

Risk Management, Hazardous Chemicals, and Incident Response



Course duration: 4-days

Course cost: \$1100 per person (public workshops)

Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel

Aim of course: To equip participants with the skills, knowledge and attitude to:

- Contribute to WHS hazard identification, risk assessment and risk control
- Develop processes and procedures for controlling hazardous chemicals in the workplace, and monitor their effectiveness
- Assist with initial incident response activities
- Assist with workplace incident investigation processes

Units covered: BSBWHS414 – Contribute to WHS risk management

BSBWHS431 – Develop processes and procedures for controlling hazardous chemicals in the workplace

BSBWHS416 – Contribute to workplace incident response

Delivery method: Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

Who should attend? This workshop has been developed for those who are expected to contribute to WHS risk management, support the management of hazardous chemicals in the workplace, and assist with workplace incident response (including through incident investigation).

The course is ideal for those working at the level of a Work Health and Safety officer or advisor.

Please note that the course is applicable to those operating under the Work Health and Safety Act.

Qualification: This course forms part of the BSB41419 Certificate IV in Work Health and Safety

Information about the currency of this qualification is available at:

<https://training.gov.au/training/details/BSB41419>

Pre-requisites: No qualifications are necessary to participate in this workshop.



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Language, literacy and numeracy (LLN) requirements:

To successfully complete the course, participants will need to have a **relatively high level of reading and writing ability and reasonable numeracy skills**. Examples of activities that participants will need to perform include:

- Read, research, analyse and interpret a range of WHS texts, including regulatory documents (Acts, Regulations, Codes, etc) as well as workplace policies and procedures
- Document workplace hazards and risk assessments, including calculating and ranking risks
- Document plans for controlling risks
- Write processes for controlling hazardous chemicals in the workplace
- Complete incident reports using workplace documentation
- Prepare a short incident investigation report

Participants will also need to be capable of using word processing software (e.g., Microsoft Word) to write, edit and format documents.

Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.

Access to a workplace environment:

To complete the assessment component of this course, participants need to be working in, or have access to, an organisation in which they are able to contribute to WHS risk management, prepare procedures for hazardous chemical use and deliver training on hazardous chemical use, and participate in incident investigations. Ideally, this will be a workplace where they are currently an employee.

Pre-course work:

Before attending the workshop, participants are encouraged to:

- Access and bring a copy of their organisation's policies, procedures and forms relating to WHS risk management, incident reporting, and incident investigation
- Identify the incident investigation methodology used in their workplace
- Identify examples of hazardous chemicals used in their workplace and bring examples of associated procedures

Homework:

Participants may be required to complete some work at home after each day of the course, in preparation for the following day.

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Topics

DAY 1 – CONTRIBUTE TO WHS RISK MANAGEMENT

- Introduction to WHS risk management
- Identifying workplace hazards
- Assessing WHS risks

DAY 2 – CONTRIBUTE TO WHS RISK MANAGEMENT (CONTINUED)

- Controlling WHS risks
- Risk management tools

DAY 3 – CONTRIBUTE TO MANAGING HAZARDOUS CHEMICALS IN THE WORKPLACE

- Legislative requirements relating to hazardous chemicals
- Safety data sheets (SDS)
- Processes and procedures for controlling hazardous chemicals
- Providing hazardous chemicals training
- Monitoring and reporting on processes for controlling hazardous chemicals

DAY 4 – CONTRIBUTE TO WORKPLACE INCIDENT RESPONSE

- Introduction to incident response
- Initial incident response
- Introduction to incident investigation
- Conducting an incident investigation

Assessment

The assessment for this course consists of:

- Assessment questions and activities to be completed on-course
- Post-course assessment activities requiring candidates to practically apply the competencies in the workplace, including:
 - Working with others to identify different types of hazards, assess risk, and contribute to developing and implementing risk controls
 - Development of processes for controlling hazardous chemicals in the workplace
 - Providing training in relation to hazardous chemical use in the workplace
 - Participating in workplace incident investigations

Assessment timeframe

Participants have four months to complete their assessment after attendance at the course.

The number of hours taken to complete this assessment will vary substantially between participants. However, as a rough guide, it is recommended that participants allow approximately 30 – 40 hours to complete the assessment for this course.

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Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- their organisation's work health and safety policies, procedures, forms and associated documentation
- people they can involve in work health and safety activities
- a supervisor / manager who can review their work and provide feedback to TSA

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the units on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved one or more of the units from this course and wish to have them recognised, please contact a TSA Training Advisor.