



OH&S Training

A proposal for the consideration of the Management Team

Proposed by Paul Douglas on behalf of our partners:

**Asbestos Management Systems
PQC Management Systems
Get Safe Training
Get Safe Systems**

The Safety Alliance Ltd
A.B.N. 75 128 339 364



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Who is The Safety Alliance Ltd?

[The Safety Alliance Ltd \(TSA\)](#) is a group of partnering organisations who have combined to bring together the varied disciplines of the Construction, Safety and Training Industries under one roof to provide Consultancy services in a "One Stop Shop" environment.

Each group within TSA has been operating within OH&S industry for many years, the combination of which is a wealth of experience. Our "on the ground" experience is supported by TSA's developed technology.

Our technology enables us to deliver OH&S and support services to our clients within the construction industry cheaper and more effectively than traditional methods.

TSA's compliance services include, online training and inductions, Work Method Statements (WMS), contractors manuals, Quality assurance, Environmental Systems (QES), and contractor accreditations.

To ensure our services remain not only compliant but lead the industry we have written our own Quality Management System. The system details our administrative, inspectorial, analytical and reporting systems. We constantly monitor changes to legislation and act upon the recommendation of our staff, inspectors, trainers and client feedback.

Operating nationally, TSA is capable of delivering OH&S services to businesses and contractors under the "one roof" on a uniform and integrated platform.

What Services do we offer?

- [eLearning](#) for –
 - Fire Wardens
 - First Response
 - Evacuation
- [Fire Safety Adviser](#)

OH&S

- [Audits](#) for Compliance to AS 4801
- [Consulting](#)
- Work Method Statements
 - [Construction](#)
 - [Demolition](#)
- [Safety Procedures Manual](#)

[Training](#)

- Workplace Health & Safety Officer (WHSO)
- Workplace Health & Safety Officer Recertification
- Workplace Health & Safety Representative



- Workplace Health & Safety Representative PINS Course
- Workplace Health & Safety Committee
- Confined Space Entry
- Construction Safety Induction (White Card July 1)
- Cert IV in Occupational Health & Safety
- Managing OH&S to AS 4801
- eLearning –

NOTE:

The Certificate IV in OHS is specifically tailored to the Management System in this package. This course is to be a **mandatory requirement** for all **Builders, Project Managers, and Site Supervisors** under the **new National accord for Safety** as endorsed by the **Federal Safety Commission**. Attendance at this course will ensure that you have all the tools to ensure successful implementation of your Management System to comply with the requirements of the Pre-Qualified Contractors System and AS 4801



eLearning Courses

How to Use e3 Courses	First Step Using a course - Free Managing your Training - Free Getting Started with Online Training - Free
Induction Courses	Contractor Induction (In Development) Hospitality Induction Course
OHS Employee Suite	Occupational Health & Safety Fundamentals - current employees Occupational Health & Safety Fundamentals - new employees Office Ergonomics Employee Injury Management Risk Management Manual handling Duty of Care Employee Course Drug and Alcohol in the Workplace (In Development) Slips Trips and Falls Burns and Scalds Chemical Safety Working safely with Electricity Hazardous Substances - Occasional Contact 2008 Hazardous Substances - Regular Contact 2008
OHS - Manager/Supervisor Suite	Employer Injury Management Manual Handling Hazard Management Hazardous Substances (Managers and Supervisors) Incident Investigation Office Ergonomics Duty of Care Senior Managers course (In Development) Duty of Care Middle Managers/Supervisors course (In Development)
Driver Safety	Driver Safety Course - Standard Delivery Driver Safety Course - Learn Choice Delivery (In Development) Driver Fatigue
Emergency Procedures	The General Occupant course Fire Warden Hazardous Energy
Workplace Relations	Employees - Equal Employment Opportunity (EEO) Employees - Workplace Bullying and Harassment Managers - Equal Employment Opportunity (EEO) Managers - Workplace Bullying and Harassment Identifying Poor Performance and Misconduct (In Development) Managing Poor Performance and Misconduct (In Development)
Food Safety	Follow Workplace Hygiene Procedures - Employees Food Safety Supervisors
Trade Practices	Introduction to Trade Practices Act Dealing with Consumers Part 1 (In Development) Dealing with Consumers Part 2 (In Development) Dealing with other Businesses (In Development) Your Business Obligations (In Development)

Contractor Accreditation

What is Contractor Accreditation?

You as a Principal Contractor have obligations to ensure that the public and any occupants of your sites are safe. This obligation extends to ensuring that any Contractor's working in your building does not expose the occupants or members of the public to hazard and risk.



More insurance companies are putting the onus on the Builder to ensure their Contractors work safely. In our experience, the only way to achieve this is to have a third party assess the Contractors for compliance. We will verify Contractor Licencing, ABN, Training, and OH&S Compliance on your behalf.

This is a specialised and time consuming activity which can only be achieved by carrying out "Due Diligence". Be aware the Contractor having a Site Specific Work Method Statement attached to the work order is *not* sufficient. Why not take advantage of our Accreditation Process, which is based upon sound and well developed criteria and pre-qualifies Contractors giving you piece of mind in your selection. We recently proved this by accrediting all Contractors for a large retail chain last year.

- [Pre-assessment](#) of Contractors ([Contractor Application](#))
- Database of Compliant Contractors
- Induction of Contractors (coming soon using eLearning)
- Work Method Statements

Management Systems

What are Management Systems?

Management Systems are all about putting in place procedures and recognised processes. The Safety Alliance Ltd has developed a web-based, interactive, fully editable (by you) system to handle each of the following:

- Safety Management

The System also **MAY** include (not necessarily part of special offer):

- Office Safety
- Site Safety
- Incident & Accident Procedures
- Standard Forms
- Administration Procedures
- Financial Management

View the Slides on our Web Site

[Please view our slides on the web site](#)

Get MSDS

- [Coming Soon](#)

Anyone using substances to perform their work duties is obligated to conduct a risk assessment and provide training concerning the use of the substance. Substances include, silicones, cleaning agents, acids, welding chemicals and so on. The risks in using these substances need to be clearly defined.

Often obtaining a Material Safety Data Sheets is a tedious task, and many don't know where to obtain them.



TSA is developing online training for substances use. Courses will be supported by online MSDS's, which can be downloaded and included in Work Method Statements and other documentation used within the OH&S compliance framework.

Get a Contractor

- [Coming Soon](#)

For organisations and private persons seeking accredited contractors, the task can be time consuming and costly. Compliant contractors, who have been accredited by TSA, will be placed on the TSA Accredited Contractor Directory. For those seeking an accredited contractor, it's a simple matter of using the directory to find one appropriate for the task, with the knowledge that TSA has conducted the necessary audits and all documents are in order and the contractor is ready to engage.

The online directory will include:

- Advertisement web page or direct link to the contractor's website.
- Details verifying compliance.
- Tasks contractor is able to legally perform.
- Full contact details including email links.

Package Cost

Management System

Subcontractor – no Quality Assurance \$770.00

Management System Options

Quality Assurance Module \$1100.00

Administration Procedures Module \$330.00

Accounting Package Module \$330.00

Training

eLearning modules – each/per person \$22.00

Face to Face Training

Competent person to manage OH&S *\$1320.00

Certificate IV Occupational Health & Safety (OHS) *\$2400.00

Workplace Health & Safety Officer (WHSO) \$1500.00

Workplace Health & Safety Representative (WHSR) \$675.00

WHSO Re-certification \$475.00

* Soon available online or via distance education

Package Terms (Not including Training)

- Deposit 50% with order
- Final Balance within 14 days of system delivery



How to Proceed

[Please view our Web Site.](#)

Data Security & Integrity

The Safety Alliance servers are housed in a secure facility in Wharf St, Brisbane. Multiple servers work in unison with mirroring of data.

The data contents and reports held on The Safety Alliance Ltd website may be downloaded or backed up to your server at any time but interactivity and functionality of the programs will not be available. This means you will have reports and information but will not be able to use services after terminating or failing to renew any annual service agreement.

Passwords

A Master Password will be issued to you which allows creation of levels of security and access to others. Access can be read only to edit. You may add or delete access to suit Human Resource Changes.

Service Availability

[Please view our slide.](#)



Demonstrations

[QES System](#) – Click here to view demonstration disk

This will open the following screen in Adobe Reader

Demonstration Company	
Master Index	
Section 1	QES Management System
Section 2	Office
Section 3	Construction Site Occupational Health & Safety Policy
Section 3A	Site Occupational Health & Safety Policy
Section 3A	Education <small>Section 3A - 3W not included in Demonstration</small>
Section 3H	Hospitality <small>Dink</small>
Section 3W	Workshop/Factory
Section 4	Emergency Responses, Health, First Aid, Personal Monitoring, Accident Procedure, Drugs & Alcohol
Section 5	QES Forms
Section 6	Environmental Management Procedures
Section 7	Asbestos Management Procedures
Section 8	Quality Assurance
Section 9	Training
Section 10	Human Resources
Section 11	Work Instructions for High Risk Activities & Safety Plans
Section 14	Fire & Evacuation Manual
Section 15	Fire Safety Advisers Handbook
Section 16	Administration Procedures Manual

The Management System of Demonstration Company ABN: 123456789
Master Index.doc V: 5/17/2009

Click on any of the items with a blue rectangle to view the demonstration information pertaining to that particular section. Not all items have been included in the disk. Only sample data has been included. The items in red boxes are not included in the demonstration disk

eLearning

Username: demonstration Password: nomed

After login – the following screen is displayed

Home Help & Support My Training My Account Logout

The Safety Alliance Limited

Online Training Portal

Our courses offer a rich interactive training experience making use of narrated audio, animations and interactive activities.

Hello Paul, welcome to your training.

What would you like to do?

- Begin my training
- Edit my details
- Logout

Please make sure your computer software is compatible with our website requirements. [Find out more...](#)

Flash Player
Version 10

Screen Resolution
1440 x 900

Operating System
Windows XP

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Click on **'Begin my training'**. The following screen appears:

The screenshot shows the 'My Training' page of the TSA online training portal. At the top, there is a navigation bar with links for Home, Help & Support, My Training, My Account, and Logout. Below the navigation bar, the page title is 'The Safety Alliance online training portal'. The main content area is titled 'My Training' and contains the following text: 'Please click on the course title you would like to begin.' Below this, there is a course listing for 'e3Learning Demo Suite (AUS)' with a status of 'Not Started'. A description below the course title states: 'These demos are an overview of some of the course e3Learning has to offer. Each course presented here includes a small selection of pages from the full course.' At the bottom of the page, there is a footer with copyright information: 'Copyright 2009 Interact Learning Pty Ltd. Disclaimer Privacy Copyright' and 'empowered by e3Learning'.

Then click on **e3Learning Demo Suite (AUS)** and look around. This will give you an overview of this site and how it works. When finished please logout.



Terms and Conditions of Service – Consultancy

The Safety Alliance Ltd provides services in “good faith”. As professionals we provide advice and documentation. It is our Client’s responsibility to satisfy themselves that our advice is suitable for their situation, particularly being mindful that we may not be aware of **ALL** the circumstances, hazards and risks, particularly when advice has been provided without a site visit.

Generally advice is generic and unless we are specifically made aware **ALL** influencing factors our advice may not be complete.

The Division of Workplace Health & Safety inspectorate is the authority for all issues relating to Occupational Health & Safety and their rulings take precedence over any advice given. However, in all rulings you have the right of appeal.

Fees are charged either:

- Agreed fee
- Hourly rate
- Quoted price
- Fee per service

Please ensure you understand your fee structure as fees will not be varied after commencement of consultancy.

Our consultants act only within the authority granted by our Client. As Occupational Health & Safety Auditors we will discuss Occupational Health & Safety issues with staff, and subcontractors on behalf of our Client but we will not represent ourselves to be inspectors of the Division of Workplace Health & Safety. However, we will assist to the best of our ability in matters of Occupational Health & Safety compliance.



Terms and Conditions of Service – Training

The Safety Alliance Ltd provides a course outline for each course. It is the responsibility of the person booking the course, or the student, to determine if the course outline fulfils the needs of the student. Courses are offered by “Get Safe Training” RTO No. 31465.

Courses are identified in the course outline as to whether they meet national or State standards or are courses only for general knowledge, or to meet a training need for which there may not be a standard.

All courses are delivered by trainers who have met the national, State or other standards (where standards exist) and where necessary hold appropriate qualifications viz:

- Certificate IV Trainer & Assessor
- Prescribed Occupation Tickets
- Accredited Provider Status to Division of Workplace Health & Safety (QLD)

All assessments are carried out in accordance with the documented assessment package and “Statement of Attainment” by the Registered Training Organisation (R.T.O) or “Statement of Attendance” by the trainer (as appropriate) shall be issued. Any student not successfully gaining competency in any course will only receive a certificate of attendance until competency is achieved.

Assessment only or re-assessment shall be available on a fee for service basis.

Legislative references and Australian Standards maybe provided for reference and course manuals are provided to each student. Various video and other reference materials may be available to students as appropriate.

Recognition of prior learning is available on a fee for service basis.

Review of assessments – where a student believes that they have been unfairly assessed they may apply to the R.T.O for an independent assessment. If they are still unsuccessful at attaining competency then re-assessment fees apply for the review.

Where training is conducted at an employers workplace no liability or injury, accident, or public liability shall be accepted by The Safety Alliance Ltd or Get Safe Training. The employer shall provide such resources as are agreed upon e.g. data projector, training room

Attendance at all sessions is required to achieve competency unless R.P.L is granted. Non-attendance will require completion of the unit prior to assessment.



The Safety Alliance Ltd is an equal opportunity employer and training organisation and warrants no discrimination shall occur. Any claim for discrimination shall firstly be referred to the principal.

The Safety Alliance Ltd is aligned to one of more Registered Training Organisations and conducts these courses under licence. The respective R.T.O's provide course outlines and manuals but due to continual change in Legislation and the continual change in the marketplace course material may not always reflect the latest information, Legislation or technology.

All students attending classes are 'at work' and shall abide by the Workplace Health & Safety Act, Regulations and Code of Practice and all reasonable directions of any agent, employees, trainer, assessor or associate of The Safety Alliance Ltd. Specifically:

- Personal protective equipment shall be worn as directed
- Drugs and alcohol shall not be consumed
- Inappropriate behaviour will not be tolerated
- Follow instructions in emergency situations
- Not to do anything to cause injury to self or others

Language, literacy and numeracy (L.L.N) – The Safety Alliance Ltd acknowledges that some students may be challenged by LLN and this shall be accommodated where possible. However, we reserve the right to charge for additional tutorials required to assist the student to attain competency.

Trainee Information

The Safety Alliance Ltd will provide accurate, relevant and up to date information to trainees prior to commencement. This will include, but not be limited to:

- Admissions, procedures & criteria
- Copy of the refund policy
- Total Costs/Fees to trainees
- Certification to be issued to the trainee on completion of partial completion of the course
- Competencies to be achieved by trainees
- Assessment procedures
- Arrangements for the Recognition of Prior Learning
- Grievance/Appeal procedure
- Facilities and equipment
- Trainee support services

Continual Improvement Policy

As a part of The Safety Alliance Ltd commitment to be the best we need your help to continually improve our service. We ask that you inform us of ways that, you consider, will improve the services offered by The Safety Alliance Ltd.



Our staff will respect your opinions and the proprietor requests that all comments and suggestions be forwarded to our administration. This will assist us to react to your feedback and hopefully become proactive in implementing future improvements.

We promise to read all comments, to reply where it is considered necessary and to utilise your initiatives to improve our service.

Occupation Health & Safety Policy

The Safety Alliance Ltd fully accepts its legal and moral obligation and is committed to ensuring the health and safety of all persons who may be affected by its operations and activities undertaken at the centre.

This policy will be achieved by way of the proprietor(s) of The Safety Alliance Ltd providing the necessary human and financial resources for all The Safety Alliance Ltd staff so as they can effectively administer and maintain an acceptable level of OH&S at the centre.

The in turn will allow for the communication of the workplace safety strategies implemented by The Safety Alliance Ltd to all visitors, clients and students of the training centre allowing The Safety Alliance Ltd to meet this objective.

Mutual Recognition

Mutual recognition is critical to the operation of a nationally consistent vocational education and training system and is the key principle underlying the Australian Quality Training Framework ensuring decisions in relation to vocational education and training have a national effect.

Under mutual recognition, each state and territory has agreed to recognise the decisions of all other states and territories in registering training organisations and in accrediting courses. This means a R.T.O can operate in all states and territories without a further recognition process.

Nationally endorsed Training Packages and the Australian Qualification Framework (AQF) accredited courses are also subject to mutual recognition.

The Safety Alliance Ltd will recognise the AQF qualifications and Statements of Attainment issued by another R.T.O.

Privacy Policy for Personal Information

For the purpose of this policy a record means:

- A document
- A database (howsoever kept)
- A photograph or pictorial representation of a person but does not generally include:
 - A generally available publication
 - Anything kept in a library, art gallery or museum for the purposes of reference, study or exhibition



Principles

The following principles shall apply to the collection, maintenance, storage and use of personal information at The Safety Alliance Ltd.

Personal information shall not be collected for inclusion in a record or in a generally available publication unless the information is collected for a lawful purpose related to the functions of The Safety Alliance Ltd and the collection is necessary to the function of The Safety Alliance Ltd.

Where The Safety Alliance Ltd collects personal information, The Safety Alliance Ltd shall take all such steps to ensure that before the information is collected or as soon as practicable after the information has been collected that you are made aware of:

- The purpose for which the information is being collected – that the information is required to ensure that Certificates are correctly issued and so that funding bodies are provided with the necessary information to approve funding to The Safety Alliance Ltd
- The collection of the information is lawful via the Privacy Act 1988 and the funding grants from the Government
- The funding body may be provided with your personal information to approve funding to The Safety Alliance Ltd

The Safety Alliance Ltd shall minimise the collection of personal information so that it is not seen as an invasion of privacy, however, the information that is asked for is requested by The Safety Alliance Ltd's funding bodies.

Any information provided by you shall be maintained under The Safety Alliance Ltd's records management system as described in our procedures. Records containing personal information are shredded as part of disposal. Electronic data is protected through password controlled systems. Access to personal information is restricted to authorised The Safety Alliance Ltd personnel.

Personal information retained on you includes the information recorded on the course brochure, student attendance form, participant feedback forms and examinations. As stated earlier, each of these records is maintained in accordance with procedure.

In the event that you require access to your information please contact The Safety Alliance Ltd administration for assistance.

The Safety Alliance Ltd will not alter the personal information that you have provided unless you have provided authorisation so to do. However, some of The Safety Alliance Ltd funding bodies compare the information in their databases to the information provided by The Safety Alliance Ltd. If there are discrepancies in this information you will be contacted personally.

The information provided by you at the commencement of each course shall be considered valid for that course alone. This information shall not be used for future courses. In the event that details change you are not obliged to keep



The Safety Alliance Ltd up to date, unless enrolling for another course The Safety Alliance Ltd will not use your personal information for purposes other than which it was collected for.

If required under the law your personal information may be passed onto the relevant Government Department.

Your personal information will not be disclosed unless:

- You have been made aware of the requirement
- You have consented to the disclosure
- The Safety Alliance Ltd believes that the provision of the information will prevent or lessen a serious imminent threat to life of health of the individual concerned or another person
- The disclosure is required or authorised by or under law
- The disclosure is necessary for the enforcement of criminal law

Refund Policy

The Safety Alliance Ltd will safeguard fees paid by trainees.

The Safety Alliance Ltd refund policy is as follows:

- Full refunds will be made to the students if the training provider cancels or discontinues a course
- Money to be refunded will be money the students actually paid themselves prior to the time of cancellation of a course
- Students who withdraw from a course due to ill health will receive a full credit of course fees paid less any administration fee that is relevant upon presentation of a medical certificate and they then will be able to apply that credit to any other course booked with The Safety Alliance Ltd

Students who withdraw from the course for reasons other than ill health, with less than two weeks notice, will forfeit all fees. If more than two weeks notice is given then the course fees paid by the student will be refunded less an administration fee.



General Conditions

Product Security

All documentary products are protected by pin security. The Safety Alliance Ltd and an approved Builders Delegate can alter any document; this is to ensure that you do not inadvertently alter documents to make them non-compliant.

Copyright

All documents written by The Safety Alliance Ltd are copyright and as such are protected.

Refund Policy

Our consultancy is charged as agreed. No refund is available unless it can be proved that our advice was substantially in error or was negligent in its intent.

Cancellation of Order

Any order for documentary systems may only be cancelled if our consultants have not commenced work on your documents. Any time spent will be charged. Any order for consultancy must be cancelled with at least two (2) working days notice prior to site visit and thirty (30) days written notice is required for termination of consultancy agreement, or a fee for that month will be charged.