

Five-day training for Health and Safety Representatives in the Seafarers Industry



TASC is a Seacare Authority accredited training provider with more than 25 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 TASC 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.

Introductory Training for Health and Safety Representatives

The Course has five modules:

Module 1:	OHS Legislation
Module 2:	Hazard Identification and Risk Management
Module 3:	Safety Management System
Module 4:	Incident Investigation
Module 5:	Communications

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 OVERVIEW

DAY ONE

MODULE 1: OHS Legislation

Six Elements cover 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.

DAY TWO

MODULE 2: Hazard Identification and Risk Management

Element 7	Recognise a Hazard
Element 8	Understand Risk
Element 9	Hazard Control
Element 10	Risk Management
Element 11	Workplace Inspections

DAY THREE

MODULE 3: Safety Management System

Element 12	Permit to Work
Element 13	Shipboard Emergencies and Emergency Equipment
Element 14	Control Safe Access To and On Vessel
Element 15	Manual handling
Element 16	Chemical Safety
Element 17	Entry to Confined Space

DAY FOUR

MODULE 4: Incident Investigation

Element 18	Incident Reporting
Element 19	Incident Investigation
Element 20	Root Cause Analysis
Element 21	Incident Data

DAY FIVE

MODULE 5: Communications

Element 22	Communication
Element 23	Negotiation
Element 24	Health and Safety Committees
Element 25	Administrative Arrangements

Course Duration: 35 hours

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, understanding the risk involved and how to manage the risk. 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.

Day Three: Safety Management System

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, chemical safety and entry to confined space are all discussed in-depth.

Day Four: Incident Investigation

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. TapRoot, Tripod and Five Whys methodologies are discussed and how they fit into the investigation process. Emphasis is given to recognising a root cause. The last element of the day is incident data and analysing trends in the industry.

Day Five: Communications

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.

Costs and Booking

Courses can be conducted at your location, or if you prefer, groups can be catered for at TASC's premises.

You can book online or over the phone.