

Work Health and Safety (WHS) for Statutory Supervisors



Course duration:	3-days
Course cost:	Please request a quote for a private group-based course for your personnel
Workshop aim:	To equip participants with the skills, knowledge and attitude to meet WHS legislative requirements and ensure a safe workplace by: • implementing and monitoring the organisation's WHS policies, procedures and programs, in their own work areas; and • contributing to workplace WHS risk management requirements
Unit covered:	BSBWHS411 – Implement and monitor WHS policies, procedures and programs BSBWHS414 – Contribute to WHS risk management <i>Information about the currency of these units is available on training.gov.au.</i>
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 course has been designed for supervisors and team leaders who work in the Western Australian mining industry. The units covered by this course meet the WorkSafe requirements for statutory supervisors under Schedule 26 of the WHS (Mines) Regulations (WA) 2022.
Pre-requisites:	There are no formal pre-requisites for undertaking this course.
Language, literacy and numeracy (LLN) requirements:	To successfully complete the course, participants will need to have a reasonable level of reading and writing ability. Examples of activities that participants will need to perform include: • Access and read WHS information from a variety of sources, including WHS legislation and codes of practice • Use the internet to locate WHS information • Access and interpret WHS policies and procedures within their organisation • Prepare WHS training plans • Carry out WHS inspections and document the results • Document workplace hazards and risk assessments, including calculating and ranking risks • Review and interpret WHS data 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.

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Access to a workplace environment:

To complete the assessment component of this course, participants need to be working in, or have access to, a mining-based workplace in which they are able to take responsibility for the work health and safety of a team. Ideally, this will be a workplace where they are currently a supervisor or team leader.

Pre-course work:

Before attending the workshop, participants are encouraged to do some research into their organisation's WHS policies and procedures, and to locate and familiarise themselves with:

- Their organisation's WHS policy
- An example of one of their organisation's health and safety procedures
- Their organisation's WHS risk management policies, procedures and forms
- Their organisation's incident / injury report form

Homework:

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

Topics

- Introduction to WHS
- Legislative and organisational framework for WHS
- Duties and responsibilities for WHS
- WHS communication and consultation
- WHS training
- Inspections and investigations
- WHS record keeping
- Introduction to WHS risk management
- Identifying workplace hazards
- Assessing WHS risks
- Controlling and evaluating WHS risks
- Risk assessment examples

Assessment

The assessment for this course consists of:

- Assessment questions and activities to be completed on-course
- Post-course assessment activities based around WHS topics, including:
 - WHS training
 - WHS policies and procedures
 - Hazard identification and team consultation
 - Risk assessment and risk control
 - WHS record keeping
- Third party report from supervisor confirming practical application of competencies in the workplace

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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.

Resource requirements

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

- a computer, a printer and the internet
- workplace work health and safety (WHS) policies, procedures and forms; training records; incident records
- an area of the workplace that they can inspect, and for which they can identify and assess risks in conjunction with others
- a team whose work health and safety they can be responsible for managing
- 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.