



Government
of South Australia

SafeWork SA

HSR TRAINING COURSE – 2 DAYS

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Introduction

This Level Three Initial 2 day HSR Training Course aims to add and extend to the range of skills and knowledge acquired in the 5 day and 3 day initial courses. An important feature of the course design is the flexibility of topics to enable participants to select areas directly relevant to their workplace management structure and own experience.

The 3 day initial HSR course dealt with multiple hazards and PCBUs and this context should be carried on in the 2 day course. Where the participants have not attended the 3 day WHS course for example (an existing OHSW Act trained HSR in their third year of office) the trainer may introduce an overview of the outcomes and learner application of the 3 day course prior to delivering this 2 day course.

Work Health and Safety Management Audit Topics

- Work Health and Safety Policy
- Work Health and Safety Management structure, duties and Responsibilities
- Consultation programme structure, duties and Responsibilities
- Work Health and Safety Management Plan Review
- Work Health and Safety Induction plans, duties and Responsibilities
- Risk Management duties and Responsibilities
- Work Health and Safety Reporting
- Work Health and Safety Training
- Subcontractor Management
- Emergency Contacts and Response
- Hazardous Substances
- Incident and Injury Management
- Risk Assessment
- Hazard Reporting
- Site Safety Rules
- Personal Protective Equipment (PPE)
- Plant and Equipment
- Safe Work Method Statements (SWMS)
- Work Health and Safety Schedules
- Work Health and Safety Monitoring
- Work Health and Safety Auditing
- Communication procedures
- Corrective Action plans

Work Health and Safety Audit *administrative control* Documents and Supporting Information

- Site Safety Induction plans;
- Consultation
- Tool Box/Pre Start Talks;
- Training Plan;
- Training Register;
- Subcontractor Safety Checklist;
- Non Conformance Report Form;
- Hazardous Substances Risk Checklist;
- Hazardous Substances Register;
- Safety Data Sheet (SDS) Register;
- Incident and Injury Management Procedures;
- Incident and Injury Report Form;
- Incident and Injury Register;
- Hazard Report Form;
- Electrical Tagging Register;
- PPE Register;
- Plant and Equipment Checklist;
- Site Safety Checklist;
- Safety Audit Checklist;

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| Description | <p>The course is aimed at empowering elected health and safety representatives to effectively and constructively represent their work group in work health and safety matters, including the skills and knowledge necessary to enable them to contribute effectively to the process of policy and procedure development in their organisation and be able to participate in and contribute to the continuous improvement activities undertaken by a PCBU in relation to legislative and other requirements for managing WHS risks.</p> <p>HSRs should be able to represent the views of their workers by providing insights into the nature and elements of an effective work health, safety and welfare administrative controls for their organisation.</p> | |
| Learning Objective | A. participate in, and contribute to, the formation implementation and review of effective policy and procedures with reference to WHS legislative compliance and WorkCover Corporation's employer performance standards for legislative compliance | Key legislative provisions |
| Learning Outcomes | Expected Learner Application | |
| 1. Understand the duties, responsibilities, principles and practices of managing procedure development an administrative controls for multiple WHS risks | <p>1a. Discuss the differences and similarities of strategic, operational and workplace health and safety policies and procedures</p> <p>1b. Identify the interdependency and benefits of a systematic approach to policy and procedure development</p> <p>1c. Identify the level of responsibility and duties, relevant to the hazards and risks, for developing administrative controls</p> <p>1d. Discuss the potential for conflict and disagreement of competing views and attitudes, and shared duties and responsibilities, when reviewing organisations operational tasks and workplace health and safety risks for developing administrative controls</p> <p>1e. Identify different methods a PCBU may use to overcome barriers to competing views, attitudes, duties and responsibilities when reviewing organisations operational tasks and workplace health and safety risks</p> | <p>5—Definitions - administrative control</p> <p>Division 1—Consultation, co-operation and co-ordination between duty holders</p> <p>46—Duty to consult with other duty holders</p> <p>Division 2—Primary duty of care</p> <p>19—Primary duty of care</p> <p>Division 4—Duty of officers, workers and other persons</p> <p>27—Duty of officers</p> |

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| | 1f. describe the continuous improvement cycle on which WorkCover Corporation's employer performance standards are based | |
| Learning Objective | B. Represent members in the planning and review of administrative controls | Key legislative provisions |
| Learning Outcomes | Expected Learner Application | |
| 2. Understand the responsibilities and duties of PCBUs, officers, supervisors and contractors in the context of WHS policy and procedure development | <p>2a. Identify the PCBU's obligations in relation to providing training for workers and HSRs participating in, and contributing to policy and procedure development</p> <p>2b. Identify situations where a training needs survey is required and discuss the different approaches to providing targeted training for diverse workplace education levels and needs</p> <p>2c. Identify common duties of officers and the mechanisms of change that may trigger a review of administrative controls</p> <p>2d. Discuss and identify available authoritative resources and specialised advice that may be needed when planning a review of administrative controls</p> <p>2e. Discuss methods and information used for reviewing key performance indicators associated with planning a review of administrative controls</p> <p>2f. Identify the steps the PCBUs must take for consultation with workers and respective HSRs, when planning a review of administrative controls</p> <p>2g. Identify the range of information the PCBU must provide to allow meaningful consultation with HSRs and workers when planning and conducting a review of administrative controls</p> <p>2h. Discuss methods of recording and confirming decisions, actions, duties, responsibilities and performance indicators</p> | <p>Part 2—Health and safety duties Division 1—Introductory Subdivision 1—Principles that apply to duties (5) In this section, due diligence includes taking reasonable steps Regulations Chapter 3—General risk and workplace management Part 1—Managing risks to health and safety Part 2—General workplace management Division 1—Information, training and instruction 39—Provision of information, training and instruction Division 4—Duty of officers, workers and other persons 27—Duty of officers Division 2—General working environment 40—Duty in relation to general workplace facilities 559—Review of risk management 562—Co-ordination for multiple facilities</p> <p>Part 2—Issue Resolution 22 Agreed procedure—minimum requirements 23 Default procedure</p> <p>ACT - Division 1—Consultation, cooperation and coordination between duty holders 46—Duty to consult with other duty holders Subdivision 3—Multiple-business work groups 55—Determination of work groups of multiple</p> |

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| | <p>for inclusion in the scope of the documents</p> <p>*Using a suitable case study outline how the Work Health and Safety Policy may be supported by a range of:</p> <ul style="list-style-type: none"> • Procedures; • Training • Guidelines; • Information sheets; • Hazards alerts; • OHS management system documents; and • Other relevant documentation | <p>businesses</p> <p>Part 3—Incident notification</p> <p>35 What is a notifiable incident</p> <p>36 What is a serious injury or illness</p> <p>37 What is a dangerous incident</p> |
| Learning Objective | C. Participate in, and contribute to the formation of the PCBU's individual WHS <i>administrative controls</i> into a safe system of work | Key legislative provisions |
| Learning Outcomes | Expected Learner Application | |
| 3. Identify various elements of a safe system of work | <p>3a. Explain using the WHS legislation (Act and Regulations), approved codes of practice and guidance material what a safe system of work includes</p> <p>3b. Describe the preferred motivations, attitudes, perceptions, and skills associated with carrying out the responsibilities and duties of PCBU's, officers and workers in the workplace</p> <p>3c. Explain the methods for integrating work health and safety management systems into existing management arrangements</p> <p>3d. discuss the aspects of the employment situation where workers and HSR's can contribute to the implementation and monitoring of the safe systems of work.</p> <p>3e. Describe methods, indicators and evidence that could be used to identify if a safe system of work is provided/effective</p> | <p>Division 4—Duty of officers, workers and other persons</p> <p>27—Duty of officers</p> <p>Code of Practice - How To Manage Work Health And Safety Risks</p> <p>Codes of Practice - Hazardous Manual Tasks</p> <p>Guidance materials</p> |
| Learning Objective | D. Represent members in the implementation and | Key legislative provisions |

| | review of safe systems of work | |
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| Learning Outcomes | Expected Learner Application | |
| <p>4. Participate in and contribute to developing workplace health and safety policies and procedures</p> | <p>4a. outline and discuss the information workplace health and safety policies and procedures should contain</p> <p>4b. describe the methods and responsibilities of PCBUs and officers to take reasonable steps to develop workplace health and safety policies and procedures and –</p> <ul style="list-style-type: none"> • verify the provision and use of the resources and processes referred to in paragraphs 5, (c) to (e) of the WHS Act are used to develop work health and safety policies and procedures. <p>4c. discuss the preferred content of work health and safety policies and procedures and identify -</p> <ul style="list-style-type: none"> • if the workplace health and safety policies and procedures state the specific responsibilities, duties and tasks associated with the activities • if the appropriate persons/resources are assigned to the workplace health and safety policies and procedures and who is accountable for ensuring completion of that task/s • if the workplace health and safety policies and procedures gives clear realistic instructions of duties and action items in the health and safety policies and procedures. <p>4d. Discuss specific workplace hazard examples and the development of workplace health and safety policies and procedures to control those specific hazards</p> <p>4e. Outline the steps required of the PCBU for the effective implementation of work health and safety policies and</p> | <p>New jobs or tasks are introduced Jobs or tasks are changed Problems are identified with the process</p> <p>Division 4—Duty of officers, workers and other persons 27—Duty of officers, 5, (c) – (e),</p> <p>Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination</p> <p>Examples— For the purposes of paragraph (e), the duties or obligations under this Act of a person conducting a business or undertaking may include:</p> <ul style="list-style-type: none"> • reporting notifiable incidents; • consulting with workers; • ensuring compliance with notices issued under this Act; • ensuring the provision of training and instruction to workers about work health and safety; • ensuring that health and safety representatives receive their entitlements to training. <p>(f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).</p> |

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| | procedures | |
| Description | <p>The course is aimed at empowering elected health and safety representatives to effectively and constructively represent their work group in work health and safety matters, including the skills and knowledge necessary to enable them to contribute effectively to the process of internal auditing in their organisation and be able to participate in and contribute to the continuous improvement activities undertaken by a PCBU in relation to legislative and other requirements for managing WHS risks.</p> <p>HSRs should be able to represent the views of their workers by providing insights into the nature and elements of an effective internal auditing programme for their organisation.</p> | |
| Learning Objective | E. Represent members and participate in the implementation and review of auditing programmes | Key legislative provisions |
| Learning Outcomes | Expected Learner Application | |
| 1. Understand the principles and practices associated with effective auditing programmes | <p>1a. Discuss the types of audits conducted by organisations and the key elements, activities, policies and procedures of an audit program</p> <p>1b. Identify the different methods, objectives, targets and key performance indicators that may be used for each audit program</p> <p>1c. Describe the essential components of an audit using the specific aspects of WHS management systems and WorkCover standards</p> <p>1d. Discuss and compare the benefits of measuring the actual effectiveness of the administrative controls and system processes against measuring if activities are being carried out</p> <p>1e. Discuss the benefits of using audits to drive continual improvement of WHS management systems</p> | <p>Division 2—Primary duty of care 19—Primary duty of care Division 4—Duty of officers, workers and other persons 27—Duty of officers</p> <ul style="list-style-type: none"> • Audit Team Selection, Training and Competencies • Audit Process Requirements <p>Underpinning Knowledge –</p> <p>Why audit? Audit standards Accredited self-insurance audits Work Health and Safety Auditing What laws apply?</p> <p>What is a WHS audit?</p> <ul style="list-style-type: none"> • Compliance auditing |

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| | | <ul style="list-style-type: none"> • Hazard Specific Audits • Management system audit • Organisational structures, planning activities, responsibilities <p>AS 4804: 2001, Occupational health and safety management systems—General guidelines on principles, systems and supporting techniques</p> <p>AS/NZS 4801:2001, Occupational health and safety management systems - Specification with guidance for use</p> <p>ISO 9001:2008 Quality management systems — Requirements</p> <p>Code of conduct for self-insured employers under the WorkCover scheme</p> |
| <p>2. Participate in and contribute to the audit planning process</p> | <p>2a. Describe how to determine the scope of an internal audit using and explain the difference between non conformance audit findings and and non compliance audit findings</p> <p>2b. Contribute to and participate in preparing and developing an audit plan using audit standards, WHS legislation, stated objectives, strategic targets and key performance indicators</p> <p>2c. Develop question sets that reflect the scope and purpose of the audit</p> <p>2d. Contribute to and participate in identifying key WHS management targets and KPI's that are critical to the continuous improvement cycle and performance monitoring programmes of PCBU's and officers responsibilities</p> | <ul style="list-style-type: none"> • Audit Scope • Audit Frequency • Audit Schedule • Audit plan/s |

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| | <p>2e. Identify methods of selecting participants and interviewees relevant to the audit scope and purpose</p> <p>2f. identify training needs of audit participants</p> | |
| <p>3. Participate in and contribute to the audit process and activities</p> | <p>3a. Identify and source participants and interviewees relevant to the audit scope and purpose</p> <p>3b. communicate the audit scope and purpose to participants and interviewees</p> <p>3c. Discuss different methods and techniques of evidence gathering</p> <p>3d. Demonstrate, using negotiation and communication skills, methods of investigating and determining causal and contributing factors for non compliance and non conformances found and</p> | <ul style="list-style-type: none"> • Audit communication plan • Audit opening meetings • Audit closing meetings • Audit report requirements and template |
| <p>4. Participate in and contribute to the review of audit findings and activities</p> | <p>4a. Describe the methods and techniques used to compile data gathered from the audit process</p> <p>4b. Participate in and contribute to the analysis of audit findings for each program</p> <p>4c. Contribute to the content of the audit report for distribution</p> <p>4d. Discuss responsibilities and methods to monitor actions from the Audit Report recommendations</p> | <ul style="list-style-type: none"> • Definitions for Audit Reports • Audit Report Distribution • Action plans |