

**National Occupational Health and
Safety Commission**

**Core Training Elements
for the
National Standard
for Plant**

June 1995

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Canberra

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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.

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Introduction

The plant core training elements aim to:

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

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

What do we mean by core training elements?

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 also provide advice on training and learning methods, notional duration and further resources. They do not specify which courses should be developed, nor what course content should be. This is up to the training provider.

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

- duties of employers, owners, employees, health and safety committees, designers, manufacturers, importers, suppliers, installers or erectors;
- consultation and employee involvement;
- hazard management;
- hierarchy of control;

*

* “Legislation” is used throughout this core training elements publication to mean the principal Act in each State and Territory and in the Commonwealth, relevant regulations, national OHS standards, codes of practice and Australian Standards or guidance material referenced by such legislation.

- information provision;
- training; 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 training 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.)

The 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 plant safety 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 the tasks that they perform using plant and equipment. Training around the objectives on hazard identification, risk assessment and control will be more appropriate for those involved in the implementation of the plant safety 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 plant safety 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 endorsed by the employer 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 affect them directly, contribute to the process of hazard identification, risk assessment and control.

Other parties

Designers, manufacturers, importers, suppliers, installers or erectors: Responsibility to ensure legislation relating to plant and equipment is implemented and that appropriate support strategies are adopted.

These core training elements are consistent with the National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards. However, it should be noted that performance indicators are provided as a guide only for training providers, managers, trainers and human resource personnel to assist 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 occupational health and safety.

The employee representative's position is not dependent on training being undertaken and competence being positively assessed, nor is it a vocation or career position. Therefore, it is not appropriate to treat the 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 an employee in their 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.

Plant safety core training elements

A. Scope

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

The core 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 plant safety:

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 plant safety, 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 plant safety—managers, supervisors, health and safety representatives and health and safety committee members—will require development of competence in hazard identification, risk assessment and control.
3. Designers, manufacturers, importers, suppliers, installers, erectors and owners will need an overview of the legislation on plant safety and their duties in relation to the provision of information to employers on the equipment which is provided and the process of hazard identification, risk assessment and control.

C. Training aims

The aim of training on plant safety legislation is to assist the trainees in implementing the process and activities required by the legislation to remove or reduce risks relating to the use of plant and systems of work associated with the plant. 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 identifying hazards, assessing and controlling risks from the use of plant. 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 outcomes breakdown sheets (Appendixes 1 and 2) and 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, shopfloor employees will contribute to the process of dealing safely with plant and equipment as a result of attending training. The employee representative uses knowledge gained on the course to represent fellow employees in the process of dealing with risks from the use of plant. The supervisor or manager usually has the responsibility to implement the legislation on behalf of the employer.

In the case of the plant safety legislation, designers, manufacturers, importers, suppliers or installers of plant and equipment have the responsibility to implement the legislation according to their duties specified in the plant safety 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 plant safety.

- 1.1 Outline the key sections of the plant safety regulations for hazard identification, risk assessment and control for the design of plant (October 1994).
- 1.2 Describe the inter-relationship between occupational health and safety Acts, regulations and codes of practice and describe their role in reducing incidents, injuries and illness in the workplace.
- 1.3 Describe the activities included in plant safety and the type of injuries that can result.
- 1.4 Describe the general responsibilities of employers, employees, manufacturers and suppliers, designers, importers, installers or erectors, and their relationship to plant safety including registration of plant required by regulations.
- 1.5 Describe the elements of a workplace management program for the safe use of plant and systems of work associated with plant.

2. **Describe the health and safety effects relating to plant.**
 - 2.1 Describe the specialised terms and abbreviations in the National Standard for Plant.
 - 2.2 Describe the relationship between the physical workplace environment, systems of work and the assessment of tasks associated with the use of plant.
 - 2.3 Describe what is meant by hazard and risk in relation to plant and the possible health and safety effects.
3. **Participate in hazard identification, risk assessment and control as it relates to plant.**
 - 3.1 Describe hazard identification factors and risk assessment process.
 - 3.2 Undertake a basic assessment.
 - 3.3 Describe the hierarchy of control and give examples of control measures.
4. **Identify hazards relating to the use of plant and associated tasks in the workplace.**
 - 4.1 Identify hazards likely to be of risk from the use of plant.
 - 4.2 Prioritise the jobs or tasks which require assessment.
 - 4.3 Use the hazard identification factors provided in the legislation.
 - 4.4 Design and use a form for recording and prioritising tasks and hazards identified.
5. **Assess risks relating to the use of plant and associated tasks in the workplace.**
 - 5.1 Assess risks relating to identified hazards associated with the use of plant.
 - 5.2 Prepare a plan for undertaking risk assessments.
 - 5.3 Document risk assessments.
6. **Control risks relating to the use of plant and associated tasks in the workplace.**
 - 6.1 Identify appropriate control measures in accordance with the hierarchy of control, including registration of plant required by regulations.
 - 6.2 Develop a control plan for assessed risks from the use of plant.
 - 6.3 Implement appropriate control measures.
 - 6.3 Evaluate the effectiveness of the control measures.

7. Communicate and consult regarding implementation of plant safety management plans in the workplace.

- 7.1 Consult effectively and in accordance with the plant safety legislation.
- 7.2 Contribute to the provision of information and training on plant safety.
- 7.3 Develop strategies for addressing communication needs of special groups.
- 7.4 Keep and maintain records on implementation of a plant safety management plan.

8. Design a management program for plant.

- 8.1 Design and implement a management program.
- 8.2 Develop procedures for reporting plant hazards and risks.
- 8.3 Develop procedures for recording actions.
- 8.4 Identify needs for particular training.

Special duties of equipment designers, manufacturers, importers, suppliers, installers or erectors.

Objectives.

- 1. Describe the legislation relating to plant safety.
- 2. Undertake hazard identification, risk assessment and control.
- 3. Provide information to owners, employers and relevant authorities.

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, manufacturers and suppliers 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. Plant safety legislation and guidance material.
2. Appreciation of risks from the use of plant.
3. Hazard identification, risk assessment and control for the use of plant.
4. Consultation on implementation of plant safety regulations.
5. Workplace strategy for the management of plant safety.

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

1. Plant safety legislation and guidance material.
2. Hazard identification, risk assessment and control for the use of plant.
3. Consultation on implementation of plant safety legislation.
4. Workplace strategy for management of plant safety.
5. Information and training provision.
6. Record keeping.
7. Specific requirements for designers, manufacturers, importers, suppliers, installers or erectors.

G. Notional times

Duration of courses will reflect the needs of the various target groups. A notional time of two hours is suggested for the overview course for all workplace parties. The time required is likely to depend on the amount of practical work included. A more intensive course on hazard identification, risk assessment and control for those involved in the implementation of the legislation could require participation in a seven-hour course.

H. Training and learning methods

This training aims to develop skills for dealing with risks from the use of plant. Practical sessions which address actual tasks and risks from plant and the systems of work associated with plant should be included. The videoing of familiar tasks, for analysis by course participants, is a useful technique. Out-of-classroom methods could also be considered, such as a project on assessment and control of a specified risk.

I. Resource list

A short resource 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.

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 who are more involved in implementation of the legislation.

Training outcome 1

Describe the legislation relating to plant safety

Employers and senior managers	Line managers and supervisors	Health and safety representatives and employee representatives on health and safety committees	Employees
Role Ensure plant safety legislation is implemented and that appropriate strategies are adopted to support implementation.	Role Implement legislation within their area of responsibility, in accordance with the strategies set by employers and senior managers.	Role Represent employees in dealings with management on implementation of the legislation.	Role Contribute to the process of hazard identification, risk assessment and control in relation to there area of work.
Skill/Knowledge <ul style="list-style-type: none"> Plant legislation and guidance material. Relationship between plant safety legislation and the principal Act. Responsibilities of employers, employees, manufacturers, suppliers etc-in general and in relation to plant safety. Definition of plant. The identify, assess and control approach to hazard management. Management plan for implementing the plant safety regulations. 			Skill/knowledge <ul style="list-style-type: none"> Plant legislation and guidance material. Relationship between plant safety legislation and the principal Act. Responsibilities of employers and employees-in general and in relation to plant safety. Definition of plant. The identify, assess and control approach to hazard management. Management plan for implementing the plant safety regulations.
Performance Indicators <ul style="list-style-type: none"> Requirements of legislations, guidance material, etc are accessed and understood. Use of new and existing plan and equipment. Plant safety management pan is effectively implemented. 	Performance indicators <ul style="list-style-type: none"> Requirements of legislaiton, guidance material, etc. are accessed and understood. Participation in ongoing implementation of plant safety management plan. Participation in assessing the use of new and existing plant and equipment. 		Performance indicators <ul style="list-style-type: none"> Requirements of legislation and guidance materials are accessed and understood. Contribution made to effective implementation of the plant safety management plan.

Training outcome 2

Describe the health and safety effects relating to plant

Employers and senior managers	Line managers and supervisors	Health and safety representatives and employee representatives on health and safety committees	Employees
Role Ensure plant safety legislation is implemented and that appropriate strategies are adopted to support implementation.	Role Implement legislation within their area of responsibility, in accordance with the strategies set by employers and senior managers.	Role Represent employees in dealings with management on implementation of the legislation.	Role Contribute to the process of hazard identification, risk assessment and control in relation to there area of work.
Skill/Knowledge <ul style="list-style-type: none"> • Specialised terms and abbreviations in the plant standard. • Comprehensive knowledge of hazards of plant. • Relationship between work environment and systems of work and plant. • Extent of the problem. 		Skill/knowledge <ul style="list-style-type: none"> • Specialised terms and abbreviations in the plant and safety. • Knowledge of hazards of plant. • Relationship between work environment and systems of work and plant. • Extent of the problem. 	Skill/knowledge <ul style="list-style-type: none"> • Knowledge of hazards of plant. • Relationship between work environment and systems of work and plant. • Extent of the problem.
Performance Indicators <ul style="list-style-type: none"> • Completion of hazard identification and risk assessment. • Monitoring and evaluation of hazard identification and risk assessment processes, and the suitability of proposed control measures undertaken. 	Performance indicators <ul style="list-style-type: none"> • Completion of hazard indentification and risk assessment. • Apply the above knowledge and skills to taks related to plant. 	Performance indicators <ul style="list-style-type: none"> • Completion of hazard identification and risk assessment. • Make use of above knowledge to monitor the extent of risks associated with the use of plant in the workplace. 	Performance indicators <ul style="list-style-type: none"> • To completion of hazard identification and risk assessment. • Application of above knowledge/skills to tasks related to plant.

Training outcome 3

Participate in hazard Identification, risk assessment and control as it relates to plant

Employers and senior managers	Line managers and supervisors	Health and safety representatives and employee representatives on health and safety committees	Employees
Role Ensure strategies to deal with plant safety are in place and functioning effectively.	Role Implement legislation within their area of responsibility, in accordance with the strategies set by employers and senior managers.	Role Represent employees in dealings with management on implementation of the legislation.	Role Contribute to the process of hazard identification, risk assessment and control relating to there area of work.
Skill/Knowledge <ul style="list-style-type: none">• The need for a consultative approach.• Identification of tasks likely to be of risk from use of plant.• Risk assessment process.• Comprehensive identification and assessment skills.• Hierarchy of control and appropriate control options.	Skill/knowledge <ul style="list-style-type: none">• The need for a consultative approach.• Identification of tasks likely to be of risk from use of plant.• Risk assessment process.• Identification and assessment skills.• Hierarchy of control and appropriate control options.	Skill/knowledge <ul style="list-style-type: none">• The need for a consultative approach.• Identification of tasks likely to be of risk from use of plant.• Risk assessment process.• Basic identification and assessment skills• Hierarchy of control and appropriate control options.	
Performance Indicators <ul style="list-style-type: none">• Implement the legislation comensurate with their role.	Performance indicators <ul style="list-style-type: none">• Contribute to the process of effectively implementing the legislation comensurate with their role.		

Training outcome 4**Identify hazards relating to the use of plant and associated tasks in the workplace**

Employers and senior managers	Line managers and supervisors	Health and safety representatives and employee representatives on health and safety committees	Employees
Role Establish and oversee the hazard identification process..	Role Participate in the hazard identification process as a management representative.	Role Participate in the hazard identification process as an employee representative.	Role Report issues to the line managers/supervisors and employee representatives and assist those undertaking the hazard identification process.
Skill/Knowledge <ul style="list-style-type: none"> • Identification of tasks and hazards to be assessed through: <ul style="list-style-type: none"> - analysis of workplace injury records; - consultation with employees and employee representatives; and - direct observation and inspection. • Questioning and listening skills. • Prioritisation of tasks and hazards to be assessed. • Design and use of a form for recording and prioritising tasks and hazards identified. 			
Performance Indicators <ul style="list-style-type: none"> • Identification of hazards involving use of existing plant. • Involvement in identification of hazards relating to proposed tasks involving use of plant. • Appropriate action is taken in the event of an injury or incident, including reprioritisation. • Hazard identification includes consultation with health and safety representatives and employees. 		Performance Indicators <ul style="list-style-type: none"> • Identification of hazards involving use of existing plant. • Involvement in identification of hazards relating to proposed tasks involving use of plant. • Appropriate action is taken in the event of an injury or incident, including reprioritisation. • Hazard identification includes consultation with management representatives and employees. 	

Note: This training outcome concerns those who will be trained to undertake comprehensive programs for dealing with plant safety. While line managers, supervisors and health and safety representatives are more likely to be involved in this process, others may be involved as well.. Employers and senior managers have overall responsibility: they may be involved directly in the core group or they may delegate the tasks to other management representatives.

Training outcome 5

Assess risks relating to the use of plant and associated tasks in the workplace

Employers and senior managers	Line managers and supervisors	Health and safety representatives and employee representatives on health and safety committees	Employees
Role Establish and oversee the risk assessment process..	Role Participate in the hazard identification process as a management representative.	Role Participate in the hazard identification process as an employee representative.	Role Assist those undertaking the risk assessment process.
Skill/Knowledge <ul style="list-style-type: none"> • Consultation on approach and methods for risk assessment. • Assessment of risk arising from workplace conditions. • Organising and scheduling of assessment process. • Completing risk assessments within set timeframes. • Questioning and listening skills. • Observation skills. • Cross referencing hazard identification and risk assessment sections of the legislation and guidance note. • Documenting risk assessments. 			
Performance Indicators <ul style="list-style-type: none"> • Risk assessment undertaken. • Risk assessment documented. • Consultation has occurred on the approach and methods for ongoing risk assessment. • Risk assessment is undertaken promptly in the event of an injury or incident. 		Performance Indicators <ul style="list-style-type: none"> • Participation in consultations. • Risk assessment undertaken. • Risk assessment documented. • Participation in risk assessment in the event of an injury or incident. 	

Training outcome 6**Control risks relating to the use of plant and associated tasks in the workplace**

Employers and senior managers	Line managers and supervisors	Health and safety representatives and employee representatives on health and safety committees	Employees
Role Establish the process for control of risk and monitor the effectiveness of controls..	Role Participation in the risk control process as a management representative.	Role Participate in the risk control process as an employee representative.	Role Cooperate and participate in the risk control process as an employee..
Skill/Knowledge <ul style="list-style-type: none"> • Hierarchy of control. • Prepare a control plan with short, medium and longer term control objectives. • Consultation in the development of controls. • Where necessary establish priorities for implementing appropriate control measure. • Evaluating the effectiveness of the control measures. 		Skill/Knowledge <ul style="list-style-type: none"> • Hierarchy of control. • Setting appropriate short, medium and longer term control objectives. • Preparation of control plan. • Consultation in development of controls. • Evaluating the effectiveness of the control measures. 	
Performance Indicators <ul style="list-style-type: none"> • Identification of control options. • Control plan addresses all factors assessed at a risk. • Appropriate control measures are in place. • Ongoing identification of control measures. 		Performance Indicators <ul style="list-style-type: none"> • Identification of control options. • Control plan addresses all factors assessed as a risk. • Ongoing participation in identification and evaluation of risk control measures. 	

Training outcome 7**Communicate and consult regarding implementation of plant safety management plans in the workplace**

Employers and senior managers	Line managers and supervisors	Health and safety representatives and employee representatives on health and safety committees	Employees
Role Ensure effective communication and consultation processes are in place.	Role Respond to and consult with employee representatives and employees. Take responsibility for providing information, instruction and training on plant safety on behalf of the employer.	Role Respond to and consult with management representatives and employees.	Role Participate in consultative process and cooperate with management representatives on the implementation of the plant safety and management plan..
Skill/Knowledge <ul style="list-style-type: none"> • Verbal communication skills. • Negotiation skills. • Consultative processes. • Working in committees. • Special needs groups. • Provision of information, instruction and training on plant safety. • Record keeping. 			
Performance Indicators <ul style="list-style-type: none"> • Ongoing consultation with employees and employee representatives on implementation of the plant safety strategy. • Ongoing involvement of employees in implementation of the plant safety strategy. • Communication needs of special groups are met. • Records on implementation of the plant safety strategy are kept and maintained. • Information, Instruction and training provided to employees on safe use of plant. 		Performance Indicators <ul style="list-style-type: none"> • Ongoing consultation with employees and employee representatives on Implementation of the plant safety strategy. • Ongoing involvement of employees in implementation of the plant safety strategy. • Contribute to development methods for addressing special groups communication needs. 	

Training outcome 8

Design a management program for plant

Employers and senior managers	Line managers and supervisors	Health and safety representatives and employee representatives on health and safety committees	Employees
Role Ensure plant safety legislation is implemented and that appropriate strategies are adopted to support implementation.	Role Implement legislation within there area of responsibility, in accordance with the strategies set by the employer/senior managers.	Role Represent employees in dealings with management on implementation of the legislation.	Role Participate in plant safety management programs.
Skill/Knowledge <ul style="list-style-type: none"> Identifying areas or tasks of concern. Managing programs. Developing procedures and administrative systems.* Developing proformas. Developing flowcharts. Maintaining records. Keeping abreast of recent developments. Providing training. 		Skill/Knowledge <ul style="list-style-type: none"> Identifying areas or tasks of concern. Managing programs. Developing procedures. Developing flowcharts. Keeping abreast of recent developments. 	
Performance Indicators <ul style="list-style-type: none"> An effective plant safety strategy is designed and implemented. Participation in assessing the design of new plant, equipment and work processes. Appropriate action is taken in the event of an injury or incident, including reprioritisation. 		Performance Indicators <ul style="list-style-type: none"> Participation in the design, implementation and monitoring of an effective plant safety strategy and programs. Participation in assessing the design of new plant, equipment and work processes. Appropriate action is taken in the event of an injury or incident, including reprioritisation. 	

Note: This training outcome concerns those who will be trained to undertake comprehensive programs for dealing with plant. While those in the two middle groups are more likely to be involved in this process, others may be involved as well. Employers and senior managers have overall responsibility: they may be involved directly in the core group or they may delegate the tasks to other management representatives.

*Particularly in relation to registration-including transitional arrangements-of plant design, items of plant and disposal of plant.

Equipment designers, manufacturers, importers, suppliers, installers or erectors

Objective 1	Objective 2	Employees
Role Implement legislation within there area of responsibility.	Role Eliminate or minimise risks in there area of responsibility.	Role Take responsibility for providing information on plant safety.
Skill/Knowledge <ul style="list-style-type: none"> Plant safety legislation and guidance material. Relationship between Australian Standards, plant safety legislation and the principal Act. Responsibilities of designers*, manufacturers† in general and in relation to plant safety and registration of plant. Definition of plant. Comprehensive skills about the identify, assess, control approach to hazard management. Strategy for implmenting the plant safety regulations. 	Skill/knowledge <ul style="list-style-type: none"> Use of hazard Identification approach In legislation. Risk assessment factors. Comprehensive identification, assessment skills. Hierarchy of control and appropriate control options. Use of regulation to identify items of plant requiring design registration. 	Skill/knowledge <ul style="list-style-type: none"> Verbal communication skills. Provision of information, instruction on plant safety. To employers and statutory authorities (for purposes of registration). Record keeping.
Performance Indicators <ul style="list-style-type: none"> Requirements of legislation, guidance material, Australian Standards are accessed and understood. Participation in ongoing implementation of plant safety strategy. Participation in assessing the design and installation of new plant or equipment. 	Performance indicators <ul style="list-style-type: none"> Contribution to the process of implementing the legislation commensurate with their role. 	Performance indicators <ul style="list-style-type: none"> Records on implementation of plant safety strategy are kept and maintained. Information, instruction on plant safety provided to owners, employers and relevant authorities.

*When a designer must register the plant design.

†When an owner becomes the supplier, responsibilities change accordingly, for example, an owner sells second hand plant or equipment which has to be registered.

Training outcomes for those with special duties

Appendix 2

Appendix 3

Resource list

Publications

National Occupational Health and Safety Commission publications

National Guidelines for Integrating OHS Competencies into National Industry Competency Standards, Worksafe Australia, July 1994.

National Standard for Plant, 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
North 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