

**DEPARTMENT OF LABOUR**



# **APPROVED FIRST AID TRAINING ORGANISATIONS**

## **THE INFORMATION BROCHURE**

**Prepared by the Chief Directorate of Occupational  
Health and Safety**

This information brochure is aimed at persons and organisations who wish to be approved as approved first-aid training organisations in terms of General Safety Regulation 3(4)(d). It describes the procedure and minimum requirements for approval.

This information brochure will be revised periodically.

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**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993)  
INFORMATION BROCHURE NO 2: APPROVED FIRST AID TRAINING ORGANISATIONS**

**1. NATIONAL STANDARDISATION OF FIRST AID TRAINING**

For purposes of Regulations 3(4)(d) of the of the General Safety Regulations only training courses, which comply with at least a level one standard and listed as such will be approved by the chief inspector.

The Department of Labour is responsible for inspecting and maintaining the standards of Basic Life Support Training (Levels 1, 2 and 3).

**2. APPROVAL OF FIRST AID TRAINING ORGANISATIONS**

In terms of General Safety Regulation 3(4)(d) the Chief Inspector can approve any person or organisation to issue a valid certificate of competency in first aid.

**2.1 PROCEDURE FOR APPROVAL**

For approval, applicants must submit the applications to the nearest Department of Labour offices, providing comprehensive details of each first aid training course (only levels 1 to 3) they wish to present, which must include the following:

- ◆ Full details of legal person/company/organisation (proof of registration with DTI)
- ◆ (a) Contact person(s)
- ◆ (b) Physical and postal address
- ◆ (c) Telephone, facsimile number(s) and e-mail address
- ◆ (d) The details in (a) – (c) must also include all branches, if applicable.
- ◆ Example of certificate(s) issued to candidates.
- ◆ Control measures over issuing of certificates (i.e. numbering, record keeping, etc.)
- ◆ Content of the course(s) {complete course(s) to be submitted and not a summary}. The levels must be indicated.
- ◆ Duration of the course(s) (excluding evaluation).
- ◆ A breakdown of the time allocated to theoretical and practical training and to theoretical and practical evaluation.

- ◆ Required training aids.
- ◆ Certified copies of qualifications of instructors or assessors.
- ◆ Maximum number of students per instructor during practical training.
- ◆ Proof of training facilities

## **2.2 PROCEDURE OF EVALUATION (Documentation)**

On receipt of the application, the DOL will evaluate the courses in terms of the following minimum standards:

- ◆ **DOCUMENT C:** Minimum requirements and standards for the presentation of First Aid Courses dated October 1999.

If the DOL is satisfied with the documents submitted an appointment will be secured with the applicant for the inspections to be carried out at the premises.

## **2.3. INSPECTIONS**

The DOL will inspect the facilities of the applicant; to check if she/he is in possession of the prescribed training aids, original documents and compliance with labour legislation. After the inspection is conducted, the inspection report together with the application will be sent to the Chief Inspector for approval/disapproval.

The DOL will ensure that the minimum standards are maintained by the approved first aid training organisations through regular inspections.

## **3. ISSUING OF CERTIFICATES**

On receipt of a report and application, the Chief Inspector may issue either an approval certificate or disapproval letter to the applicant. The approval certificate will reflect the registration number as well as the levels approved for.

### **3.1 CONDITIONS**

The approval is granted subject to the following conditions:

- ◆ In the case of local authorities approved as a first aid training organisation, they may only issue first aid certificates to:
  - employees of the local authority
  - Reserve Force Members .
  - The local municipality's disaster management..

- civil protection members/volunteers.
- scholars.
- ◆ In the case of state departments or state subsidised organisations approved as a first aid training organisation, they may only issue certificates to employees of such state department or state subsidised organisations.
- ◆ The minimum requirements and standards for the presentation of first aid and emergency care courses must be complied with at all times.
- ◆ Training must be done by qualified instructors or assessors.
- ◆ The validity of the certificates issued will be 3 years from the date of issue.
- ◆ Certificates must indicate the level of the course.
- ◆ Any other condition as determined by the Chief inspector.
- ◆ The approval certificates are renewed every 5 years
- ◆ DOL will assume the organization/s has ceased to operate if renewal forms are not received after the expiry date on the certificate.
- ◆ The registration number is neither transferrable nor interchangeable.
- ◆ The organization shall inform DOL of any changes to the initial details.
- ◆ Employer to keep records of students for a period not less than 3 years.
- ◆ CI number only valid for first aid training
- ◆ Subject to section 35 of the Occupational Health and Safety Act, 1993, the certificates of approval can be withdrawn at any time at the discretion of the Chief inspector.

#### 4. **TRAINERS**

- 4.1. First aid training may only be done by instructors who are in possession of a valid level 3 first-aid certificate or above as well as a valid instructor or assessor's certificate recognised by the Department. An instructor or assessor's course must include at least the following subjects:
- ◆ principles of training and learning
  - ◆ setting objectives
  - ◆ motivation
  - ◆ communication
  - ◆ problem solving

- ◆ Instructional methods.

4.2. The trainer has been involved in first aid for at least 3 years and has instructor's certificate.

## 5. **CERTIFICATES ISSUED BY APPROVED FIRST AID ORGANISATIONS / PERSONS**

An approved training organisation may issue a certificate to a candidate who successfully completes an approved course. The certificate must reflect the following:

- ◆ name of the training organisation
- ◆ name of the course successfully completed
- ◆ date of issue of the certificate
- ◆ level of the course (as determined by the Department of Labour)
- ◆ name and signature of the training or designated officer
- ◆ name and signature of the head of the organisation or designated person
- ◆ all certificates to be numbered individually and sequentially
- ◆ expiry date of the certificate
- ◆ Department of Labour registration number of the organisation.
- ◆ The validity of the certificates issued will be 3 years from the date of issue.

All organisations offering training are to maintain a register of all courses offered, candidates trained and their results.

## 6. **LIST OF APPROVED FIRST AID TRAINING ORGANISATIONS**

A list of all approved first aid training organisations will be maintained and updated by the Chief inspector and will be distributed to all Provincial Offices of the Department of Labour, where a copy of the list can be obtained.

The list will reflect the date of approval, contact details of the organisation, the levels approved for and the approval number.

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**SIGNED BY CHIEF INSPECTOR**

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**DATE**

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18/01/2000

**MINIMUM REQUIREMENTS AND STANDARDS FOR THE PRESENTATION OF FIRST AID AND EMERGENCY CARE COURSES****FIRST AID: LEVEL ONE COURSE**

## 1. MINIMUM COMPULSORY CONTENT

- a) Principles of first aid and safety; Emergency scene management.
- b) Artificial respiration.
- c) One-rescuer CPR.
- d) Choking.
- e) Wounds and bleeding.
- f) Shock, unconsciousness and fainting.
- g) Fractures.
- h) Burns.
- i) Head and spinal injuries.

## 2. MINIMUM DURATION

- a) 16 Hours training
- b) 2 Hours evaluation

Total 18 Hours.

2. INSTRUCTOR RATIO (FOR PRACTICAL TRAINING)  
1:15

## 3. THEORETICAL AND PRACTICAL TRAINING AND EVALUATION

- a) Training on a 50% theoretical and 50% practical basis.
- b) Evaluation on at least 30% theoretical and 50% practical basis.
- c) Compulsory CPR evaluation.

#### 4. MINIMUM TRAINING AIDS

- a) Resuscitation manikin.
- b) Department of Labour legislated minimum contents of a first aid box. {See Annexure to the GSR (GSR3)}.
- c) Cervical collar.
- d) Full spine board

#### 5. MINIMUM INSTRUCTOR QUALIFICATIONS

- a) Department of Labour recognized valid instructor's certificate.

#### 6. CERTIFICATE VALIDITY

- a. 3 years from the date of issue.

### **FIRST AID: LEVEL TWO COURSE**

#### 1. MINIMUM ENTRY REQUIREMENTS

- a. 22 Hour Course

#### 2. MINIMUM COMPULSORY CONTENT

- a. Principles of first aid and safety; Emergency scene management.
- b. Artificial respiration.
- c. Choking.
- d. Wounds and bleeding.
- e. Shock, unconsciousness and fainting.
- f. Fractures.
- g. Head and spinal injuries.
- h. Joint and injuries and rescue carries.
- i. Chest injuries.
- j. Hand injuries.



- k. Eye injuries.
- l. Multiple injury management.
- m. One and two rescuer adult CPR.
- n. Pelvic and abdominal injuries.
- o. Child and infant resuscitation.
- p. Environmental illnesses and injuries.
- q. Burns.
- r. Poisoning, bites and stings.
- s. Chest pain and paralysis.
- t. Fits.
- u. Management of foreign objects.
- v. Soft tissue injuries.
- w. Elementary and applied anatomy and physiology.

3. MINIMUM DURATION (EXCLUDING EVALUATION)

- a. 22 Hours (participants in possession of a valid level one certificate).
- b. Alternatively 32 hours to include level one course contents).

4. THEORETICAL AND PRACTICAL TRAINING AND EVALUATION

- a. Training on a 50 % theoretical and 50 % practical basis.
- b. Evaluation on at least 50 % theoretical and 50 % practical basis.
- c. Compulsory CPR evaluation.

5. MINIMUM TRAINING AIDS

- a. Adult and infant resuscitation manikin (and preferably a child manikin).
- b. Cervical immobilization device.
- c. Anatomy visual aids.
- d. Full spine boards.
- e. DOL legislated minimum contents of a first aid box.

6. MINIMUM INSTRUCTOR QUALIFICATIONS
  - a. DOL recognized valid instructors'/assessors' certificate.
  - b. Valid level 3 first aid certificates.
7. CLASS/INSTRUCTOR RATIO (FOR PRACTICAL TRAINING)
  - a. Maximum 12 students per instructor.
  - b. Alternatively course duration be proportionately lengthened.
8. CERTIFICATE VALIDITY
  - b. 3 years from the date of issue.

### **FIRST AID: LEVEL THREE COURSE**

1. MINIMUM ENTRY REQUIREMENT
  - a. Standard 7 educational level or equivalent; PLUS
  - b. A valid level two certificate.
2. MINIMUM COMPULSORY CONTENT
  - a. Principles of first aid and safety; Emergency scene management.
  - b. Artificial respiration.
  - c. Choking.
  - d. Wounds and bleeding.
  - e. Shock, unconsciousness and fainting.
  - f. One and two rescuer adult CPR.
  - g. Child and infant resuscitation.
  - h. General principles of fractures and the threatened limb.
  - i. Specific fractures.
  - j. Head and spinal injuries.
  - k. Joint injuries, strains and rescue carries.
  - l. Chest injuries.

- m. Hand injuries.
- n. Eye injuries.
- o. Multiple injury management / Emergency scene management.
- p. Pelvic, abdominal and crush injuries.
- q. Burns.
- r. Poisoning bites and stings.
- s. Chest pain and paralysis.
- t. Fits, breathlessness and skin reactions.
- u. Environmental illnesses and injuries.
- v. Emergency child birth.
- w. Behavioral emergencies.
- x. Water accidents.
- y. Anatomy and physiology.
- z. Ethics related to emergency care
- aa. In depth knowledge, skills and evaluation of all of the above.

### 3. MINIMUM TRAINING AIDS

- a. DOL legislated minimum contents of a first aid box.
- b. Adult and infant manikin (and preferably child manikin).
- c. Cervical immobilization device.
- d. Anatomy visual aids.
- e. Full spinal boards.
- f. Wound simulation.

### 4. MINIMUM INSTRUCTOR QUALIFICATIONS

- a. Valid level 3 first aid certificates.
- b. DOL recognized valid instructors'/assessors' certificate.

### 5. MINIMUM COURSE DURATION (EXCLUDING EVALUATION)

- a. 30 Hours (2 hours evaluation).
6. THEORETICAL AND PRACTICAL TRAINING AND EVALUATION
- a. Theoretical and practical training on a 50 % theoretical and 50 % practical basis.
  - b. Evaluation on at least 50 % theoretical and 50 % practical basis.
    - i. Emergency simulation.
    - ii. Problem solving scenarios.
    - iii. Comprehensive written examination.
  - c. Compulsory CPR evaluation.
7. CLASS / INSTRUCTOR RATIO (FOR PRACTICAL TRAINING)
- a. Maximum 12 students per instructor.
8. CERTIFICATE VALIDITY
- a. 3 years from the date of issue.

## **ANNEXURE 1**

### **(Regulation 7)**

#### **MINIMUM CONTENTS OF A FIRST AID BOX**

In the case of shops and offices, the quantities stated under items 1, 8, 9 10, 14, 15, 17 and 18 may be reduced by half.

- Item 1: Wound cleaner/antiseptic (100 ml).
- Item 2: swabs for cleaning wounds.
- Item 3: wool for padding (100 g).
- Item 4: sterile gauze (minimum quantity 10).
- Item 5: 1 pair forceps (for splinters).
- Item 6: 1 pair scissors (minimum size 100 mm);
- Item 7: 1 set safety pins.
- Item 8: 4 triangular bandages.
- Item 9: 4 roller bandages (75 mm x 5 m).
- Item 10: 4 roller bandages (100 mm x 5 m).

- Item 11: 1 roll elastic adhesive (25 mm x 3 m).
- Item 12: 1 Non-allergic adhesive strip (25mm x 3m).
- Item 13: 1 packet adhesive dressing strips (minimum quantity, 10. assorted sizes).
- Item 14: 4 First aid dressings (75 mm x 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 straight splints
- Item 17: 2 Pairs large and 2 Pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.
- Item 19. An adequate supply of absorbent material for the absorption of blood and other body fluids spilled
- Item 20. Disinfectant to disinfect the area after cleaning up blood and other body fluids spilled.
- Item 21. 2 Pairs large and 2 pairs medium disposable rubber household gloves.
- Item 22. A suitable sized impervious bag for the safe disposal of blood and other body fluid contaminated biohazard materials.