GENERAL INFORMATION BOOKLET

sabita hse

excellence in bituminous products

COURSE ON THE SAFE

HANDLING OF BITUMEN

BITSAFE 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 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

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 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

    Companies 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 Modules covering the following topics:

    Module 1(a) – Understanding your Industry
    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 Risk
    Module 5 – Treatment of Bitumen Burns
    Module 6 – Our Environment
    Module 7 – Loading and Offloading of 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)*
    Supplementary Module: COVID Preparedness

    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 downloaded from www.sabita.co.za