



# **OHS TRAINING REQUIREMENTS**

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## **REFERENCE GUIDE**

# **2009**

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## **Introduction**

Some training is prescribed by legislation and the frequency of training is mandatory. Some other types of training is required to be carried out to ensure staff “remain competent”, but the frequency with which it must be undertaken is less clear. Often this is up to the employer to determine, through a Risk Assessment process.

It can be a complex task to find out exactly where training information is located in the legislation to determine the organisations responsibilities, particularly in respect of recertification or refresher training.

**The aim of this document is to aid in this process, it is not an exhaustive reference tool.**

Table 1 is to aid in identifying some mandatory training requirements. Also outlined are renewal periods, reference documentation (exerpts) and to whom the training may apply in your organisation.

Table 2 is to aid in identifying other training requirements that are not necessarily proscriptive; the training may be identified as a result of the Risk Management process for example.

The OHS Act 2000 (§ 8 (1)) requires that *“An employer must ensure the health, safety and welfare at work of all the employees of the employer.....providing such information, instruction, training and supervision as may be necessary to ensure the employees’ heath and safety at work...”*

The OHS Regulation 2001 (Chpt. 1 Cl.1) defines competent person *“for any task means a person who has acquired through training, qualification or experience, or a combination of them, the knowledge and skills to carry out that task.”*

## **Using this Document**

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## QUICK GUIDE TO OHS TRAINING REQUIREMENTS

Course	Renewal Period	Proscriptive Documentation (to read the document excerpts / reference, click the underlined link)	Staff Training – Who?
Overhead Power Line Safety for Crane and Plant Operators	12 months	<a href="#">Workcover Code of Practice</a>	Plant operators, Arborists or anyone that is likely to operate in the vicinity of power lines.
Safe Use Of Pesticides	5 years	<a href="#">Pesticides Regulation 1995</a> ; <a href="#">WorkCover Code of Practice</a> ; <a href="#">EPA Information</a>	Parks and gardens, urban pest control, roads maintenance and weeds officers.
RTA Traffic Management Courses	3 years	<a href="#">Overview of all RTA courses</a> ; <a href="#">Traffic Control at Worksites Manual V3.0</a> ; <a href="#">RTA Circular</a>	Any staff working in the vicinity of traffic
OHS Construction Induction	Nil (See Reg)	<a href="#">OHS Act 2000</a> ; <a href="#">OHS Regulation 2001</a>	Parks and gardens, water, sewerage, roads, building maintenance
Work Activity Training	Nil (See Reg)	<a href="#">OHS Act 2000</a> ; <a href="#">OHS Regulation 2001</a> ;	Parks and gardens, water, sewerage, roads, building maintenance
Confined Spaces	12 months Respiratory protective device component	<a href="#">OHS Regulation 2001</a> ; <a href="#">AS 2865-2001 Safe working in Confined Spaces</a> ; <a href="#">AS 1715-1994</a>	Sewerage, water, parks and gardens, roads, plumbers
OHS Consultation	Nil	<a href="#">OHS Regulation 2001</a>	Any person selected as an OHS Committee member or representative
Return to Work Coordinator	Nil	<a href="#">Workplace Injury Management and Workers Compensation Regulation 2002</a> ; <a href="#">Guidelines for Employers' Return to Work Programs pub 506</a>	Any person selected as a RTW coordinator
First Aid	3 years	<a href="#">OHS Regulation 2001</a> ; First Aid Trainers Manual	Tradesman, parks and gardens, roads, Arborists, administration
Working at Heights	Nil	<a href="#">OHS Regulation 2001</a> ;	Building maintenance, tradesman, bridge crews



Course	Renewal Period	Documentation (to read the reference document excerpts, click the underlined link)	Staff Training – Who?
Transfer Loads with slings	Nil	<a href="#">Industrial Certification Manual September 1995</a> (currently under review)	Plant operators, roads, parks and gardens
Manual Handling	Nil	<a href="#">OHS Act 2000</a> ; <a href="#">OHS Regulation 2001</a> ; <a href="#">Manual Handling Resource pub 1306</a>	Tradesman, parks and gardens, roads and drainage, bridge work, pound, water, waste water, rangers
Hazard Identification and Risk Assessment	Nil	<a href="#">OHS Act 2000</a> ; <a href="#">OHS Regulation 2001</a>	All staff
Chair Person (OHS Committee)	Nil	<a href="#">OHS Act 2000</a> ; <a href="#">OHS Regulation 2001</a> ; <a href="#">Code of Practice for Consultation</a>	Chair persons
Risk Management for Supervisors and Managers	Nil	<a href="#">OHS Regulation 2001</a>	Supervisors, managers, leading hands, gangers

From 1 September 2005, WorkCover will no longer accredit the following occupational health and safety training courses:

- Noise in the Workplace
- Risk Management for Supervisors and Managers
- Manual Handling
- Workplace Substances
- OHS Induction (non-Construction)

Arrangements will not change for [OHS General Induction for Construction Work in NSW](#) and [OHS Consultation Programs](#), which are subject to the requirements set out in the *Occupational Health and Safety Regulation 2001*.

# **DOCUMENT EXERPTS AND REFERENCES TO GUIDING DOCUMENTS**

## **SAFEWORK NEAR POWER LINES**

This kind of work is currently governed by the Workcover NSW Code Of Practice 2006 “Work Near Overhead Power Lines”.

### 3.8.2 Maintenance of Competency

The employer of accredited persons must ensure that those persons are either re-assessed or re-trained annually to ensure their on-going competency to perform activities associated with work near overhead power lines.

Re-assessment or re-training must cover as a minimum the knowledge and skills necessary to ensure safe work practices near overhead power lines, approved resuscitation procedures and emergency procedures to be followed in the event of an accident.

Following re-assessment, persons who have failed to maintain competency through regular on the job application of learnt skills and knowledge must undertake refresher training and competency assessment.

From Workcover NSW [Code Of Practice 2006 “Work Near Overhead Power Lines”](#).

## **SAFE USE OF PESTICIDES**

### *Pesticides Regulation 1995*

#### Part 3 Compulsory training for certain pesticide users

##### Division 1 Preliminary

### **7 Definitions**

**prescribed qualification** means a qualification with respect to the use of pesticides that is granted to a person by a registered training provider:

- (a) in accordance with the Australian Qualifications Framework, and
- (b) in recognition of the person's satisfactory achievement of specified units of competency (being units of competency that, at the time the prescribed qualification is issued, are approved by the Environment Protection Authority under clause 8).

**registered training provider** means a training provider registered under the *Vocational Education and Training Accreditation Act 1990*.

**Note.** Generally, registered training providers are also registered training organisations for the purposes of the Australian Qualifications Framework.

- (2) In this Part, a reference to evidence of a qualification is a reference to:
  - (a) in the case of a permit or licence, the permit or licence concerned, and
  - (b) in the case of any other qualification:
    - (i) a document that is issued to a person as the qualification concerned achieved by that person, or
    - (ii) document (including a card) that is issued to the holder of the qualification concerned by a registered training provider, or other person or body approved by the Authority, as a record or evidence (or both) of the person's achievement of that qualification.
- (3) For the purposes of this Part, a **prescribed qualification ceases to have effect in relation to a person at the end of 5 years after the person last obtained the qualification** (unless sooner cancelled or revoked).

**Note.** In order to remain qualified, a person will therefore need to re-qualify every 5 years.

##### Division 2 Requirement for pesticide users to hold prescribed qualification

### **7A Only qualified persons to use pesticides in certain circumstances**

- (1) A person must not use a pesticide in any of the following circumstances unless he or she holds a prescribed qualification:
  - (a) in the course of acting as, or for or on behalf of, the landlord of any premises,
  - (b) in the course of acting for or on behalf of a public authority,
  - (c) in the course of carrying out pest control operations on a golf course, sporting field or bowling green,
  - (d) in connection with any agricultural operations (including farming, horticultural or aquacultural operations) or forestry operations,
  - (e) in the course of carrying on, or working in, a business, educational institution or hospital (whether as principal, contractor or employee, and regardless of whether, in the case of a business, the use of pesticides is a purpose of the business concerned).



Maximum penalty: 200 penalty units.

(2) A person must not employ or engage a person to use a pesticide in any circumstance referred to in subclause (1) unless the second-mentioned person holds a prescribed qualification and evidence of the prescribed qualification.

Maximum penalty: 200 penalty units (in the case of an individual) or 400 penalty units (in the case of a corporation).

(3) This clause does not apply to the storage of pesticides.

(4) This clause commences on 1 September 2005.

### ***WorkCover Code of Practice***

[Full text of the Code is available from the WorkCover website.](#)

### ***Guides from Environmental Protection Authority (EPA)***

The Environmental Protection Authority has an informative web site on the enforcement of the Pesticides Act 1999. It includes information about:

- [Pesticides](#)
- [New training requirements](#)
- Summaries of the [Act](#) and [Regulation](#)

## OVERVIEW OF RTA COURSES

	Traffic Controllers	Apply Traffic Control Plans	Select/ Modify Traffic Control Plans	Design & Inspect Traffic Control Plans
Description	This course provides training for staff who are required to control traffic with a Stop Slow bat. This course will provide participants with the knowledge, skills and attitudes to perform traffic control safely for their co-workers and the public.	This course provides training for staff who are required to set up and work with Traffic Control Plans (TCP). <i>Note This course does not qualify participants to select or modify existing TCPs, or control traffic with a Stop/Slow Bat.</i>	This course provides training for staff who are required to select and make minor modifications to existing Traffic Control Plans (TCP) to suit work locations. <i>Note This course does not qualify participants to design a non standard TCP.</i>	This course provides training for staff who are required to design new TCPs for roadworks or major upgrades and/or required to Inspect TCPs on any road construction site.
Learning Outcomes	<ul style="list-style-type: none"> <li>Understand the role of a Traffic Controller.</li> <li>Apply the procedures of traffic controlling within a worksite.</li> <li>Operate a 2-way radio correctly and effectively.</li> <li>Promote the role of traffic controller in the community</li> </ul>	<ul style="list-style-type: none"> <li>Identify safety implications of traffic control at road works and personal responsibilities.</li> <li>Set up and Close down traffic control devices according to a nominated TCP, to OHS and legislative requirements.</li> <li>Operate a 2-way radio correctly and effectively.</li> <li>Check, clean and store equipment on completion of work and close down a TCP.</li> </ul>	<ul style="list-style-type: none"> <li>Explain the requirements of a Traffic Management Plan (TMP).</li> <li>Describe the Set out and Close down of a TCP.</li> <li>Conduct a risk review for a TCP</li> <li>Make minor site specific modifications to approved TCPs</li> <li>Inspect an approved TCP.</li> </ul>	<ul style="list-style-type: none"> <li>Explain the requirements of a Traffic Management Plan (TMP).</li> <li>Collect all required information about a given roadwork project to enable the preparation of a TCP.</li> <li>Design a TCP, which meets OHS and legislative requirements.</li> <li>Inspect and Assess Non Standard TCPs.</li> </ul>
Target Audience	Any person who may be required to control traffic using a Stop-Slow bat in the Road Construction and Maintenance Industry. <ul style="list-style-type: none"> <li>Field Staff</li> </ul>	Any person who may be required to set up and work with a TCP, issued by supervisors or line managers. These can include: <ul style="list-style-type: none"> <li>Field Staff</li> </ul>	Any person who may be required to select and modify existing TCPs to suit work locations. These can include: <ul style="list-style-type: none"> <li>Works Supervisors</li> <li>Team Leaders</li> </ul>	Any person who may be required to design and inspect new TCPs. These can include: <ul style="list-style-type: none"> <li>Works Supervisors</li> <li>Surveillance Officers</li> <li>Road Safety Auditors</li> <li>Project Managers</li> </ul>
Pre-requisites	<ul style="list-style-type: none"> <li>Adequate literacy</li> </ul> <p><b>AND HOLD</b></p> <ul style="list-style-type: none"> <li>A NSW WorkCover Construction Induction Certificate or equivalent</li> </ul> <p><b>AND HOLD OR HAVE PREVIOUSLY HELD</b></p> <ul style="list-style-type: none"> <li>A NSW P2 Drivers Licence or equivalent or higher</li> </ul> <p><b>OR HAVE HELD</b></p> <ul style="list-style-type: none"> <li>A NSW Traffic Controller Photo ID card (expired within the last two years)</li> </ul>	<ul style="list-style-type: none"> <li>Adequate literacy</li> </ul> <p><b>AND HOLD</b></p> <ul style="list-style-type: none"> <li>A NSW WorkCover Construction Induction Certificate or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Adequate literacy and analytical skills</li> </ul> <p><b>AND HAVE</b></p> <ul style="list-style-type: none"> <li>Demonstrated Industry Experience in Traffic Control for a period of 12 months</li> </ul> <p><b>OR HAVE</b></p> <ul style="list-style-type: none"> <li>Demonstrated Industry Experience in Applying Traffic Control Plans for a period of 12 months</li> </ul> <p><b>OR HAVE</b></p> <ul style="list-style-type: none"> <li>Equivalent <b>current</b> industry experience</li> </ul> <p><b>OR HOLD</b></p> <ul style="list-style-type: none"> <li>A <b>current</b> Select/Modify Traffic Control Plans Photo Id Card</li> </ul>	<ul style="list-style-type: none"> <li>Adequate literacy and analytical skills</li> </ul> <p><b>AND HAVE</b></p> <ul style="list-style-type: none"> <li>A <b>current</b> Select/Modify Traffic Control Plans (Red) Photo ID Card with a minimum 12 months experience in selecting and modifying TCPs in the workplace</li> </ul> <p><b>OR HOLD</b></p> <ul style="list-style-type: none"> <li>A <b>current</b> Design &amp; Audit Traffic Control Plans Photo Id Card</li> </ul>
Duration	One day	One day	Two days	One day
Validity	3 years	3 years	3 years	3 years
Class Size	5 – 16 people	5 – 16 people	5- 14 people	3 –14 people
Delivery	<ul style="list-style-type: none"> <li>Classroom including discussion groups and simulated exercises in controlling traffic, including the use of a 2-way radio.</li> <li>Participants must complete knowledge and skills assessment at the end of the course.</li> </ul>	<ul style="list-style-type: none"> <li>Classroom including practical exercises.</li> <li>Participants must complete knowledge and skills assessment at the end of the course.</li> </ul>	<ul style="list-style-type: none"> <li>Classroom including practical exercises.</li> <li>Participants must complete knowledge and skills assessment at the end of the course.</li> </ul>	<ul style="list-style-type: none"> <li>Classroom including practical exercises.</li> <li>Participants must complete knowledge and skills assessment at the end of the course.</li> </ul>

## ***Traffic Control at Worksites Manual V3.0***

The OH&S Act 2000 determines that high-risk work activities, which include working with traffic, require specific work activity training to be completed by all persons engaged in this work. By developing traffic control training the RTA is fulfilling these requirements, ensuring compliance with Australian Standard 1742.3 and addressing important issues such as public safety.

All persons undertaking works for the RTA are required to have their staff trained in accordance with this manual and Contract OHS&R Specifications G10.

.....Local government, contractors and public utility authorities are required to adopt the manual for works undertaken on RTA controlled roads and are encouraged to adopt the manual for works on roads outside the control of the RTA.....

From the *“Traffic Control at Worksites Manual V3.0, Section 1 Policy”*, published by the Roads and Traffic Authority, September 2003.

## **OHS CONSTRUCTION INDUCTION**

General obligations are placed upon the employer with regard to the employee under Section 8 of the OHS Act 2000. Additionally the OHS Regulation Chapter 8, Part 8.2, OHS Induction Training-Construction Work outlines that this training must be undertaken.

The OHS Induction Certificate does not lapse, as long as the individual remains active in the construction industry and is not “out of action” for 2 consecutive years. If the latter is the case the certificate is considered to have lapsed. In the Regulation:

### **CI 222 Lapsing of currency of OHS training and OHS training statements**

- (1) A person’s OHS induction training ceases to be current for the purposes of this Part if the person has not carried out construction work for any consecutive period of 2 years or more since:
  - (a) in the case of a person who has actually undergone training—the completion of the training, or
  - (b) (Repealed)
- (2) A statement of OHS induction training ceases to be valid for the purposes of this Part if the person to whom it is issued has not carried out construction work for any consecutive period of 2 years or more since the issue of the statement.

### ***WORK ACTIVITY TRAINING***

Work Activity Training is another level in the OHS Induction Training system for construction and has the same requirements. The following section outlines the definition provided in the Regulation for OHS induction training:

### **CI 216 Meaning of “OHS induction training”**

- (1) For the purposes of this Part, ***OHS induction training*** means training referred to in each of the following paragraphs completed to the satisfaction of the person conducting the training:
  - (a) general health and safety induction training that complies with clause 217,
  - (b) work activity based health and safety induction training that complies with clause 218 and relates to the particular type of construction work to be carried out,
  - (c) site specific health and safety induction training that complies with clause 219 and relates to the particular site at which the construction work is to be carried out.
- (2) An approval by WorkCover of OHS induction training for the purposes of Part 15 of the *Construction Safety Regulations 1950* (being an approval in force immediately before the commencement of this clause) is taken to be an approval by WorkCover of the training for the purposes of this Regulation.

### ***Code of Practice: Occupational Health and Safety Induction Training for Construction***

WorkCover developed this [Code of Practice: Occupational Health and Safety Training for Construction](#), to outline in more detail the training requirements for construction work. The underlined link will take you to the code.

## **CONFINED SPACES**

There is various guidance material available regarding working in Confined Spaces, including the OHS Regulation which states the training requirement. However there is not a definite stipulation anywhere regarding a “timeframe” for renewal period requirements for Confined Spaces training. The Australian Standards, particularly AS2865 and AS1715, stipulate refresher “timeframe” requirements for components of confined spaces training only. To aid in meeting general duty of care requirements however and other general training requirements in AS2865, key elements of confined space entry are integrated into the stipulated training requirements (ie those in AS1715) by trainers.

The Regulation states:

### **CI 77 Training**

- (1) An employer must **provide training for all persons who** are required to work in or on a confined space in all relevant activities relating to entering and working in or on the confined space.

Maximum penalty: Level 4.

- (2) The training program must include instruction in the following:
- (a) the hazards of confined spaces,
  - (b) risk assessment procedures,
  - (c) risk control measures,
  - (d) emergency procedures,
  - (e) selection, use, fitting and maintenance of safety equipment.

Maximum penalty: Level 4.

- (3) Training must also be provided for persons who:
- (a) perform assessments in relation to the safety of confined spaces, and
  - (b) issue entry permits for work in confined spaces, and
  - (c) design and fix the layout of work places, and
  - (d) manage or supervise (or both) persons working in or near confined spaces, including any contractor, and
  - (e) maintain equipment used for and during entry to confined spaces, and
  - (f) purchase, distribute, fit, wear or maintain personal protective equipment used in relation to the carrying out of work in confined spaces, and
  - (g) are on stand-by in relation to work in confined spaces, and
  - (h) are involved in rescue and first aid procedures in relation to work in confined spaces.

Maximum penalty: Level 4.

*AS2865-2001 Safe working in confined spaces and AS 1715-1994 Selection, use and maintenance of respiratory protective devices*

**Clause 11.3 of AS2865-2001 Training and competence**

Persons shall be **reassessed at appropriate intervals** to ensure their ongoing competency to perform activities relevant to their entry **and work associated** with confined spaces.

**Clause 7.12 of AS1715-1994 Training in respiratory protection usage**

Where a respirator program is adopted, training should be given. This should occur at the commencement of employment, and at routine intervals thereafter. The frequency of **retraining** will depend on the complexity of the program and the degree of the hazard, but in any case, should be **at least annually**.

**Workcover Position Paper on Confined Spaces Training**

See next page.

## **OHS CONSULTATION**

An entire chapter, (3) is dedicated to consultation obligations in the OHS Regulation, one clause stating:

### **CI 31 Training to be undertaken by members of OHS committees and OHS representatives**

(1) An employer **must ensure that each member** of an OHS committee and each OHS representative **undertakes a course of training** in accordance with this clause.

Maximum penalty: Level 2.

(2) The course of training must be undertaken as soon as practicable after the person is first appointed as a member of the committee or first elected as a representative (**unless** the person has previously undertaken an approved course of training).

(3) The course of training must be provided by:

- (a) a trainer who is accredited by WorkCover to provide that course of training, or
- (b) a registered provider under the [Vocational Education and Training Accreditation Act 1990](#) whose registration extends to providing a course of OHS consultation training.

## **RETURN TO WORK COORDINATOR**

### **The Workplace Injury Management and Workers Compensation Regulation 2002**

#### **CI 3 Definitions**

***category 1 employer*** means:

- (a) an employer insured under a policy of insurance to which the insurance premiums order for the time being in force applies and whose basic tariff premium (within the meaning of that order) for that policy would exceed \$50,000, if the period of insurance to which the premium relates were 12 months, or
- (b) an employer insured under more than one policy of insurance to which the insurance premiums order for the time being in force applies and whose combined basic tariff premiums (within the meaning of that order) for those policies would exceed \$50,000, if the period of insurance to which each premium relates were 12 months, or
- (c) an employer who is self-insured, or
- (d) an employer who is insured with a specialised insurer and who employs more than 20 workers.

#### **CI 18 Category 1 employers must have return-to-work co-ordinator**

- (1) A category 1 employer must:
  - (a) employ a person to be a return-to-work co-ordinator for injured workers of the employer, being a person who has undergone such training as the guidelines may require, or
  - (b) engage a person in accordance with such arrangements as the guidelines may from time to time permit to be a return-to-work co-ordinator for injured workers of the employer.

Maximum penalty: 20 penalty units.

- (2) The following are examples of the arrangements that the guidelines can permit for the purposes of this clause:
  - (a) the engagement of a person under an arrangement with a person or organisation that provides return-to-work co-ordinators to employers,
  - (b) an arrangement under which a person is engaged on a shared basis by 2 or more employers.
- (3) The guidelines can require an employer to obtain the approval of the Authority before entering into an arrangement for the purposes of subclause (1) (b).
- (4) The guidelines can impose requirements with respect to the training, qualifications and experience of persons who may be engaged to be return-to-work co-ordinators under subclause (1) (b).

### ***Guidelines for Employers' Return to Work Programs***

The Guidelines developed by WorkCover state that:

The return to work coordinator must hold:

- a WorkCover certificate certifying attendance at the WorkCover accredited two-day course 'Introduction to return to work coordination'
- or
- a WorkCover certificate certifying attendance at a two-day WorkCover accredited training course for rehabilitation coordinators that was conducted prior to February 1995 or
- a letter from WorkCover's Workplace Injury Management Branch agreeing to exempt the return to work coordinator from the requirement to participate in WorkCover accredited training. Applications for exemption can be accessed under further information.

There is no specific requirement by WorkCover for retraining.

## **FIRST AID**

The training renewal period of **3 years** for first aid, is stipulated in the First Aid Trainers Manuals and may be verified by contacting WorkCover 131050.

The OHS Regulation states:

### **CI 20 Employer to provide first aid facilities and personnel**

(1) In this clause:

**construction site** means the site of construction work.

**trained first aid personnel** means:

- (a) a person who holds a current first aid certificate issued after successful completion of a WorkCover approved first aid course, or
  - (b) a person who holds a current occupational first aid certificate issued after successful completion of a WorkCover approved occupational first aid course, or
  - (c) a level 3 or greater New South Wales ambulance officer, or
  - (d) a registered nurse, or
  - (e) a medical practitioner.
- (2) An employer must provide at each place of work:
- (a) first aid facilities that are adequate for the immediate treatment of injuries and illnesses that may arise at the place of work, and
  - (b) if more than 25 persons are employed at a place of work—trained first aid personnel.
- (3) An employer must have regard to the location of the place of work, the number of employees at a particular location and the type of work being undertaken in determining the nature, number and location of the first aid facilities and the number of trained first aid personnel that are required. Subclauses (4)–(7) prescribe the minimum facilities and personnel that are required at various sites or places of work.

## **SAFE WORKING AT HEIGHTS**

Training is required when the following clause is applied from the OHS Regulation:

### **CI 56 Prevention of falls from heights—particular risk control measures**

- (1) An employer must ensure that risks associated with falls from a height are controlled by use of the following measures:
  - (a) provision and maintenance of:
    - (i) a stable and securely fenced work platform (such as scaffolding or other form of portable work platform), or
    - (ii) if compliance with subparagraph (i) is not reasonably practicable—secure perimeter screens, fencing, handrails or other forms of physical barriers that are capable of preventing the fall of a person, or
    - (iii) **if compliance with subparagraph (ii) is not reasonably practicable—other forms of physical restraints that are capable of arresting the fall of a person from a height of more than 2 metres,**
  - (b) provision of a safe means of movement between different levels at the place of work.
- (2) If a **fall arrest device** is provided for use by persons at work, the employer must ensure that:
  - (a) all anchorage points for the device are inspected by a competent person before their first use and then on a regular basis so they are capable of supporting the design loads, and
  - (b) if the load-bearing capacity of an anchorage point is impaired, the anchorage is immediately made inoperable so as to prevent its use, and
  - (c) any harness, safety line or other component of the device that shows wear or weakness to the extent it may cause the device to fail is not used, and
  - (d) **all persons using the device have received training in the selection, assembly and use of the system, and**
  - (e) adequate provision is made for the rescue of a person whose fall is arrested by a fall arrest device.

Maximum penalty: Level 4.

Working at Heights training does not have a stipulated re-training or refresher requirement, there is however a general duty of care obligation under the Act and Regulation to have trained, competent employees undertaking activities.

## **TRANSFER LOADS WITH SLINGS**

In some instances a Dogging certificate may not be required to carry out slinging. The Industrial Certification Manual published in September 1995, WorkCover (currently under review) states:

### **Dogging certificate**

The scope of work for this certificate is the application of slinging techniques including the selection and inspection of lifting gear or the direction of the crane or hoist operator in the movement of the load including when the load is out of view of the operator.

'Slinging techniques' means the exercising of judgment in relation to, the suitability and condition of lifting gear, and the method of slinging, by consideration of the nature of the load, its mass, and its centre of gravity.

#### Note

- The slinging of loads which do not involve *slinging techniques* does not require a certificate.
- Directing a load which is always in full view of the crane or hoist operator does not require a certificate.
- Dogging work may also be carried out by persons holding a basic, intermediate or advance rigging certificate or equivalent

Transfer of Loads with Slings training does not have a stipulated re-training or refresher requirement, there is however a general duty of care obligation under the Act and Regulation to have trained, competent employees undertaking activities.

### **CI 3 Objects**

.....(e) to ensure that risks to health and safety at a place of work are identified, assessed and eliminated or controlled,.....

### **CI 13 Employer to provide instruction, training and information**

- (2) An employer must ensure that any person who may be exposed to a risk to health and safety at the employer's place of work:
- (a) is informed of the risk, and
  - (b) is provided with any information, instruction and training necessary to ensure the person's health and safety.

The information, instruction and training (and the timing of its provision) must be commensurate with the risk to health and safety concerned.

Maximum penalty: Level 3.

## **OVERVIEW OF DELETION OF WORK COVER NSW CRANE CHASER CERTIFICATES.**

Work Cover NSW has extended the deletion date of Crane Chasers Certificates to September 2007.

After this date staff involved in slinging & directing loads will be required to either upgrade to the National Certificate of Competency for Dogging, or work within the restrictions & limitations set out by Work Cover.

**The following information has been received from Work Cover NSW:**

### **Can a person sling & direct a load without a dogging certificate?**

Yes, but only when the load remains in clear view of the crane operator, and there is no requirement to **exercise judgement** in relation to:

- Which sling to use
- How to sling the load
- The condition of the sling
- The load and its centre of gravity

### **Key Issues**

- If you are involved in slinging a load in any work situation e.g. for an overhead travelling crane, you may need a Dogging Certificate.
- A Certificate may not be needed if the load has been predetermined & the slings selected by a competent person (Minimum requirement: Dogging or higher qualification, e.g. rigging). In this situation it is unlikely that you are **exercising judgement**.
- A person who holds a certificate of competency to operate a crane or hoist cannot sling & direct the movement of a load, except where the holding of a Dogging Certificate is not required (see above point), or the person holds a Dogging Certificate.
- A Dogging Certificate is not generally required when manually operated mechanical equipment like a chain block or sling are used to lift a load. Generally the load will be in the operator's view and **judgement is not exercised**, however, when the lift is complex a certificated operator (rigger or dogman) should be in control.

The deletion of the Crane Chaser Certificate and the limitations & restrictions may have an adverse effect on Council operations.

To ensure that Council provides a safe workplace for all Staff and meets its OHS legal obligations, significant consideration needs to be given to this issue.

Council may need to take a Risk Management approach including:

- Consulting with affected Staff & OSEM Committees
- Undertaking risk assessments
- Implementing adequate control measures.

These control measures may include, but not be limited to:

- Upgrading staff qualifications through training



- Designing and implementing Standard Work Procedures to cover their operations.

E.g. have a competent person (dogman) in each crew to select & inspect lifting gear, to calculate the mass of the lift, and to identify the centre of gravity & slinging method.

The following craning operations may fall into this category:

- Small vehicle loading cranes (hiabs)
- Vehicle loading cranes > 10meter/tonne
- Electric overhead travelling cranes,
- Excavators
- Loaders
- Backhoes
- Forklifts with jib attachments

## **MANUAL HANDLING**

There is no specific legal requirement to provide Manual Handling training. Manual Handling is however, one of the major potential workplace risk and the OHS Act places obligations on employers to manage such risks. This includes specific requirements for identifying and controlling manual handling hazards and risks and providing training for persons to enable them to safely carry out activities in the workplace.

The OHS Act objects include:

### **CI 3 Objects**

.....(e) to ensure that risks to health and safety at a place of work are identified, assessed and eliminated or controlled,.....

### **CI 13 Employer to provide instruction, training and information**

- (2) An employer must ensure that any person who may be exposed to a risk to health and safety at the employer's place of work:
- (a) is informed of the risk, and
  - (b) is provided with any information, instruction and training necessary to ensure the person's health and safety.

The information, instruction and training (and the timing of its provision) must be commensurate with the risk to health and safety concerned.

Maximum penalty: Level 3.

The National Standard for Manual Handling and National Code of Practice is also available from the National Occupational Health and Safety Commission of Australia.

WorkCover have also published [Manual Handling Resource 2004](#) pub 1306, click on the underlined link and more information will be available.

## **HAZARD IDENTIFICATION AND RISK ASSESSMENT**

As the basis for the OHS legislation is a Risk Management approach it could possibly be considered best practice to provide training in this area. An employer also has various general duty obligations concerned with providing training and information.

AS 4360-1999 Risk Management provides guidance for Risk Management.

The OHS Act objects include:

### **CI 3 Objects**

.....(e) to ensure that risks to health and safety at a place of work are identified, assessed and eliminated or controlled,.....

### **CI 13 Employer to provide instruction, training and information**

- (2) An employer must ensure that any person who may be exposed to a risk to health and safety at the employer's place of work:
- (a) is informed of the risk, and
  - (b) is provided with any information, instruction and training necessary to ensure the person's health and safety.

The information, instruction and training (and the timing of its provision) must be commensurate with the risk to health and safety concerned.

Maximum penalty: Level 3.

## **CHAIR PERSON / OHS COMMITTEE**

The OHS Act and Regulation places a large onus on consultation. This training could be seen as beneficial for the successful running of an OHS Committee creating effective and efficient systems for consultation. Additionally, this training could be seen as another method of showing due diligence.

## **RISK MANAGEMENT FOR SUPERVISORS AND MANAGERS**

This is one of the training courses which WorkCover, as of 1<sup>st</sup> September 2005, will no longer accredit. However, the OHS Regulation states:

### **CI 13 Employer to provide instruction, training and information**

- (3) An employer must provide persons who have responsibilities with respect to the following under this Regulation with all available information necessary to enable them to fulfill those responsibilities:
- (a) identifying hazards,
  - (b) assessing risks arising from those hazards,
  - (c) eliminating or controlling those risks,
  - (d) monitoring or reviewing risk control measures,
  - (e) providing information.

Maximum penalty: Level 4.