnesses and dangerous events
- ❖ Consulting with workers, employers and statutory health and safety officials

On completion of this course the successful delegates will:

This course is designed to enable participants to have the skills and competencies to:

- ❖ Apply the statutory and minimum workplace health and safety requirements and principles to incident investigation
- ❖ Discuss the personal, business and legal reasons for investigating incidents
- ❖ Describe the causes of incidents with reference to a model and the relationship between the hazards and the failing of the OH&S Management System
- ❖ Interview witnesses using appropriate techniques
- ❖ Investigate incidents using a recognized model and investigation kit
- ❖ Evaluate and analyze workplace incidents
- ❖ Prevent re-occurrence of workplace incidents by selecting the appropriate control measures with reference to the Hierarchy of Control
- ❖ Review and monitor applied control measures

**Cost is per Delegate and subject to notes of page 15.**

## **Gas Cylinder Handling Course**

### **Recommended Delegates**

- ❖ People who handle, transport, refill or install gas cylinders in the workplace.

On completion of this course the successful delegates will:

- ❖ Understand the concept of pressure vessels, related uses and risks
- ❖ Understand the relevant sections and regulations of the Act.
- ❖ Understand causes of accidents involving gas cylinders
- ❖ Recognise and ensure incident prevention systems are in place
- ❖ Identify cylinders and legal compliance requirements
- ❖ Be aware of and able to identify hazards related to cylinder handling.
- ❖ Understand the principles of working with Cryogenics
- ❖ Considerations for the storage of LP gas cylinders

**Cost is per Delegate and subject to notes of page 15.**

## **Emergency Response Team**

Due to the nature of this training and the skills developed, there is no current legislation with which to register. This course was developed in conjunction with specialists in the various fields and is presented in block form to reduce impact on production and is designed to provide trainees with the ability to carry out Emergency Response actions to gain control of and stabilize an incident within the scope of training.

Training sessions are made up any number of modules and practical sessions to suit individual requirements.

### **Modules available:**

- ❖ Basic and Industrial Fire Fighting
- ❖ Breathing Apparatus Donning, Start up and Operations
- ❖ Light and Heavy Motor Vehicle Extrication
- ❖ Hazardous Chemicals Handling
- ❖ Steep and High Angle Rope Rescue
- ❖ Trench and Confined Space rescue
- ❖ Building collapse Rescue.
- ❖ Incident Command and Control

Course cost and duration is dependent on the number of modules selected and the duration required to achieve competence.

### **Recommended Delegates**

- ❖ All members of Emergency Response teams.
- ❖ Any members of Emergency Response teams who either by their position or appointment might be in command of the team during an emergency.

### **Delegate Requirements**

There are restrictions on entry to this course, participants are required to have sufficient numeracy and literacy skills to read and comprehend:

- ❖ Training materials in English
- ❖ Technical instructions in English
- ❖ Be able to interpret and react to instructions without delay

Be physically fit and be able to complete:

- ❖ 2.4Km within 16 minutes
- ❖ 20 Push-ups and 20 Sit-ups within 60 seconds
- ❖ Be able to carry 30 Kg a distance of 50 meters

### **On completion of this course the successful delegates will:**

- ❖ Be able to contain and extinguish fires
- ❖ Don, start up and work using Breathing Apparatus
- ❖ Fire Fighting or Rescue operations using Breathing Apparatus
- ❖ Carry out vehicle stabilization, patient extrication and treatment
- ❖ Understand the different classes of hazardous chemicals and how the exposure affects us and the environment
- ❖ Rig and rescue using ropes and equipment, either on steep or from high angle
- ❖ Carry out Technical Rescue operations within the scope of training

The facilitators for this course are not only qualified and experienced in all fields of Technical Rescue, including, Rope, Steep Angle, Trench, Collapse, Light Motor Vehicle, Heavy Industrial and Confined Space, but highly qualified in structural Fire Fighting and have served as Fire Service Instructors at Emergency Services Training Academies.

## **NOTES:**

1. **Please call to confirm current prices and available dates prior to completing the course booking form.**
2. All quotations provided are valid for 30 days.
3. Unless prior arrangements are made, bookings are not confirmed until confirmed in writing, or the booking form has been completed and received by Proto Aid Consultants.
4. Full payment must be made on confirmation of the course unless prior arrangements have been made.
5. In the event of cancellation within 5 working days of commencement of a course, a cancellation fee of 50% of the invoice is payable, and in the case of cancellation within 3 working days of commencement of a course, a cancellation fee of 100% will be payable
6. All quoted prices exclude VAT, transportation and accommodation.
7. Travelling costs are charged at R4.75 per kilometre from the office to the office.
8. Training extinguishers are charged for and will be provided at a rate of 1 unit for a maximum of 3 delegates.
9. Certificates will not be issued until full payment has been received (Proof of payment may be faxed or emailed.)

## **FIRST AID KITS**

- ❖ Car Kit (A5 size) with contents
- ❖ Home and Away Kit (A5 size) with contents
- ❖ Regulation 3 Metal Box with contents
- ❖ Regulation 3 Plastic Box with contents
- ❖ Regulation 3 Contents (Refill Kit)
- ❖ Regulation 3, 5 pouch nylon bag with contents
- ❖ Auto Emergency Kit (Road side kit) with contents

**Please phone +27119174718 to confirm prices and stock availability.**