



Place your OHS in the safest hands

Accredited Lead OHS Auditor Course

Four Day Training Course

(02) 473 111 99

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www.minervaconsulting.com.au

This course is ideal for...

- * Individuals who want to become internal or external (third party) auditors of occupational health and safety (OHS) management systems
- * Individuals who are seeking Registration as Accredited OHS Auditors
- * Individuals who want to conduct OHS Certification Audits such as AS/NZS 4801 or SafetyMAP
- * Individuals with Quality or Environmental auditing skills who want to add OHS auditing skills
- * Auditors operating under Australian State and Territory Self Insurance Workers Compensation Schemes and the New Zealand Accident Compensation Corporation programme
- * OHS managers, safety officers, committee members and OHS representatives who wish to upgrade their skills and qualifications



This course is accredited by RABQSA International and meets the training requirements for OHS auditor certification. It is a competency-based course that provides the knowledge, competencies and skills required for auditing OHS systems. The course is recognised by IRCA and satisfies IRCA's OHS auditor certification training requirements.





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“This training course and certificate of attainment is recognized by IRCA as meeting the requirement for IRCA certification to:

RABQSA-AU

RABQSA-OH

RABQSA-TL”



Internationally Recognised Auditor Certification is provided to Early Bird Participants through the RABQSA International Register of Accredited Auditors

RABQSA International Units of Competency

RABQSA International Competency Standards define a specification of performance, detailing the skills, knowledge and attitudes required to audit effectively. The Minerva Accredited Lead OHS Auditor Course provides training in the skills of auditing and then assesses participants against two core competency units (Auditing and OHS) and one elective unit (Team Leading).

RABQSA-AU: Management Systems Auditing

This is a core competency unit for all management system auditors. It covers the generic knowledge and skills required for all management system auditing described in the International Standard Guidelines for management systems auditing AS/NZS ISO 19011:2003. This competency unit is a guide for any person involved in auditing management systems (including OHS, quality, and environmental auditing) and is a requirement for all auditors seeking certification with RABQSA International. The elements of competency are:

- Apply the principles, procedures and techniques of auditing.
- Relate the auditee management system to the audit criteria.
- Conduct an effective audit in the auditee’s organisational situation.
- Apply the regulations, and other considerations that are relevant to the audit management system, and the conduct of the audit.
- Practice personal attributes necessary for effective auditing.

RABQSA-OH: Auditing OHS Management Systems

This competency unit is a guide for any person involved in auditing OHS management systems and is a requirement for all auditors seeking OHS auditor certification. The elements of competency are:

- Apply OHS laws, principles, codes of practice and standards.
- Identify OHS hazards reasonably expected for that client/industry.
- Assess the risk of identified hazards in the context of the organisation’s OHS management system.
- Assess the effectiveness of methodologies to control OHS hazards.
- Assess OHS roles and responsibilities within the context of the organisational environment.
- Determine the adequacy/effectiveness of an OHS system.

RABQSA-TL: Leading Management System Audit Teams

This competency unit is a guide for any person involved in leading a management system audit team. It assesses the ability to coordinate an audit team and communicate with all parties and is essential for those seeking Lead Auditor certification. The elements of competency are:

- Establish, plan and task the activities of an audit team.
- Communicate effectively with the auditee and audit client.
- Organise and direct audit team members.
- Prevent and resolve conflict with the auditee and/or audit team.
- Prepare and complete the audit report.

Policy for Course Admission

Applicants should have completed at least secondary education, or equivalent. Applicants should have appropriate work experience, which contributes to the development of skills and understanding in some or all of the following:

- OHS management systems and day-to-day workplace safety
- OHS acts, regulations, codes of practice, standards and rules
- Safety inspections, hazard identification surveys and risk assessments
- OHS committee activities and emergency response/fire wardens

Mutual Recognition

Minerva accepts credentials issued by Registered Training Organisations. Course participants seeking recognition must apply in writing and provide evidence of the qualifications/completed units of competency. It is necessary for an applicant to demonstrate that the knowledge/skills have remained relevant or current.

Recognition of Prior Learning (RPL)

Minerva recognises that participants may be able to demonstrate a particular competency on the basis of prior learning or skills gained in the workforce. RPL will be granted if participants can demonstrate competency in all the assessment or performance criteria in the elements of a particular unit of competency or in the learning outcomes in a particular module. If participants believe that they are entitled to recognition of a current competency or set of competencies, they can apply to Minerva for recognition of these competencies.

General Course Information

Minerva's courses are renowned for utilising activity-based learning principles with participants active throughout the four days conducting hazard identification activities, risk assessments, role-plays, case studies, etc. The cornerstone of the Minerva Accredited Lead OHS Auditor Course is a training audit allowing participants to learn by doing the auditing task, best preparing them to conduct real OHS audits. Each participant is required to actively participate in workshops, case studies and auditor role playing; including formal report writing. All necessary manuals, documents, templates, assessments and equipment are provided.

The courses are conducted at quality training venues throughout Australia, New Zealand and the Pacific region. Lunch and refreshments are provided.

Course Timing

The Minerva Accredited Lead OHS Auditor Course is structured and conducted so that each participant is subjected to realistic OHS management system audit practices and conditions. The total course time is 36 hours. There are 8 hours of face-to-face instruction on each of the 4 days. There are 2 overnight assignments (requiring approximately 2 hours each) issued on day 1 for submission on day 4.



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Course Dates, Venues and Bookings – Contact Minerva:

Telephone	1800 441 602 or (612) 4731 1199
Fax	(612) 4731 1566
Email	admin@minervaconsulting.com.au
Internet	www.minervaconsulting.com.au

Course Fees

Just \$1995.00 (plus GST) per person including lunch and refreshments. A cancellation fee of 25% of the course fee applies if cancellations are made less than one month before the course commencement date. A 100% cancellation fee is applicable within one week of the course.

Early Bird Special Offer

Look out for our early bird specials on our website.

Group Discount

Contact Minerva to discuss a discount for multiple bookings.

In-house Courses

The Minerva Accredited Lead OHS Auditor Course can be tailored to your organisation and conducted at your premises. It can be arranged on dates to suit your operational demands. It can be supplemented with your organisation's OHS documentation and involve an on-site audit to specifically skill your people to audit your workplace/industry.

Minerva Consulting Group – Guarantee of satisfaction

At Minerva Consulting Group we are proud of our reputation for providing quality training services. Minerva has been conducting successful courses throughout Australasia for more than twenty years. The course incorporates adult learning principles and learning techniques that have proven to be effective. The training is provided by experienced OHS Auditors who operate under a code of conduct.

Successful Course Participants

The Minerva Accredited Lead OHS Auditor Course was accredited in 1999. Since then, hundreds of people have graduated from many organisations including:

ACC, AGL, Allianz, Aon, Austral, BHP, Blacktown City Council, Bluescope Steel, Bunnings, Cadia Valley Mines, Cargill Meats, Carter Holt Harvey, Catholic Church Insurances, CGU Insurance, Childcare NSW, Crane Group, Civil Aviation Authority, Coca Cola, Coles Myer, Comcare, Connell Wagner, Country Energy, Crown Casino, CSL, CSR, Electrolux, Elgas, Fijian National Training Council, Fisher & Paykel NZ, Fletcher Building Company, George Weston Foods, Goodman Fielder, Hastie Air Conditioning, Hydro Aluminium Kurri Kurri Pty Ltd, IAG, Inghams, Konnect, Marsh, Master Builders Association, Macquarie Generation, McDonalds, Metropolitan Fire & Emergency Services, Mount Cook Airline NZ, Multiplex Constructions, Nestle, NRMA, NSW Agriculture, NSW Mines Rescue Service, NSW Rural Fire Brigades, NZ Customs Service, NZ Police Service, OSH NZ, Paperlinx, Patricks, Price Waterhouse Coopers, Qantas, QAS Standards Australia, Racing Victoria, RailCorp, Readymix, Ridgeway Gold Mine, Rinker, Rocla, Royal Lifesaving, SGS, Simplot, Sutherland Shire Council, Swinburne University, Sydney Adventist Hospital TAFE, Telarc, Telstra Australia, Tip Top Bakeries, UEE, University of NSW, Waterways Authority, Wingecarribee Shire Council, Woolworths and WorkCover NSW.