

Minerva's National Self Insurer OHS Audit Tool Course

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

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

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