

# Extracted from FIRSTRAC – Trainer’s Kit

First Aid Level 1 Basic Life Support Training as required by General Safety Regulations 3  
NQF Unit Standard ID No: 119567 “Perform basic life support and First Aid procedures”

[On your organisation’s letterhead]

Date

ATTENTION:

The Chief Inspector  
Department of Labour  
Private Bag X 117  
PRETORIA  
Fax: 012-309 4763/4082

## APPLICATION FOR APPROVAL OF FIRST AID ORGANISATIONS / PERSON

Dear Sir / Madam,

In terms of General Safety Regulation 3 (4) (d) of the Occupational Health & Safety Act (Act 83 of 1995) we hereby apply for approval by the Chief Inspector, to issue valid Certificates of Competency for Level 1 First Aid Training.

In accordance with your requirements:

### Organisation / Trainer’s Details

1. Full Name of Organisation	
2. Company Registration No	
3. Physical Address	
4. Postal Address	
5. The details all branches, if applicable	
6. Website	
7. Contact person/s	
8. Telephone number/s	
9. Mobile number/s	
10. Facsimile number/s	
11. Email Address	
12. Full name of Trainer/s	
13. Title of Trainer/s	
14. ID / Passport No of Trainer/s	

### Administrative Documentation

15. Example of certificate to be issued to students	As per attachment/s or enclosure/s
16. Certified copies of qualifications of instructors	As per attachment/s or enclosure/s
17. Control measures over certificates to be issued (i.e. numbering, record keeping, etc)	

### Course Content

18. Content of the course (complete course to be submitted and not a summary)	See addendum
---	--------------

### Allocation of Time

19. Duration of the course	16 hours excluding student evaluation
----------------------------	---------------------------------------



# Extracted from FIRSTRAC – Trainer’s Kit

First Aid Level 1 Basic Life Support Training as required by General Safety Regulations 3  
NQF Unit Standard ID No: 119567 “Perform basic life support and First Aid procedures”

---

20. Maximum number of students per instructor during practical training	10 – 12 students per instructor
21. Breakdown of the time allocated to theoretical and practical training and to theoretical and practical evaluation	

## Training Aids and Support

22. Available Training Aids	<ul style="list-style-type: none"><li>• Delegate Training Workbooks</li><li>• Pens and Markers</li><li>• Recue Breathing Masks [Life-savers key-ring pouches]</li><li>• Adult CPR Manikins/Doll [child &amp; baby if necessary]</li><li>• Blankets - for practical sessions on the floor</li><li>• Industrial First Aid Kit – stocked as per legal requirement</li><li>• Extra bandages, dressings &amp; splints for “Bleeding &amp; Fractures” practical sessions</li><li>• Old news papers and cardboard boxes for splints</li></ul>
-----------------------------	--

We value your prompt handling of the matter and look forward to further communication with your office.  
Kind regards

---

Signature



# Extracted from **FIRSTRAC – Trainer’s Kit**

First Aid Level 1 Basic Life Support Training as required by General Safety Regulations 3  
NQF Unit Standard ID No: 119567 "Perform basic life support and First Aid procedures"

## FIRSTRAC V2 Course Content

### Overview

★ Facilitator Notes and Tips ★ Transition Notes - from GSR 3 Level 1 Criteria to Unit Standard # 119567 ★ Introduction ★ Course Content of the GSR 3 First Aid Level One Training Course ★ Course Content Comparison ★ Getting Started ★

### Part 01 - Introduction To SAQA

★ Introduction to SAQA, NQF & SETA ★ NQF (National Qualifications Framework) ★ Seta (Sector Education and Training Authority) ★ OBE (Outcome Based Education) ★ Unit Standards ★ Alignment to Unit Standard 119567 ★ Unit Standard 119567 ★ Pre-Assessment Questionnaire ★ Assignment/POE (Portfolio of Evidence) Workbook ★ Assignment - POE (Portfolio of Evidence) Marking Procedure ★ Appeals Process ★

### Part 02 - Legal Overview

★ Introduction ★ Competent First Aider/S on Duty ★ Specialized Training for First Aider ★ First Aid Equipment - Basic ★ First Aid Box Minimum Content ★ Personal First Aid Box ★ Improvised First Aid Equipment ★ Improvised First Aid Items ★ First Aid Facilities - Additional ★ First Aid Facilities - Notices, Signs & Name of First Aider ★ Employee to Report Incidents to the Employer ★ Employer to Report Incidents to the Dept of Labour ★ Not Disturbing the Incident Scene ★ Employer to Record and Investigate Incidents ★

### Part 03 - Medico-Ethical Considerations

★ Medico-Ethical Considerations ★ Medico-Ethical Duty to Act ★ Medico-Ethical - the Law of Consent ★

### Part 04 - Health & Safety - Prevention and Protection

★ Introduction ★ Section 8 Assessed Risk-Profile [Inclusion/Exclusion] ★ Reasons Injuries Occur ★ Safety - Dangers, Hazards & Risks ★ Safety - Causes of Injuries and Deaths ★ Health - Common Dangers, Hazards & Risks ★ Health - Causes of Diseases and Deaths ★ Protecting the First Aider from Injury and Diseases ★ First Aider or Rescuer? ★ First Aider and

HIV & Aids ★ MSDS [Material Safety Data Sheets & Labels] ★

### Part 05 - Scene Management/Situation Assessment

★ Incident/Emergency Scene Management ★ Primary Survey – Assessing the Incident Scenario ★ Secondary Survey – Assessing the Patient ★ Secondary Survey - Assessing the Responsive Patient ★ Engage the Patient ★ Secondary Survey - Unresponsive Patient ★ Check for Medic Alert Bracelet ★ Triage ★ Call for Assistance ★

### Part 06 - Elementary Anatomy And Physiology

★ Introduction ★ Arrangement of the Human Body ★ Internal Cavities ★ Tissue ★ Organs ★ Human Body Systems ★ Cardiovascular System ★ the Heart ★ the Heart - Chambers, Valves, Arteries, Veins and Capillaries ★ Blood ★ Blood Flow ★ Pulse ★ the Respiratory System ★ Musculoskeletal System ★ Skeletal Framework ★ Bones ★ Joints ★ Muscular System ★ the Nervous System ★ Spinal Cord ★ Sensory Organs ★ Integumentary System [Skin] ★ Body Temperature ★ Digestive System ★ Reasons to Stay Healthy and Injury Free ★ Conclusion ★

### Part 07 - Resuscitation - [CPR] Cardio Pulmonary Resuscitation

★ Cardio Pulmonary Resuscitation ★ the C-A-B CPR Method ★ How to do CPR on an Adult? - One Rescuer ★ How to do CPR on an Adult? - Two Rescuers ★ CPR Child & Infant- One Rescuer ★

### Part 08 - Resuscitation - [AR] Artificial Respiration

★ Airway ★ AR - Respiration/ Breathing ★ the Head-Tilt/Chin-Lift Maneuver ★ Recovery Position ★ AR on an Adult ★ AR on A Child/Infant ★ Choking - Identification and Treatment ★ Choking - Causes of Obstructions ★ the Abdominal Thrust ★ Choking - Unresponsive Adult ★ Choking - Unresponsive Child or Infant ★ Drowning ★ 3 Types of Drowning ★ Near Drowning - Once Out of the Water ★ Dry Drowning ★



# Extracted from **FIRSTRAC – Trainer’s Kit**

First Aid Level 1 Basic Life Support Training as required by General Safety Regulations 3  
NQF Unit Standard ID No: 119567 "Perform basic life support and First Aid procedures"

## Part 09 [A] - Injury Scenario - Shock & Fainting

★ Shock - Types ★ Shock - First Aid ★ Fainting & Unresponsiveness ★ Fainting & Unresponsiveness - Treatment ★

## Part 09 [B] - Injury Scenario - Wounds & Bleeding

★ Wounds - External ★ Wounds - Major External ★ Wounds - Minor External ★ Wounds - Internal ★ Wounds - Internal - Treatment ★ Bleeding - Nose ★ Amputation ★ Impaled Object ★

## Part 09 [C] - Injury Scenario - Other

★ Injury to the Eye/S ★ Injury to the Eye/S - Caution ★ Injury to the Eye/S - Treatment ★ Injury to the Eye/S - Chemicals ★ Burns ★ Burns - Degrees of Burns ★ Burns - First Aid ★ Burns - Chemical ★ Burns - Liquid Chemicals ★ Burns - Dry Chemicals ★ Electrocutation ★ Electrocutation - Consequences ★ Electrocutation - Isolation ★ Electrocutation - First Aid ★ Hyperthermia - Heat Related Illness ★ Hyperthermia - Signs & Symptoms ★ Hyperthermia - Heat Exhaustion ★ Hyperthermia - First Aid ★ Hyperthermia - Heat Stroke - First Aid ★ Smoke, Chemicals and Poisons - Ingestion, Inhalation or Absorption ★ Smoke, Chemicals and Poisons - Inhalation ★ Inhalation - First Aid ★ Smoke, Chemicals and Poisons - Ingestion ★ Ingestion - First Aid ★ Bites and Stings ★ Snake Bite - First Aid ★ Dog Bite ★ Dog Bite - First Aid ★ Spider Bites ★ Spider Bites - First Aid ★ Bee Stings - Signs & Symptoms ★ Bee Stings - First Aid ★ Blue Bottles Stings - First Aid ★

## Part 09 [D] - Injury Scenario - Fractures

★ Fractures - Types ★ Fractures - Signs & Symptoms ★ Fractures – First Aid ★ Fractures – First Aid - do Not ★ Splinting A Broken Forearm ★ the Arm Sling ★ the Elevated Arm Sling ★ Strains, Sprains & Dislocations ★ Sprains & Strains – First Aid ★ Dislocation ★ Dislocation - First Aid ★

## Part 10 - Injury Scenario - Head, Neck And Spine

★ Injury to the Head ★ Injury to the Head - Signs & Symptoms ★ Injury to the Head - Lacerations to the Scalp ★ Injury to the Head - Laceration Treatment ★ Injury to the Head - Skull Fractures ★ Injury to the

Head - Concussion ★ Injury to the Head - Concussion Signs & Symptoms ★ Injury to the Head - Concussion First Aid ★ Injury to the Neck and Spine ★ Injury to Neck and Spine - Extreme Warning ★ Injury to Neck and Spine - Causes ★ Injury to Neck and Spine - Signs & Symptoms ★ Injury to Neck and Spine - Jaw Thrust to Open the Airway ★ Injury to Neck and Spine - Treatment ★ Injury to Neck and Spine - Repositioning Reasons ★ Injury to Neck and Spine - Emergency Logroll ★ Injury to Neck and Spine - Position the Team ★ Injury to Neck and Spine -

## Do your own health and safety training with

### TRAINER'S KITS FROM INTRA

ACTRAC	Occupational Health & Safety Act
CLAIMTRAC	Injuries & Diseases Claims
CONREGS	Construction Regulations 2014
ELECTRAC	Introduction to Electricity
FALLTRAC	Working @ Heights & Fall Arrest
FIRETRAC	Fire Prevention & Protection
FIRSTRAC	1st Aid [Approval & Accreditation]
HASREP	Health & Safety Rep & Committee
HIRA	Hazard Identification Risk Assessment
INDUCTOR	Induction & Awareness
INVESTAC	Incident Investigation
NOISETRAC	Noise-Induced Hearing Loss
SUPERTRAC	Supervisory Management Skills

[www.safetytrainingkits.com](http://www.safetytrainingkits.com)

