HIRA is a critical part of an on-going SHE management program. Whatever the nature of your industry, organisational activities or occupational hazards, the basic methods of identifying hazards and assessing the risks remains the same.

- A management process, tool or technique to detect and assess hazards found in or emanating from the workplace.
- Meaningful SHE management direction and guidance.
- An early warning system that can predict future incidents, accidents and events.
- A risk rating / profiling tool to determine which risk alerts must be brought to the attention of employers, employees, residents and community.
- Known hazards can be managed by reasonable mitigating and monitoring.

Have you done a thorough HIRA to determine the presence and risk attached to these elements in your workplace?

<table>
<thead>
<tr>
<th>BIOLOGICAL</th>
<th>ERGONOMIC</th>
<th>ENVIRONMENTAL</th>
<th>CHEMICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal / Bird Matter</td>
<td>Human Matter</td>
<td>Plant Material</td>
<td>Explosives</td>
</tr>
<tr>
<td>Bacteria / Viruses</td>
<td>Human / Animal Waste</td>
<td>Radioactive Material</td>
<td>Storage Facilities</td>
</tr>
<tr>
<td>Blood / Body Fluids</td>
<td>Infestation</td>
<td>Respiratory Discharges</td>
<td>Hazardous Substances</td>
</tr>
<tr>
<td>Carcinogens</td>
<td>Micro-Organisms</td>
<td>Toxins</td>
<td>Heavy Metals</td>
</tr>
<tr>
<td>Feathers / Hairs/ Pollen</td>
<td>Moulds / Spores / Fungi</td>
<td>Latex Gloves</td>
<td>Poisons</td>
</tr>
<tr>
<td>Fibrous Minerals</td>
<td>Parasites / Mites</td>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

- Adjustable Furniture
- Adjustable Workstations
- Design
- Distance - Material
- Distance - Switches / Valves
- Distance - Viewing
- Heights / Angles
- Housekeeping

- Layout / Workflow
- Lighting / Ventilation
- Manual Handling
- Movements - Forceful
- Movements - Posture
- Movements - Reach / Lifting
- Movements – Repetitive
- Movements - Twist / Stretch

- Reflection / Glare
- Screens / Monitors
- Stacking / Storage
- Strains
- Vibration
- Work / Rest
- Work Surfaces

- Land Usage Natural Resource Usage
- Noise
- Nuclear Sources
- Plants
- Plastic Eradication
- Pollution Air
- Pollution Ground
- Pollution Water

- Radio-Active Sources
- Renewable Energy
- Societal Responsibility
- Spills / Emissions
- Sustainable Development
- Waste Management
- Wildlife

- Airborne Substances
- Chemicals
- Corrosives / Reactive
- Dangerous Goods

- Other
REQUEST A QUOTE TO BECOME AND INTRA AFFILIATE LICENSEE

### HYGIENE (Environment Regulation)
- Cleaning Materials
- Cleaning Tools
- Disinfectants/ Sanitizers
- Drinking Water Purified
- Facilities / Toilets / Showers
- Kitchen / Canteen
- Laundry
- Lighting
- Noise
- Pesticides Insecticides
- Temperature / Humidity
- Ventilation / Extraction
- Waste Disposal
- Wet Work
- Other

### ELECTRICAL
- Access Restricted
- Appliances Contractor
- Appliances Portable
- Appliances Unauthorised
- Cables, Cords, Leads
- Capacity / Overloading
- Certification
- Circuit Breakers
- Colour Coding
- Control / Switch / Fuse
- Distribution Boards
- Earth / Bonding
- Earth Leakage
- Electric Fences
- Fire Fighting
- Flame/Explosion/Water
- Generation
- Installations Permanent
- Installations Temporary
- Insulation
- Isolation
- Labelling / Diagrams
- Lighting
- Lock-Out / Tags
- Notices / Signs
- Polarity
- Protective Devices
- Registers
- Sub Stations
- Supply Overhead
- Supply Underground
- Switchgear
- Testing
- Transformers
- Uninterrupted Power
- Other

### PHYSICAL
- Buildings / Structures
- Colour Coding
- Demarcation / Layout
- Doors / Barriers / Fences
- Emergency Planning
- Fences / Gates
- Finished Goods
- Floors / Roads / Walkways
- Housekeeping
- Parking
- Personal Protective Clothing
- Personal Protective Equipment
- Raw Material
- Security
- Signs/ Notices
- Stacking / Storage
- Stairs / Handrails
- Traffic Patterns
- Waste Material
- Work Surfaces
- Yards / Gardens
- Other

### THREE USER LICENSEE OPTIONS

<table>
<thead>
<tr>
<th>PLUS Pack</th>
<th>Select Trainer’s Kits</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ All 13 Trainer’s Kits</td>
<td>✓ Any Trainer’s Kit</td>
</tr>
<tr>
<td>✓ Full fee + monthly Support License</td>
<td>✓ Fully customisable</td>
</tr>
<tr>
<td>✓ Learner Guide repro rights</td>
<td>✓ No monthly Support License</td>
</tr>
<tr>
<td>✓ All new Trainer’s Kits &amp; updates</td>
<td>✓ Learner Guide repro rights</td>
</tr>
<tr>
<td>✓ 2-day in-house Trainer Orientation</td>
<td>✓ Updates as and when available</td>
</tr>
<tr>
<td>✓ or 1 Pax on an ETDP SETA course</td>
<td>✓ 50% discount on our webinars</td>
</tr>
<tr>
<td>✓ 50% discount on our seminars</td>
<td>✓ 1 x ”1 Minute Safety Manager”</td>
</tr>
<tr>
<td>✓ 10 x ”1 Minute Safety Manager”</td>
<td>✓ Opportunity to become an affiliate.</td>
</tr>
</tbody>
</table>

Extracted from the customisable HIRA Instructor’s Kit from INTRA
Aligned to Unit Standard 244287 “Conduct a baseline risk assessment and take appropriate action
© INTRA-SAFE (Pty) LTD 2018 Page 2 of 3
MECHANICAL
- Assembly
- Forklifts
- Forklifts
- Packaging
- Belts / Gears / Drives
- Furnaces
- Plant
- Boilers / Registers
- Guards / Covers
- Pressure Vessels
- Colour Coding
- Ladders
- Scaffolding
- Compressors
- Lifts / Hoists / Cranes
- Tools
- Conveyors
- Lock Out / Tag Out
- Transportation
- Cylinders / Hoses
- Machinery
- Trolleys
- Equipment
- Nip Points
- Vehicles

FIRE AND EXPLOSION
- Fire Servicing
- Fire Servicing
- Permits
- Fire Breaks
- Fire Breaks
- Plans of Premises
- Fire Retardant Materials
- Fire Retardant Materials
- Procedures for Disabled
- Flame Producing Devices
- Flameproof Devices
- Reduction of Fuels
- Flammable Liquid Store
- Flammable Liquid Store
- Shut Off Valves
- Heat / Smoke Detectors
- Heat Source Control
- Sprinkler
- Heat Source Control
- Hydrants / Hoses
- Stacking / Storage
- Ignition Sources
- Symbolic Signs
- Lightning Protection
- Training Staff
- Open-Flame Cooking
- Waste Control
- Other

HEALTH & SAFETY EQUIPMENT
- Emergency Showers
- Inspections / Cleaning
- Training
- Eye-Wash Units
- Issue / Control
- Other
- First Aid
- PPE / PPC
- Selection
- First Aiders
- Issue / Control
- Selection
- Contractor
- PPE / PPC
- Contractor
- Eye-Wash Units
- Inspections / Cleaning
- First Aiders
- First Aid
- Training
- First Aid
- Other

TRAINING AND AWARENESS
- Handling Hazardous Chemical
- Handling Hazardous Chemical
- Operator Lifting Machine
- Handling Manual
- HIRA
- Re-Training of Victims
- Induction
- Information / Instruction
- Risk Specific
- Information / Instruction
- Scaffold Erection Training
- Inspections
- Investigations
- Search / Rescue
- Investigations
- OH&S Act / Regulations
- H&S [SHE] Rep / Committee
- Operator Crane
- H&S [SHE] Training
- Supervisory / Management
- Other
- Search / Rescue
- Television / Maxi
- Other

REQUEST A QUOTE: SELECT INDIVIDUAL HEALTH & SAFETY TRAINERS KITS