

Minerva's National Self Insurer OHS Audit Tool Course

Session	Activities	Assessments	Timing
Session 1	<ul style="list-style-type: none"> • Overview of course. • Distribution of course materials. • WorkCover Audit experience and suggestions. • NSW Workers Compensation Statistics. • Self Insurance Background. • Audit Cycle Flowchart. • NSW OHS Legal Background. • Need for OHS Audits. • AS/NZS ISO 19011:2003 Principles of Auditing. • AS/NZS ISO 19011:2003 Audit Process. • WorkCover Audit Procedure. • Self Insurers Ratings. • Self Insurers Audit Elements. 		90 minutes
<u>Morning Tea</u>			10 minutes
Session 2	<ul style="list-style-type: none"> • Introduction to the National Self Insurer OHS Audit Tool. • Key definitions in the National Self Insurer OHS Audit Tool. • Criteria Rating Options. • Structure of the National Self Insurer OHS Audit Tool. • Guidance and examples in the National Self Insurer OHS Audit Tool. • <u>Element 1: OHS Policy.</u> • <u>Element 2: Planning</u> including: <ul style="list-style-type: none"> • Legal Requirements. • Objectives and Targets. • OHS Management Plans. 		80 minutes
<u>Luncheon</u>			30 minutes

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Session 3	<ul style="list-style-type: none"> • <u>Element 3: Implementation</u> including: <ul style="list-style-type: none"> • Resources. • OHS Consultation. • OHS Responsibilities, Authorities and Accountabilities. • OHS Training. • Document Control. • Risk Management. • Emergency Response. • <u>Element 4: Measurement and Evaluation</u> including: <ul style="list-style-type: none"> • Inspection, Testing and Monitoring. • Health Surveillance. • Accident/Incident Investigations. • Corrective Actions. • OHS Records. • OHS Audits. • <u>Element 5 Management Review.</u> 		90 minutes
Session 4	<ul style="list-style-type: none"> • Comparison between the National Self Insurer OHS Audit Tool and: <ul style="list-style-type: none"> • AS/NZS 4801:2001. • SafetyMAP 4th edition. • NSW OHS Model for Self Insurers. • WorkCover NSW Elements of the National Self Insurer OHS Audit Tool. 	Assessment 1 – Element Analysis of the National Self Insurer OHS Audit Tool.	30 minutes
<u>Afternoon Tea</u>			10 minutes
Session 5	<ul style="list-style-type: none"> • Training Audit Exercise using the National Self Insurer OHS Audit Tool: <ul style="list-style-type: none"> • Analysing the audit evidence. • Rating the audit criteria. • Scoring the audit elements. 	Assessment 2 - Training Audit Exercise	90 minutes
Session 6	<ul style="list-style-type: none"> • Training Audit Exercise Debrief and Wrap Up. 		20 minutes