



AUSTRALIAN INSTITUTE of TECHNOLOGY TRANSFER

Occupational Health and Safety

Five day training for Health & Safety Representatives in the Seafarers Industry

AITT is a Seacare Authority accredited training provider with more than 20 years' experience in occupational health and safety. This includes conducting the five-day HS Representative's Training Course.

The Course covers the Occupational Health and Safety (Maritime Industry) Act 1993, Regulations and Code of Safe Working Practices. Practical sessions are conducted to ensure trainees can adapt their knowledge to individual workplace situations.

Course Description

The AITT Introductory Health and Safety Representatives Course is designed to give trainees the skills and techniques necessary to carry out their roles as elected OHS Representatives in their workplaces.

At the end of the Course attendees will be able to:

- Assess and interpret the Occupational Health and Safety (Maritime Industry) Act 1993 and Regulations;
- Understand the duties of a Representative as they relate to:
- Conducting workplace inspections
- Identifying and assessing hazards
- Completing accident investigations
- Understand root cause analysis and develop strategies to prevent accidents; and
- Know the procedure for issuing Provisional Improvement Notices and the situations that require them.
- Consultation in the workplace

Introductory Training for Health and Safety Representatives

The Course has five modules:

Module 1:	OHS Legislation & Law
Module 2:	Hazardous substances, Accident Investigation, workplace auditing
Module 3:	Safe Systems of Work
Module 4:	Communication and Representation
Module 5:	Inspectors, Notices and Negotiation

Practical exercises within each Module require individual, group and, in some cases, role-play participation. The knowledge and skills learnt from these exercises and case studies are carried over to the exercises on the following days.

Group participation and discussion provides Health and Safety Representatives with the following skills:

- Identifying, assessing and prioritising workplace hazards;
- Participating in and conducting a workplace inspection;
- Participating in and conducting accident investigation;
- Applying root cause analysis methodology;
- Developing accident prevention controls and techniques;
- Effectively communicating with the operator/employer and members of the workforce on health and safety matters; and
- The procedure for issuing Provisional Improvement Notices.

The Course takes a balanced approach emphasising cooperation and consultation.

Course objectives have been specifically designed to provide the knowledge and skills required by Representatives so they can effectively carry out their role of representing employees in the workplace as defined under the relevant sections of the Occupational Health and Safety (Maritime Industry) Act, Regulations and Code of Safe Working Practice.

Course Duration: 35 hours

COURSE OVERVIEW.

DAY ONE

MODULE 1: OHS Legislation & Law

Covers the Occupational Health and Safety (Maritime Industry) Act 1993, Regulations, Code of Safe Working Practice and how they apply to occupational health and safety (OHS). Duties of care are discussed and the responsibilities of duty holders, operators/employers, Health and Safety Representatives and members of the workforce.

Consultation in the Workplace

How to interpret legislation and codes of practices.

DAY TWO

MODULE 2: Hazardous substances, Accident Investigation, workplace auditing

What is a Hazardous substance

MSDS Data sheets

Workplace Injury and Disease reporting

Accident Investigation & reporting

Workplace Auditing & Inspections

DAY THREE

MODULE 3: Safe Systems of Work

Safety policies

Job Safety/ Hazard Analysis

Hierarchy of Control

HIRAC - Hazard Identification, Risk assessment & Control measures

Risk processes

Entry to Confined Space

Root Cause Analysis

Incident Data

DAY FOUR

MODULE 4: Communication and Representation

Dealing with Operators

Interviewing

How to run a Safety and Health Committee's

Functions of a Health and Safety Committee

DAY FIVE

MODULE 5: Inspectors, Notices and Negotiation

Negotiation

Roles and Responsibilities of Inspectors and their powers under the Act
Provisional improvement notices, Improvement and Prohibition notices.

OVERVIEW OF COURSE CONTENT

Day One: OHS Legislation

Participants will be able to explain the scope of the Occupational Health and Safety (Maritime Industry) Act, Regulations and Code of Safe Working Practice. Understand the responsibilities and roles of the duty holders, operators/employers, Health and Safety Representatives, Inspectors and members of the workforce, together with the principles of general duty of care. The consultative mechanisms promoted by the Act are especially emphasised.

Day Two: Hazard Identification and Risk Management

Day two focuses on recognising a hazard, controlling hazards with hazardous substances, understanding the risk involved and how to manage the risk, How to read and interpret an MSDS data sheet.

Workplace injury and disease reporting as well as Accident and incident investigation and how to undertake an inspection, Workplace auditing and inspections processes .

Incident investigation and understanding the root cause of the problem are fundamental to the investigation process. At the end of the day participants will be able to identify difference investigation tools and methodologies, know the importance of the reporting process and good documentation. Be able to recognise the different accident/incident categories and the different accident safety models. Emphasis is given to recognising a root cause. The last element of the day is incident data and analysing trends in the industry.

Day Three: Safe Systems of Work

Day three looks in-depth at the Safety Management System (SMS) within a facility. Participants will understand a permit to work and where it is relevant and shipboard emergencies and emergency equipment. Controlling safe access to and on vessel, manual handling, confined space are all discussed in-depth. At the end of the day, participants will understand the ways to identify a hazard, use the hierarchy of control, use a risk matrix, plus the difference between hazard control and risk reduction. The functions of Health and Safety Representatives, as they relate to hazards, their control and management, are also covered in detail. Workplace inspections are also discussed. How to complete an JSA/JHA using the Hierarchy of control processes

Day Four: Communication and Representation

Day four shows employees how to deal with Operators with communication and their representation in the workplace. They will learn the art of interviewing techniques and how to apply this technique in many ways from Incident and accident investigations, Workplace consultation, conflict resolution and how to apply this technique in the functions of a health and safety representative and on the safety committee.

Communications covers anything from presenting information at meetings, to negotiating issue resolution in the workplace. Without good communication skills the effectiveness of Health and Safety Representatives is reduced. One of the functions of the HSR is to represent members of the workforce and be able to negotiate with operators/employers regarding health and safety matters. Some people have not been exposed to giving presentations at meetings, yet this is one of the functions of the HSR and this module covers, in-depth, ways to increase communication skills. During this module there is also a Committee Meeting role-play, which includes negotiating a particular issue.

Day Five: Inspectors, Notices and Negotiation

Day five allows the participants to be taught the process of Negotiation and how to attempt to resolve an issue through discussion and agreement. How to apply the stages of negotiation through the key negotiating behaviours. Understanding the roles and responsibilities of Inspectors and their functions and how the health and safety representatives can assist an inspector in a workplace. How to issue a provisional improvement notice and the legislation coming this process.