

GENERAL INFORMATION BOOKLET



COURSE ON THE SAFE HANDLING OF BITUMEN

BITS**S**A**F**E TRAINING PROGRAMME

A. INTRODUCTION

The **BitSafe** course has been designed in such a way to accommodate all levels of employees with diverse cultural backgrounds. The purpose of the course is to provide them with a broad understanding of the hazards associated with the various tasks that are performed in the bituminous industry. Every effort has been made to incorporate practical examples and demonstrations in order to complement the theoretical aspects of the course, as this will increase the learners understanding of the topic.

B. PROGRAMME CONTENT

1. TRAINER NOMINATION AND SELECTION

In order to ensure effective delivery of the material it is imperative that the Trainers are selected correctly. The following are guidelines to assist you in selecting your Trainers:



TRAINER PROFILE

- ✓ Experience in the Blacktop Industry
- ✓ Must have worked with the various products, applications and processes
- ✓ Must be literate and have numeracy skills
- ✓ Be fluent in English
- ✓ Above average presentation skills
- ✓ Ability to relate theory to practical situations and examples

All Trainers will be trained according to set criteria and will be required to meet the above requirements.

Companies will be provided with a more comprehensive checklist to ensure the correct selection of trainers, whereby they can nominate their own Trainers. Companies who do not have suitable employees can nominate candidates outside their employ to be trained as external trainers.

2. TRAIN THE TRAINER

▪ INTERNAL TRAINERS

Internal Trainers must meet the requirements of the Trainer Profile and will have to attend the 'Train-the-Trainer' course to attain certification to train fellow employees. These Trainers will be required to present a module of the **BitSafe** course and will be evaluated against set criteria in order to determine their suitability to present the **BitSafe** course.

Those deemed competent will receive a certificate of competency from Sabita and it will be valid for a period of three years.

▪ EXTERNAL TRAINERS

Company's who do not have their own Trainers can make use of an external provider. The external Trainer must have the same profile and be certified in the same process as the internal trainer.

3. BITSAFE COURSE CONTENT

To facilitate the coordination of the training with operational schedules, the course has been divided into 13 Modules covering the following topics:

Module 1(a) – Understanding the Industry that you work in

Module 1(b) – The HSE Certification process

Module 2 (a) – Hazards - General

Module 2 (b) – Hazards – Fire Prevention

Module 3 – Health and Safety Awareness

Module 4 – Reducing the Risk

Module 5 – Treatment of Bitumen Burns

Module 6 – Our Environment

Module 7 – Loading of Liquid Bitumen

Module 8 – Transport of Bitumen

Module 9 – Sampling and Testing

Module 10 - Storage

Module 11 - Disposal of Bituminous Waste

Module 12 – Application of Bituminous Binders (optional)*

The course material will give employees a broad overview of the bituminous industry but will focus on the safety aspects of each activity related to the handling of bituminous binders with respect to the associated hazards and risks thereof.

The training material is complemented by DVD's and A1 laminated posters that reinforce the core safety message. The Trainer will be required to arrange site visits, practical demonstrations and use practical examples in order to enhance the delivery and understanding of the material.



Individual and group assessments form an integral part of the material within each module. This will also reinforce the learning process.

4. TRAINING PACKS

After completion of the 'train-the-trainer' course, each Trainer will be in receipt of a training pack which will consist of:

- A disk containing all the Trainer's and Trainee training materials including the PowerPoint presentations and post training assessments
- A Trainer and a Trainee's manual
- All Safety DVD's
- Sabita Manual 8 – Safe handling of bituminous products
- A set of A1 laminated Posters

For the purpose of conducting in-house training, each Company will need to print training manuals for each of their employees.

iii. SETUP TRAINING SCHEDULE

Once the Trainer has completed the BitSafe course, a training schedule should be setup to cover all the modules over a two year period.

iv. ON-THE-JOB TRAINING & ASSESSMENT

The intention is that the training should take place at the work place to complement the theoretical component of the training.



Following on from the training, the trainees will be assessed on-the-job by the trainer or an outside assessor. This is done

to ensure that the learners have understood the material and to demonstrate his competency.

v. **COURSE FEEDBACK TO SABITA**

Feedback from the Trainers and the Trainees is vital to the success of the programme. This will be encouraged via evaluation forms completed by

- Trainees, pertaining to
 - Course content and suitability
 - Trainer
- Trainers, pertaining to
 - Course content
- Company, pertaining to
 - Assessing the performance of Trainers
 - Overall suitability of the programme.

Sabita in turn will use this feedback to further enhance the course material and delivery.

vi. **SABITA CERTIFICATION**

A record must be kept for each employee indicating that he has attended the relevant **BitSafe** modules and has been assessed accordingly. On the successful completion of all the modules, the employee will receive a Sabita certificate. The Asphalt Academy will keep a database of all persons who have been certified.

Safety Induction and **BitSafe** training forms can be down loaded from www.sabita.co.za