

National Occupational Health and
Safety Commission

Core Training Elements
for the
National Standard
for the Control of Workplace Hazardous
Substances

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Contents

Preface	iii
Introduction	1
What do we mean by core training elements?	1
Workplace parties—summary of roles	2
Other parties	3
Hazardous substances core training elements	4
A. Scope	4
B. Target groups	4
C. Training aims	4
D. Training objectives	5
E. Performance indicators	9
F. Main topic/content areas	9
G. Notional times	10
H. Training and learning methods	10
I. Resource list	10
Appendixes	
1. Training outcomes breakdown sheets	11
2. Training outcomes for those with special duties	24
3. Resource list	25

Preface

Under the National Uniformity Program, the National Occupational Health and Safety Commission has developed performance-based standards addressing the major hazards in the Australian workplace. The National Commission expects the national standards to form the basis for a uniform regulatory approach to these hazards. The national standards set out common essential requirements which may be adopted in Commonwealth and State and Territory OHS legislation.

Training in the common essential requirements of the Standards, including the various parties' roles and responsibilities in the workplace, is essential to successful implementation of the Standards. Therefore, it was necessary to provide National Commission representatives—the Commonwealth and State and Territory OHS

authorities, the Australian Chamber of Commerce and Industry (ACCI) and the Australian Council of Trade Unions (ACTU)—and the general training community with guidance material and tools to support implementation of the Standards.

In 1994 the National Commission's OHS Education and Training Strategy Implementation Group began to develop a series of core training elements to support the national uniform standards.

Core training elements are designed to assist those who are developing training programs. They are broad in their scope to facilitate national use and do not seek to provide specific training content of a technical or prescriptive nature. They will support a consistent approach to the development and delivery of training on national standards.

Introduction

The hazardous substances core training elements aim to:

1. Set the standard for development and conduct of quality training on hazardous substances legislation.*
2. Advise on the training required to support successful implementation of a workplace hazardous substances strategy.

The core training elements are designed to assist those who are developing training programs on hazardous substances. They will support a consistent approach to the development and delivery of training on national standards.

What do we mean by core training elements?

The core training elements provide the basis for course development by outlining the training objectives and the knowledge, skills and performance indicators that fit the roles and responsibilities of the training target groups—employers, managers and supervisors, health and safety representatives and committee members and employees more generally. They provide advice on training and learning methods, notional duration and further resources. They do not specify what courses should be developed, nor what courses should look like. This is up to the training provider.

Core training elements seek to cover more than knowledge of the legislation and codes of practice relating to hazardous substances. They cover the skills required by the various parties to participate in the process of implementation. Like the legislative requirements, they are built on the need for a managed approach to removing or reducing the risks arising from the use of hazardous substances in the workplace. The key themes or principles of this approach are:

- duties of employers, employees, health and safety representatives, importers, manufacturers and suppliers;
- consultation and employee involvement;
- hazard management;
- hierarchy of control;
- information provision;
- training;
- monitoring; and
- record keeping.

For implementation to be effective, an implementation strategy or management program will be required, setting out responsibilities, procedures, consultation processes and timelines. The core training elements assume such a strategy is in place or is intended. The training objectives identified in these core elements are intended to support implementation of the strategy.

The training objectives have been developed after analysis of the roles, responsibilities and requirements of the respective workplace parties. (See the summary of the roles below.)

This information will assist training providers to determine the extent of training required for the different target groups. For example, the overview of legislation and codes of practice relating to hazardous substances might be attended by everyone in the workplace, from the most senior manager to the most junior employee, thereby signalling commitment from the top and laying the basis for employee involvement in the analysis of risks associated with work involving hazardous substances.

Training around the objectives on hazard identification, risk assessment and risk control will be more appropriate for those involved in the implementation of the hazardous substances strategy across the workplace, that is management representatives, health and safety representatives, health and safety committee members or other selected employees. In a similar manner, specific information provision requirements for suppliers might best be targeted to the individual who has the responsibility to ensure compliance.

Workplace parties—summary of roles

Employers and senior managers: Responsibility to ensure legislation relating to hazardous substances is implemented and that appropriate support strategies and management plans are adopted.

Line managers and supervisors: Implement legislation within their area of responsibility, in accordance with the strategies set by employers and senior managers.

Health and safety representatives and employee representatives on health and safety committees: Cooperate with the employer and participate in and represent employees in dealings with management, and support implementation of the legislation.

Employees: Cooperate with the employer and in relation to the tasks that effect them directly, contribute to the process of identification, assessment and control.

Other parties

Suppliers: manufacturers, importers, wholesalers or distributors: Responsibility for specific requirements in relation to classification of hazardous substances and provision of information.

These core training elements are consistent with the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards. However, performance indicators are provided as a guide only to assist training providers, managers, trainers and human resource personnel in the course design and evaluation process.

As supervisors and managers have a responsibility for implementing the legislation (commensurate with their position) health and safety management is a component of their job. The performance indicators could contribute to assessment of their performance in relation to OHS.

The employee representative's position is not dependent on training being undertaken and competence being positively assessed, nor is it a vocational or a career position. Therefore, it is not appropriate to treat skills and knowledge required by health and safety representatives as formal competencies, although the merits of competency based training as a training methodology are recognised. In addition, legislation in some states refers to no extra legal duty being placed on a health and safety representative in the capacity of health and safety representative.

Nevertheless, the performance indicators can be used within an organisation to assess whether formal training has resulted in the transfer of knowledge and skills to any trainee in the workplace and, if not, they give some guidance as to where problems may be occurring.

Hazardous substances core training elements

A. Scope

The core training elements support the development of courses to assist implementation of legislation relating to the management of workplace hazardous substances. They do not address job-specific training—the hazardous substances components of workplace policies; procedures and work instructions; training to support changed work practices; and induction of new or transferred employees.

The core training elements provide guidance on the training requirements of the various target groups, rather than on what should be included in a particular course.

B. Target groups

Three sets of target groups have been identified for hazardous substances:

1. Everyone in the workplace—employers and senior managers, line managers and supervisors, health and safety representatives, health and safety committee members and other employees—will need an overview of the legislation on hazardous substances, how it will be implemented in the workplace and the process of hazard identification, risk assessment and control.
2. Those who will be more involved in implementing the legislation relating to hazardous substances, that is, managers, supervisors, health and safety representatives, health and safety committee members. They require development of competence in specific areas such as interpretation of technical information, hazard identification, risk assessment and control.
3. Suppliers, that is, importers, manufacturers, wholesalers or distributors, who have specific classification and information provision responsibilities in addition to the requirements for other parties.

C. Training aims

The aim of training on hazardous substances legislation is to assist the trainees in implementing the process and activities required by the legislation to remove or reduce the risks associated with working with hazardous substances. The aim of a specific training course will reflect the needs of the target group. For a broad workplace target group, the aim would be to provide participants with basic knowledge and skills to participate in the process of hazardous substances management, including identification, assessment and control of risks arising from the use of hazardous substances in the workplace. For groups more involved in implementation of the legislation, a course would aim to provide participants with the skills and knowledge required to implement a program of hazard identification, risk assessment and risk control.

D. Training objectives

The training objectives below were developed from the training outcome breakdown sheets (Appendixes 1 and 2) and are broad enough to cover the knowledge and skills required by management and employees more generally.

The difference is in the application of the knowledge and skills. For example, a shopfloor employee will contribute to the process of dealing with hazardous substances as a result of attending training. The employee representative uses knowledge gained on the course to represent other employees in the process of assessing risks arising from

the use of workplace hazardous substances. The manager or supervisor usually has the responsibility to implement the legislation on behalf of the employer.

In the case of the hazardous substances legislation, suppliers—manufacturers, importers, wholesalers and distributors—have the responsibility to implement the legislation according to their duties specified in the hazardous substances legislation. These special duties are covered in separate objectives and at Appendix 2.

The appendixes provide guidance on the suitability of the objectives for the various target groups.

On completion of the training, participants should be able to:

1. Describe the legislation relating to the Hazardous Substances Regulatory Reform Package.
 - 1.1 Explain the inter-relationship of the OHS Act, regulations, standards, codes of practice, guidelines and Australian Standards.
 - 1.2 List the major components of the Hazardous Substances Regulatory Reform Package.
 - 1.3 Identify the major requirements of the Hazardous Substances Regulatory Reform Package.
 - 1.4 Access the various documents relating to the package.
2. Describe the health and safety effects relating to the use of hazardous substances.
 - 2.1 Interpret some of the specialised terms and acronyms used in connection with the Hazardous Substances Regulatory Reform Package.
 - 2.2 Describe what is meant by a hazardous substance and the types of health effects (acute and chronic).
 - 2.3 Identify the routes of entry and examples of health effects associated with exposure to hazardous substances.
 - 2.4 Provide examples of hazardous substances (natural or artificial) that have the potential to cause adverse health effects.
3. Participate in hazard identification, risk assessment and control as it relates to hazardous substances.
 - 3.1 Outline the steps to be taken to implement the requirements of the Hazardous Substances Regulatory Reform Package.
 - 3.2 Describe the special arrangements for retailers and retail warehouse operators.
 - 3.3 Be able to participate in workplace discussions on the implementation of a hazardous substances program.
 - 3.4 Identify the responsibilities of all parties affected by hazardous substances regulations.
4. Identify hazards relating to hazardous substances and associated tasks in the workplace.
 - 4.1 Know how to find out if a substance is hazardous.
 - 4.2 Use Worksafe Australia's List of Designated Hazardous Substances.
 - 4.3 Recognise the process of applying Worksafe Australia's Approved Criteria for Classifying Hazardous Substances.
 - 4.4 Interpret Material Safety Data Sheets and labels.
5. Assess risks relating to the use of hazardous substances and associated tasks in the workplace.

- 5.1 Decide if an assessment is simple and obvious, or if a detailed assessment is needed.
- 5.2 Discuss the purpose of a generic assessment.
- 5.3 Determine if expert assistance is required, for example, measuring of atmospheric contaminants.
- 5.4 Conduct a suitable and sufficient assessment.
- 5.5 Document risk assessments.
- 5.6 Demonstrate a knowledge of when assessments need to be reviewed and how long the reports are to be kept.
6. Control risks relating to hazardous substances and associated tasks in the workplace.
 - 6.1 Recognise the need for appropriate control measures.
 - 6.2 Demonstrate an understanding of the regulatory duty to prevent or minimise exposure to hazardous substances in order to minimise risks to health.
 - 6.3 Identify appropriate control measures in accordance with the hierarchy of control.
 - 6.4 Recognise the need for ongoing maintenance, examination and testing of control measures.
 - 6.5 Identify the need for emergency procedures.
7. Communicate and consult regarding implementation of hazardous substances management plans in the workplace.
 - 7.1 Define the term consultation as it applies to the National Model Regulations for the Control of Workplace Hazardous Substances and National Code of Practice for the Control of Workplace Hazardous Substances.
 - 7.2 Identify the elements of a hazardous substances program that require consultation.
 - 7.3 Consult effectively and in accordance with hazardous substances legislation.
 - 7.4 Develop strategies for addressing communication needs of special groups.
8. Design a management program for hazardous substances.
 - 8.1 List all workplace substances.
 - 8.2 Manage the purchase and recording of all substances on entry to the workplace.
 - 8.3 Establish a hazardous substances register.
 - 8.4 Design and implement a management program.
 - 8.5 Identify needs for training for all employees with a potential for exposure to hazardous substances, and for those employees who may have special needs relating to language or literacy skills.
 - 8.6 Develop procedures for recording actions.
 - 8.7 Determine which records have to be kept and the length of time that records have to be kept.
9. Implement an appropriate monitoring and health surveillance program for hazardous substances.
 - 9.1 Distinguish between biological and environmental monitoring.
 - 9.2 Decide when monitoring should be conducted.
 - 9.3 Identify the elements of a monitoring program.
 - 9.4 Determine when health surveillance should be implemented.

9.5 Identify the responsibilities placed on all parties in health surveillance.

9.6 Identify obligations of employers to employees being tested in a health surveillance program.

9.7 Identify areas that require expert advice.

Special duties of suppliers—manufacturers, importers, wholesalers and distributors

1. Suppliers duties.

1.1 Know the specific requirements which are placed on the original supplier of a hazardous substance to a workplace, including classification and information provision.

1.2 Source the documentation that explains supplier responsibilities.

2. Classification—defining hazardous substances.

General Information

2.1 Classify a hazardous substance for the purpose of these regulations.

2.2 Demonstrate an awareness that some substances may fall into more than one category, for example, SUSDP and agricultural and veterinary chemical products.

Technical Information

2.3 Use Worksafe Australia's List of Designated Hazardous Substances.

2.4 Apply Worksafe Australia's Approved Criteria for Classifying Hazardous Substances.

2.5 Interpret the ingredient disclosure provisions of the regulations.

3. Information provision—Material Safety Data Sheets.

3.1 State the requirements for the compilation and distribution of Material Safety Data Sheets, including the Australian National MSDS Repository.

3.2 Construct a Material Safety Data Sheet to the Worksafe Australia standard.

4. Information provision—labelling.

4.1 Define what is considered as an appropriate label and what other labelling systems are regarded as appropriate.

4.2 Recognise what needs to be included on the label of a hazardous substance.

4.3 Construct a label for a hazardous substance that comprises a mixture of ingredients.

4.4 Determine the correct labelling format and hierarchy for dangerous goods, scheduled poisons and hazardous substances.

E. Performance indicators

As outlined in the Introduction, the performance indicators in Appendixes 1 and 2 are provided as a guide to assist the course design and evaluation process.

The respective roles and responsibilities of management representatives and employee representatives should be noted.

F. Main topic/content areas

How each topic area is addressed is essentially up to the provider. However, courses should be built on adult learning methods which are suitable for the target group and facilitate transfer of learning to the workplace.

The training objectives may be addressed in more than one session or topic area.

The main topic areas for an overview course would be:

1. Hazardous substances regulatory reform package.
2. Appreciation of risk associated with exposure to hazardous substances.
3. Hazard identification, risk assessment and control.
4. Consultative arrangements for implementation of hazardous substances regulatory reform package.
5. Workplace strategy for the management of risks associated with exposure to hazardous substances.
6. Monitoring and health surveillance.

The main topic areas for those involved more directly in implementing the legislation would be:

1. Hazardous substances regulatory reform package.
2. Appreciation of risk associated with exposure to hazardous substances.
3. Hazard identification, risk assessment and control.
4. Consultative arrangements for implementation of hazardous substances regulatory reform package.
5. Workplace strategy for the management of risks associated with exposure to hazardous substances.
6. Information and training provision.
7. Record keeping.
8. Specific requirements for suppliers—manufacturers, importers, wholesalers or distributors.
9. Monitoring and health surveillance.

G. Notional times

Duration of courses will reflect the needs of the various target groups. A notional time of three to four hours is suggested for the overview course for all workplace participants. The time required is likely to depend on the amount of practical work included. A more intensive course on specific elements of the legislation for those involved in implementation could require a course of up to twelve hours duration. Such a course may include group application of risk identification, risk assessment and risk control plan development, and specific project reporting in the training room.

H. Training and learning methods

This training aims to develop skills for dealing with risks arising from work with hazardous substances. Therefore, practical sessions which address actual tasks involving hazardous substances and the risks involved should be included. The use of video footage, case studies, project work, discussion groups and research work should be encouraged.

I. Resource list

A short list of primary source material has been provided at Appendix 3. These materials are available from all Commonwealth Government Bookshops or from Worksafe Australia on (02) 565 9555.

Appendix 1

Training outcomes breakdown sheets

This appendix details the roles and responsibilities and the knowledge and skill requirements of the various training target groups, together with suggested performance indicators for assessing training outcomes.

The details in this appendix have been used as the basis for developing the training objectives.

The breakdown of training outcomes in this way shows the similarity in skill and knowledge needs of the various target groups. This underlines the potential for the different groups to be trained together.

Please note that some training outcomes are presented as relevant for all target groups and some for a specialised target group which are more involved in implementation of the legislation.

Training outcome 1

Describe the legislation relating to the Hazardous Substances Regulatory Reform Package

Employers and senior managers	Line managers and supervisors	Health and safety representatives and employee representatives on health and safety committees	Employees
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Role

Ensure that the hazardous substances Regulatory Reform Package is implemented.

Role

Implement hazardous substances legislation within their area of responsibility and ensure that appropriate strategies are adopted to support implementation.

Role

Monitor the implementation of hazardous substances legislation and represent employees in dealings with management on implementation.

Role

Understand the need for and participate in the implementation of hazardous substances legislation.

Skill/knowledge

- Clarify the concept terms hazard and risk and apply these terms to the use of hazardous substances.
- Describe the process of hazard identification, risk assessment and control.
- Explain the hierarchy of controls as a concept in control.
- Correctly interpret the terms "shall", "should", "may" in this context.

Role

Ensure that the hazardous substances Regulatory Reform Package is implemented.

Role

Implement hazardous substances legislation within their area of responsibility.

Role

Contribute to the implementation of hazardous substances legislation.

Role

Participate in the implementation of hazardous substances legislation.

Skill/knowledge

- Interpret some of the specialised terms and acronyms used in connection with the hazardous substances legislation.
- Describe what is meant by a hazardous substance and the types of health effects (acute and chronic).
- Provide examples of hazardous substances (natural or artificial) that have the potential to cause adverse health effects.
- Identify other relevant legislation that is associated with hazardous substances.
- Define those substances that fall outside the scope of this legislation.
- Demonstrate an awareness that by-products, waste products and emissions are covered by the legislation.

Performance indicator

- Contribution to the process of implementing the legislation commensurate with their role.

Role

Ensure that the hazardous substances Regulatory Reform Package is implemented and that appropriate strategies are adopted to support implementation.

Skill/knowledge

- Outline the steps to be taken to implement the requirements of the package.
- Facilitate a consultative approach to hazardous substances management.
- Identify the obligations and responsibilities of all parties affected by the hazardous substances Regulations.
- Specify the information that should be available.
- Identify the major sources of hazardous substances information.
- Describe access to MSDS from suppliers and within the workplace.
- Understand labelling of hazardous substance.
- Establish a hazardous substances register.
- Decide when other relevant information is needed.

Role

Implement hazardous substances legislation within their area of responsibility and ensure that appropriate strategies are administered.

Skill/knowledge

- Outline the steps to be taken to implement the requirements of the package.
- Implement a consultative approach to hazardous substances management.
- Identify the obligations and responsibilities of all parties affected by the hazardous substances Regulations.
- Specify the information that should be available.
- Identify the major sources of hazardous substances information.
- Interpret an MSDS.
- Describe access to MSDS from suppliers and within the workplace.
- Understanding labelling of hazardous substance.
- Establish a hazardous substances register.

Role

Ensure that hazardous substances legislation is implemented and that the workforce is aware of the strategies adopted to support implementation.

Skill/knowledge

- Outline the steps to be taken to implement the requirements of the package.
- Participate in a consultative approach to hazardous substances management.
- Identify the obligations and responsibilities of all parties affected by the hazardous substances Regulations.
- Specify the information that should be available.
- Identify the major sources of hazardous substances information.
- Interpret an MSDS.
- Describe access to MSDS from suppliers and within the workplace.
- Understand labelling of hazardous substance.
- Access the hazardous substances register.

Role

Participation in the implementation of hazardous substances legislation by promptly reporting issues that are likely to affect compliance with the regulations and co-operating with strategies adopted to support implementation.

Skill/knowledge

- Outline the steps to be taken to implement the requirements of the package.
- Participate in a consultative approach to hazardous substances management.
- Identify the obligations and responsibilities of all parties affected by the hazardous substances Regulations.
- Identify the major sources of hazardous substances information.
- Interpret an MSDS.
- Describe access to MSDS within the workplace.
- Understand labelling of hazardous substance.
- Decide when other relevant information is needed.
- Understand risk and safety phrases.

Skill/knowledge (continued)

- Identify hazardous substances in the workplace.
- Describe the special arrangements for retailers and retail warehouse operators.
- Describe requirements to identify pipes and other enclosed systems.

Performance indicators

- Consultative mechanisms are set up and utilised for the management of hazardous substances.
- Adequate resources are allocated to facilitate information provision.

Skill/knowledge (continued)

- Decide when other relevant information is needed.
- Identify hazardous substances in the workplace.
- Describe the special arrangements for retailers and retail warehouse operators.
- Describe requirements to identify pipes and other enclosed systems.

Performance indicators

- Consultative mechanisms are set up and utilised for the management of hazardous substances.
- Information is available, accessible and presented in a form that can be easily understood.

Skill/knowledge (continued)

- Decide when other relevant information is needed.
- Identify hazardous substances in the workplace.
- Describe the special arrangements for retailers and retail warehouse operators.
- Describe requirements to identify pipes and other enclosed systems.

Performance indicators

- Consultative mechanisms supported and reviewed and utilised for the management of hazardous substances.
- Participate in information provision from employer to employee, and vice versa.

Skill/knowledge (continued)

Performance indicators

- Consultative mechanisms and reporting channels are utilised for the management of hazardous substances.
- Know how to access information and who to approach for assistance or concerns regarding possible health effects of workplace substances.

Role

Ensure that all workplace hazardous substances are identified and that information is available to employees on the risks associated with working with these substances including MSDS.

Role

Be aware of the nature of all substances used or produced in the processes over which they have control. Be aware of a mechanism for finding out if substances are hazardous and that information is available to all who are entitled to it.

Role

Participate in the design and implementation of any policies and systems for the purchase and tracking of workplace substances.

Monitor the accessibility of the register and represent employees in discussion on hazardous substances.

Role

Participate in the workplace inventory by contributing knowledge of all workplace substances. Comply with policies and procedures put in place for the purchase and tracking of hazardous substances.

Skill/knowledge

- Demonstrate the importance of listing all substances present in the workplace (not a regulatory requirement) as a first step in a hazardous substances management program.
- Determine which substances are hazardous and obtain MSDS or other information to compile register.
- Manage the purchase and recording of all substances on entry to the workplace.
- Determine if a substance is hazardous by reference to the label, MSDS or other information.
- Use the Worksafe Australia List of Designated Hazardous Substances.
- Recognise the process of applying the Worksafe Australia Approved Criteria for Classifying hazardous substances and know where to seek information on how to apply it if necessary.
- State what is a hazardous substance for the purpose of these regulations.
- Specify some substances that fall outside the scope of these regulations.
- Differentiate between the terms dangerous goods, hazardous substances and scheduled poisons.
- Distinguish between Dangerous Goods Legislation, ADG requirements and the requirements of the hazardous substances regulatory reform package.

Skill/knowledge

- Discuss the importance of listing all substances present in the workplace (not a regulatory requirement) as a first step in a hazardous substances management program.
- Determine which substances are hazardous and obtain MSDS or other information to compile register.
- Identify and monitor strategies to manage the purchase and recording of all substances on entry to the workplace.
- Determine if a substance is hazardous by reference to the label, MSDS or other information.
- Use the Worksafe Australia List of Designated Hazardous Substances.
- Recognise the process of applying the Worksafe Australia Approved Criteria for Classifying Hazardous Substances.
- State what is a hazardous substance for the purpose of these regulations.
- Specify some substances that fall outside the scope of these regulations.
- Differentiate between the terms dangerous goods, hazardous substances and scheduled poisons.
- Distinguish between Dangerous Goods Legislation, ADG requirements and the requirements of the hazardous substances regulatory reform package.

Performance indicators

- A list of hazardous substances used and produced in the workplace is compiled.
- A register of workplace hazardous substances is compiled and kept up to date.
- Registers are accessible to all who need access.

Performance indicators

- A list of hazardous substances used and produced in the workplace is available and accessible to all who require access under the hazardous substances legislation.
- A register of workplace hazardous substances is compiled and kept up to date.
- Registers are accessible to all who need access.

Role

Assess the health risk arising from work associated with hazardous substances. Facilitate consultative mechanisms.

Role

Ensure that any identified exposure to hazardous substances is assessed for health risks. Facilitate consultative mechanisms.

Role

Monitor and review the systems and procedures that ensure any identified exposure to hazardous substances is assessed for health risks. Participate in the risk assessment process as an employee representative.

Role

Cooperate with employer and assist in the risk assessment process.

Skill/knowledge

- Apply the process of risk assessment.
- Use exposure standard tables.
- Apply a generic assessment; evaluate level of competence required to conduct a suitable and sufficient assessment.
- Determine if expert assistance is required eg measuring of atmospheric contaminants.
- Demonstrate a knowledge of when assessments need to be reviewed and how long the reports are to be kept.

Skill/knowledge

- Explain the process of assessment; decide if a more detailed assessment is needed.
- Use exposure standard tables.
- Discuss the purpose of a generic assessment.
- Evaluate the level of competence required to conduct a suitable and sufficient assessment.
- Determine if expert assistance is required eg measuring of atmospheric contaminants.
- Monitor when assessments need to be reviewed and ensure that appropriate reports are kept.

Role

Ensure that appropriate control measures are in place where there is a likelihood of exposure to a hazardous substance.

Role

Ensure that control measures are monitored and supervised including compliance with safe operating procedures.

Role

Ensure that control measures are adequate. Keep up to date with developments in the control field in case new substances, procedures or equipment become available.

Role

Comply with safe operating procedures and correctly use any control equipment installed or supplied to reduce exposure to hazardous substances.

Report any malfunction to management.

Skill/knowledge

- Refer to Schedule 2 (substances prohibited for specified purposes).
- Recognise the need for appropriate control measures.
- Apply the hierarchy of control measures.
- Ensure ongoing maintenance, examination and testing of control measures.
- Implement appropriate emergency procedures.

Performance indicators

- Appropriate control measures are in place.
- Controls are constantly evaluated for ongoing risks which might include:
 - maintenance;
 - testing;
 - monitoring;
 - surveillance; and
 - compliance with standards.
- Safe operating procedures are in place and adhered to.
- Well rehearsed emergency procedures are in place.

Skill/knowledge

- Refer to Schedule 2 (substances prohibited for specified purposes).
- Recognise the need for appropriate control measures.
- Demonstrate an understanding of the hierarchy of control measures and provide practical examples of different measures.
- Justify the need for ongoing maintenance, examination and testing of control measures; identify the need for emergency procedures and play a part in their design.

Performance indicators

- Appropriate control measures are identified.
- Controls are constantly evaluated for ongoing risks which might include:
 - maintenance;
 - testing;
 - monitoring;
 - surveillance; and
 - compliance with standards.
- Safe operating procedures are in place and reviewed.
- Well rehearsed emergency procedures are in place.

Role

Ensure that effective communication and consultation mechanisms are in place.

Role

Respond to and consult with employees and their representatives. Responsibility to provide instruction, information and training for dealing with hazardous substances.

Role

Respond to and consult with management and employees and encourage participation in discussions on risks and controls.

Role

Cooperate and participate in consultative process and report incidents, risks and injuries related to hazardous substance use.

Skill/knowledge

- Define the term consultation as it applies to the Hazardous Substances Regulations and approved code of practice.
- Identify the elements of a hazardous substances program that require consultation.
- Verbal communication skills.
- Negotiation skills.
- Special needs groups.
- Working in committees.
- Record keeping.

Performance indicators

- Effective consultative mechanisms are established.
- Effective communication.
- Effective negotiations.
- Communication needs of special needs groups are met.
- Ongoing consultation with employees and employee representatives.
- Hazardous substances instruction and training provided to employees.

Performance indicators

- Consultative mechanisms are set up within the organisation.
- Consultation is encouraged at all levels.
- Contribute to addressing communication needs of special groups.
- Ongoing participation in implementation of the hazardous substances management plan.
- Ongoing consultation with employer and employees.

Role

Facilitate and resource appropriate strategies for the management of hazardous substances.

Ensure that employees are trained to a level commensurate with their responsibilities within the organisation.

Role

Implement legislation within their area of responsibility.

Contribute to the design, implementation and monitoring of the management program.

Role

Represent employers in dealings with management on the legislation.

Participate and cooperate in the design, implementation and monitoring of the management program.

Role

Participate in and support hazardous substances management programs.

Be aware of the need for training and seek information and training if unsure of particular procedures.

Skills/knowledge

- Identify all areas and responsibilities in the hazardous substances legislation requiring. management plans.
- Design strategies and manage programs.
- Develop procedures and systems.
- Develop proformas and flowcharts.
- Recognise the importance of appropriate induction and training.
- Recognise that all employees with a potential for exposure to hazardous substances have to be trained in the safe use of those substances.
- Identify employees in need of particular training.
- Comply with the record keeping requirements of the legislation.
- Identify areas that require expert advice.
- Keep abreast of recent developments.

Performance indicators

- A strategy for the management of hazardous substances is designed and implemented.
- A formal induction, training and supervision policy to support implementation is provided and properly documented.
- Records prescribed in the legislation are kept and maintained.
- Records are available and accessible.
- Outside experts are called in as required to ensure compliance with the legislation.

Skills/knowledge

- Identify all areas and responsibilities in the hazardous substances legislation requiring management plans.
- Design strategies and participate in programs.
- Develop procedures and systems.
- Develop proformas and flowcharts.
- Recognise that all employees with a potential for exposure to hazardous substances have to be trained in the safe use of those substances.
- Identify employees in need of particular training.
- Devise strategies to determine the most appropriate induction and training methods.
- Devise appropriate strategies to determine the efficacy of training.
- Comply with the record keeping requirements of the legislation.
- Identify areas that require expert advice.
- Keep abreast of recent developments.

Performance indicators

- Participation in the design, implementation and monitoring of a hazardous substances management program.
- Participate in a formal induction and training program.
- Effective use is made on feedback from training.
- Records prescribed in the legislation are kept and accessed.
- A skill register or knowledge of in-house expertise is utilised.

Role

Meet the Worksafe Australia standards for exposure to hazardous substances (time weighted averages).

Role

Ensure that personal samplers, are worn, stored, labelled or collected in an appropriate manner.

Implement any necessary procedures to ensure a successful monitoring program.

Role

Participate in the design and implementation of any monitoring programs.

Inform or remind others of the need for monitoring programs.

Role

Cooperate with their employers in the implementation of any monitoring program.

Skill/knowledge

- Define the concept of monitoring as it applies to the hazardous substances regulation.
- Distinguish between biological and environmental monitoring.
- Decide when monitoring should be conducted, of what and by whom.
- Identify the content of a monitoring report.
- State the length of time that monitoring results must be held in records.

Performance indicators

- The need for monitoring in particular circumstances is understood.
- Monitoring programs are implemented where and when it is required.
- Qualified personnel design, conduct and record monitoring procedures and results.

Skill/knowledge

- Define the concept of monitoring as it applies to the hazardous substances regulation.
- Distinguish between biological and environmental monitoring.
- Decide when monitoring should be conducted of what and by whom.
- Identify and interpret the content of monitoring reports.
- State the length of time that monitoring results must be held in records.
- Assist in the design of a monitoring program.

Performance indicators

- The need for monitoring in certain circumstances is understood.
- Monitoring programs are implemented where and when it is required.
- Qualified personnel design, conduct and record monitoring procedures and results.

Role

Ensure the health and safety of their employees. (This may require health surveillance to keep exposures as low as reasonably practicable or to identify overexposed persons so that they may be removed from further exposure.)

Role

Implement any necessary procedures to ensure a successful health surveillance program.

Role

Participate in the design, implementation and monitoring of a health surveillance program. Inform others why there is a health surveillance program in place.

Role

Cooperate with their employers in any health surveillance program.

Skill/knowledge

- Describe different types of health surveillance.
- Discuss the merits of health surveillance.
- Determine when health surveillance should be implemented.
- Refer to Schedule 3 (substances for which health surveillance is required).
- Identify the responsibilities placed on all parties in health surveillance.
- Initiate appropriate action in response to an adverse health surveillance report.
- Identify obligations of the employer to employees being tested in a health surveillance program.
- State the length of time that a health surveillance record must be kept.

Skill/knowledge

- Describe different types of health surveillance.
- Discuss the merits of health surveillance.
- Determine when health surveillance should be implemented.
- Refer to Schedule 3 (substances for which health surveillance is required).
- Identify the responsibilities placed on all parties in health surveillance.
- Formulate appropriate action in response to an adverse health surveillance report.
- Identify obligations of the employer to employees being tested in a health surveillance program.
- State the length of time that a health surveillance record must be kept.

Performance indicators

- Where the nature of the substance or the level of exposure warrants it, there is a health surveillance program in place.
- Appropriate action is taken when an adverse health surveillance report is received.
- Employees are consulted on health surveillance programs, their design, implementation and action to be taken following an adverse report.

Appendix 2

Training outcomes for those with special duties

Objective

Understand the legislative requirements relating to the supply of hazardous substances.

Skill/knowledge

- Outline the responsibilities placed on the original supplier of a hazardous substance to a workplace, including classification and information provision.
- Source the documentation that explains supplier responsibilities.

Performance indicators

- Information on hazardous substances is supplied to workplaces.
- MSDS supplied to national repository.

Objective

Undertake classification of hazardous substances.

Skill/knowledge

General Information

- Classify a hazardous substance for the purpose of these regulations.
- Differentiate between the terms dangerous goods, hazardous substances and scheduled poisons.
- Distinguish between ADG requirements and the requirements of the hazardous substances regulatory reform package.
- Demonstrate an awareness that some substances may fall into more than one category, for example, SUSDP, Agricultural and Veterinary Chemical Products.

Technical Information

- Use the Worksafe Australia List of Designated Hazardous Substances.
- Apply the Worksafe Australia Approved Criteria for Classifying Hazardous Substances.
- Interpret the ingredient disclosure provisions of the regulations.

Performance indicators

- Substances are classified.
- Appropriate notifications are made.

Objective

Prepare an MSDS.

Skill/knowledge

- State the legislative requirements for the compilation and distribution of MSDS, including the Worksafe Australia repository.
- Construct a material safety data sheet to the Worksafe Australia standard.
- Recognise an acceptable overseas format.
- Demonstrate an understanding of all the terms used in MSDS fields.

Performance indicator

- MSDS prepared for hazardous substances in correct format.

Objective

Prepare appropriate labelling for hazardous substances.

Skill/knowledge

- Demonstrate an awareness of the labelling systems in use.
- Define what is considered as an appropriate label and which other labelling systems are regarded as appropriate.
- Recognise what needs to be included on the label of a hazardous substance.
- Select appropriate risk and safety phrases.
- Select appropriate first aid phrases.
- Construct a label for a hazardous substance that comprises a mixture of ingredients.
- Determine a course of action when a substance is found without a label.
- Determine the correct labelling format and hierarchy for dangerous goods, scheduled poisons and hazardous substances.

Performance indicator

- Hazardous substances are correctly labelled.

Appendix 3

Resource list

Publications

National Occupational Health and Safety Commission publications

Approved Criteria for Classifying Hazardous Substances, Worksafe Australia, March 1994.

Control of Workplace Hazardous Substances, National Model Regulation and National Code of Practice, 2nd ed., Worksafe Australia, March 1994.

Guidance Note for the Assessment of Health Risks Arising from the Use of Hazardous Substances in the Workplace, Worksafe Australia, March 1994.

Guidance Note for the Control of Workplace Hazardous Substances in the Retail Sector, Worksafe Australia, May 1994.

List of Designated Hazardous Substances, Worksafe Australia, March 1994.

National Code of Practice for the Preparation of Material Safety Data Sheets, Worksafe Australia, March 1994.

National Code of Practice for the Labelling of Workplace Substances, Worksafe Australia, March 1994.

National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards, Worksafe Australia, July 1994.

Occupational Health and Safety—Everyone's Business (training kit), Worksafe Australia, 1993.

State and Territory publications

State and Territory legislation and codes of practice will need to be accessed when using these core training elements to design and deliver training. Contact the OHS authority in your State or Territory for further information.

Employer organisation and union publications

Employer organisations and unions may also have publications available. Contact your employer organisation or union for further information.

Contact details

Commonwealth Government OHS agencies

Worksafe Australia

GPO Box 58

SYDNEY NSW 2001

(02) 565 9555
1800 25 2226

Comcare Australia

National Office	(06) 276 0333
New South Wales	(02) 289 9511
Victoria	(03) 9652 3555
Queensland	(07) 233 1311
South Australia	(08) 224 1600
Western Australia	(09) 480 1444
Tasmania	(002) 23 1366
Nothern Territory	(089) 41 2096
Australian Capital Territory	(06) 276 0333

State and Territory government OHS agencies

New South Wales

WorkCover Authority
(02) 370 5301

Victoria

Health and Safety Organisation
(03) 9628 8188

Queensland

Division of Workplace Health and Safety
(07) 247 4711

South Australia

WorkCover Corporation
(08) 233 2222

Western Australia

Department of Occupational Health, Safety and Welfare
(09) 327 8777

Tasmania

Industry Safety and Mines
Tasmania Development and Resources
(002) 33 8333

Northern Territory

Work Health Authority
(089) 99 5010

Australian Capital Territory

ACT WorkCover

(06) 205 0200

Employer organisations and unions

Employer organisations and unions can also provide advice to members on OHS issues. Both the ACCI and the ACTU, and many of their affiliated organisations, have branch offices in each State and Territory.

Australian Chamber of Commerce and Industry

(03) 9280 5289

Australian Council of Trade Unions: National OHS Unit

(03) 9663 5266