

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



TASC is a National Offshore Petroleum Safety 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 Offshore Petroleum and Greenhouse Gas Storage Act 2006 and Regulations. 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 HS Representatives in their workplaces.

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

- Assess and interpret the Offshore Petroleum Act 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 and Safety Case
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 OPGGSA, Schedule 3.

COURSE OVERVIEW

DAY ONE

MODULE 1: OHS Legislation

Four Elements cover the Offshore Petroleum and Greenhouse Gas Storage Act 2006, Schedule 3 and Subordinate Legislation plus Regulations 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: Hazard Identification and Risk Management

Element 1	Recognise a Hazard
Element 2	Hazard Control
Element 3	Understand Risk
Element 4	Risk Management

DAY THREE

MODULE 3: Safety Management System and Safety Case

Element 1	Understand a Safety Management System
Element 2	Safety Case
Element 3	Formal Safety Assessment
Element 4	Audit
Element 5	Hazard Register

DAY FOUR

MODULE 4: Incident Investigation

Element 1	Incident Reporting
Element 2	Incident Investigation
Element 3	Root Cause Analysis
Element 4	Incident Data

DAY FIVE

MODULE 5: Communications

Element 1	Meetings
Element 2	Presentation of Information
Element 3	Negotiation

Course Duration: 35 hours

OVERVIEW OF COURSE CONTENT

Day One: OHS Legislation

Participants will be able to explain the scope of the Offshore Petroleum and Greenhouse Gas Storage Act, Schedule 3 and Regulations. Discuss the changes in the Act with regard to "Safety Case" legislation. 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. The definition of "as low as reasonably practical" is also discussed.

Day Three: Safety Management System and Safety Case

Day three looks in-depth at the Safety Management System (SMS) within a facility. How the Safety Case regime evolved and how it fits within the SMS. Participants will be able to map the processes within an SMS that contribute to a Safety Case. Participants will understand the terminology, FSA/QRA/ALARP and identify qualitative and quantitative processes used in the development of the FSA. Auditing a facility and understanding the differences between monitoring, auditing and reviewing, plus the use of checklists are also covered.

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.