



**Minerva's
National Self Insurer
OHS Audit Tool Training**



Sample Course Outline ©

Session 1

90 mins

- 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

Session 2

80 mins

- 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
- Element 1: OHS Policy
- Element 2: Planning including:
 - Legal Requirements
 - Objectives and Targets
 - OHS Management Plans

Session 3

90 mins

- Element 3: Implementation including:
 - Resources
 - OHS Consultation
 - OHS Responsibilities, Authorities and Accountabilities

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- OHS Training
- Document Control
- Risk Management
- Emergency Response
- Element 4: Measurement and Evaluation including:
 - Inspection, Testing and Monitoring
 - Health Surveillance
 - Accident/Incident Investigations
 - Corrective Actions
 - OHS Records
 - OHS Audits
- Element 5 Management Review

Session 4

30 mins

- Comparison between the National Self Insurer OHS Audit Tool and:
 - 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

Session 5

90 mins

- Training Audit Exercise using the National Self Insurer OHS Audit Tool:
 - Analysing the audit evidence
 - Rating the audit criteria
 - Scoring the audit elements
- Assessment 2 – Training Audit Exercise

Session 6

20 mins

- Training Audit Exercise Debrief and Wrap Up

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