



MINUTES
FOR A MEETING OF THE
SAIOH GAUTENG SOUTH BRANCH

HELD ON FRIDAY 03 NOVEMBER 2017

TIME 12H00

**University of Johannesburg – Doornfontein Campus – Auditorium 4407, 4th floor
South Africa**

PRESENT:

Please refer to the attached attendance register

APOLOGIES:

- (1) Engelbrech Rentia
- (2) Moreetsi Omphemetse

MEETING ACTION LOG ATTACHED AS ANNEXURE A

1. WELCOME AND APOLOGIES

All the members were welcomed to the meeting by Karen du Preez, acting as chairperson for the meeting.

2. SAIOH CONFERENCE FEEDBACK – KAREN DU PREEZ

Karen du Preez (KD) provided a brief feedback on the SAIOH Conference held on 25 – 27 October at Misty Hills in Muldersdrift. The conference was successful and well attended. The main topics presented in the conference were briefly mentioned. It was mentioned that conference presentations will be made available on the SAIOH website shortly. An online survey will be distributed to delegates and completion of this was encouraged.

3. CPD POINTS & COMPULSORY PLP – KAREN DU PREEZ

KD discussed the requirement to obtain Continuous Professional Development (CPD) points within a five year cycle, and members were advised to follow the detailed guideline documents available on the SAIOH website on claiming and submitting a CPD record annually. There is an annual audit process where members are selected randomly and requested to submit proof to verify the CPD claims submitted.

KD also discussed the Personal Learning Portfolio (PLP) which is compulsory for members to compile as from 2017. PLP documents should not be uploaded or submitted, SAIOH will request the PLP document from members when audited or with upgrade requests. Members must however have it available and were encouraged to keep evidence on all OH practice activities.

4. STUDENT AFFILIATION (OH ASSISTANCE) – KAREN DU PREEZ

SAIOH recently implemented a procedure to assist full time unemployed students who write the Registered Occupational Hygiene Assistant paper at their tertiary education facility.

Unemployed student who pass their written assessment are issued with a certificate titled “**Registered Occupational Hygiene Assistant (Student)**”. This certificate can be used to obtain employment.

Unemployed students are exempted from paying the annual membership fees for **ONE YEAR** following the year of assessment. Students should apply to SAIOH for this fee exemption. After the ONE YEAR of exemption, students are required to pay the full annual membership fees irrespective of employment status to retain registration with SAIOH.

When a student is employed within the year of exemption from payment, SAIOH should be contacted to issue a new certificate without the word “Student”. An invoice for pro-rata annual fees for the remainder of the year will then be issued.

5. PCC LEARNING MATERIAL – IBRAHIM O ELIMI

Ibrahim O Elimi (IOE) demonstrated a presentation on how to access the PCC learning material on the SAIOH website.

Students were made aware on the requirements for written assessment and registration as Occupational Hygiene Assistant/ Technologist.

Skill level matrix was discussed.

6. BRANCH OCCUPATIONAL HYGIENE WORKSHOP - IBRAHIM O ELIMI

Members were requested to suggest topics that they would prefer to be presented at branch workshops, and ventilation and gases & vapours were suggested as topics.

7. ELECTION OF BRANCH CHAIR & COMMITTEE FOR 2018 -IBRAHIM O ELIMI

The election of a branch chair and committee for 2018 will be held during the next branch meeting, which will be scheduled during the first quarter of 2018. This will be communicated to all members when the branch meeting date and venue is announced.

It was decided that members will elect a chair person, deputy chair and secretary. It was also agreed that a student representative should be elected and occupy the deputy secretary position. The branch aims to focus on student development and this will provide an opportunity to develop leadership.

It was agreed that:

SAIOH ISSUE: Election of Branch Chairperson and Committee for 2018	Person responsible	Action date
The agenda for the next branch meeting, which will include the election of a branch chair and committee for 2018, must be finalised and included in communication when the date and venue for the branch meeting is distributed to SAIOH members.	2017 committee members	Jan 2018

8. GENERAL -IBRAHIM O ELIMI

8.1 It was suggested and accepted that a WhatsApp group should be created for the branch for communication purposes (only to be used for urgent issues, e.g. changes to meeting times or venues) - **Rules on communication will be drafted.** All members who attended the meeting were requested to add their cell phone numbers on the attendance register if they wish to be added to this group.

8.2 UJ students mentioned that they experienced challenges in obtaining two (2) weeks compulsory experiential learning in Occupational Hygiene from companies – **the branch will investigate on ways to assist the students.**

8.3 Some members mentioned that the 6 month waiting period for re-assessment after failing the SAIOH certification exams is perceived to be too long. An opinion that each attempt can provide additional knowledge and assist with preparation for the next attempt was raised.

It was agreed that:

SAIOH ISSUE: WhatsApp group for branch communication purposes	Person responsible	Action date
A WhatsApp group will be created and all members who supplied their cell phone numbers will be added to the group.	IOE	
Suitable companies that are willing to accommodate students for the two weeks compulsory experiential learning must be identified.	Branch committee members	
KD will communicate with Lee / PCC to obtain the considerations regarding this decision, and will give feedback during the next branch meeting.	KD	

9. NEXT MEETING

The date and venue for the next meeting was proposed for 23 February 2018 at the NIOH in Braamfontein. This will be confirmed and communicated during January 2018.

ANNEXURE A – MEETING ACTION LOG

ACTION ITEMS RESULTING FROM GAUTENG SOUTH BRANCH MEETING 3 NOVEMBER 2017	Person responsible
The agenda for the next branch meeting, which will include the election of a branch chair and committee for 2018, must be finalised and included in communication when the date and venue for the branch meeting is distributed to SAIOH members.	2017 committee members
A WhatsApp group will be created and all members who supplied their cell phone numbers will be added to the group.	IOE
Suitable companies that are willing to accommodate students for the two weeks compulsory experiential learning must be identified.	Branch committee members
KD will communicate with Lee / PCC to obtain the considerations regarding this decision, and will give feedback during the next branch meeting.	KD