

# 2 Day Accredited Plant Risk Assessment Training Course. BSBWHS518. Leaders in Plant Safety



**BSBWHS518 - Manage WHS hazards associated with maintenance and use of plant**

Australian RiskServices Australasia Pty Ltd  
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# Private Risk Management course

## BSBWHS518 - Manage WHS hazards associated with maintenance and use of plant

### Duration: 2 days

All managers and supervisors must ensure that plants comply with all WHS (work health and safety) rules and regulations. Workers must also know how to manage potential hazards.

BSBWHS518 - Manage WHS hazards associated with maintenance and use of plant focuses on each of these aspects of working in a plant. By the end of this course, you will gain the necessary knowledge to:

- Identify work health and safety hazards.
- Assess those risks and control them.
- Advise on licensing, registration, and certification issues.
- Manage training requirements.

Note that this course supersedes “BSBWHS508 - Manage WHS hazards associated with plant” and is not equivalent to it.

### Who Should Take This Course?

Anyone with a supervisory role who needs to know about, control, and reduce workplace health and safety hazards should take this course. Additionally, anyone who is responsible for communicating workplace health and safety rights should also take this course since a large portion of it relates to providing adequate communication about rights and responsibilities.

- Business Owners or Executives
- Managers
- Supervisors

### Features

Once you finish the coursework and evaluation for BSBWHS518, you will be able to know about, communicate, adjust, and reduce workplace health and safety problems. You will know how to do the following:

- Identify WHS hazards associated with plant
- Assess WHS risks associated with plant
- Control WHS risks associated with maintenance and use of plant
- Advise on registration, licensing and certification issues associated with plant
- Manage training requirements for plant maintenance and operation

### Program

This course is delivered at your site in Victoria. It is very appropriate for workers within most industries! There will be an assessment at the end of the course as evidence that you learned the course materials to a satisfactory extent.

## **Entry Requirements**

There are no prerequisites to take this course and, as such, anyone can enrol! There are a couple of pieces of documentation that we will need to get started.

- Complete your Enrolment Application
- USI: Unique Student Identifier
- Photo Identification

You will also need to meet the literacy and math requirements requirements by completing the Pre-Course Reading Questionnaire. You can create a USI number using this link <https://www.usi.gov.au/students/create-your-usi>.

## **Outcomes**

Upon successfully completing this course, you will receive a Nationally Accredited Statement of Attainment for the unit of competency: "BSBWHS518 - Manage WHS hazards associated with maintenance and use of plant."



## **COURSE FEES**

**BSBWHS518 - Manage WHS hazards associated  
with maintenance and use of plant**

**\$ 1,000.00 (No GST) per student**

**The PRA APP has 500 Plant Items and over 500,000 Controls crossed referenced to 60 Australian standards and Plant regulation requirements. The APP can be downloaded on Android or Apple. It can be used on a single use basis or on a large scale Licence.**

**To confirm your booking we will require a 50% deposit of the course fees.**

### **Our training program is designed specifically for adult learners**

Much of our traditional learning experience leads us to believe that we learn best by listening to experts. Fortunately, there has been considerable research into adult learning and this provides much better understandings of the factors influencing adult learning. At Australian Risk Services Australasia Pty Ltd, we recognize that another intellectual trait of adults that impacts learning is their need to participate actively in the instructional process. Adults learn by reading, listening, and watching, but they learn better when they are active participants in the learning process.

Our training program actively engages an adult in the learning process to help achieve significantly greater results in learner self-awareness, changed behaviour, and the acquisition of new skills.

## Learning Modes

- Pre-Course Reading and completion of the Pre-Course Reading questionnaire.
- Students are required as part of their pre-course reading to read the following:
  - AS ISO 3100: 2018 Risk Management – Guidelines  
<https://www.iso.org/obp/ui/#iso:std:iso:31000:ed-2:v1:en>
  - Work Health and Safety Regulations 2011  
<https://www.legislation.gov.au/Details/F2011L02664>  
[https://www.safeworkaustralia.gov.au/system/files/documents/1702/how\\_to\\_manage\\_whs\\_risks.pdf](https://www.safeworkaustralia.gov.au/system/files/documents/1702/how_to_manage_whs_risks.pdf)
- 2 days on client's site
- Multiple Case Studies
- Scenarios and practice exercises.

## Student Support Services

Staff at Australian Risk Services Australasia Pty Ltd will offer professional and confidential advice in areas where they can help and will ensure that all efforts are taken to ensure a positive learning experience is achieved.

In the case of an emergency the student must contact '000' via telephone to report the emergency to appropriate authorities.

Students can contact the Australian Risk Services Australasia Pty Ltd support officer on 1300 266 172 if they require assistance with their assessments.

Prior to the course students are required to complete Enrolment Application and the Pre-Course Reading Questionnaire. These questionnaires enable the trainer to gain an understanding of a student's ability, experience and written English Language skills.

The trainer and assessor will be providing feedback continuously throughout the duration of the course. Students are encouraged to ask questions and seek clarification.

During the course students will be given an opportunity to peer review reports and provide feedback.

Students are encouraged to seek advice and assistance for 12 months post course. Students can obtain feedback by contacting the Trainer by email [adminars@bigpond.com](mailto:adminars@bigpond.com) or by phone on 1300 266 172.

## Cancellation and Refund policy

### Refunds due to non-delivery of course

All tuition fees are to be refunded in full if Australian Risk Services Australasia Pty Ltd is unable to commence the course as agreed or is unable to deliver the full course. Cancellation of private course bookings less than 30 days from the commencement of training will incur 100% of fees.

### Refunds due to Student Withdrawal

Outline of Refund Arrangements	
Withdrawal more than 7 business days prior to course commencement	Full refund
Withdrawal less than 7 business days prior to course commencement	No Refund
Withdrawal after course commencement	No refund


### Refund applications

- Any student wishing to apply for a refund must complete a 'Refund Application Form' at the end of this document and submit this form to the Training Manager. The application form can be accessed by contacting the Training Manager
- All refund applications are to be assessed by the Training Manager and applications processed within thirty days (30) days of the application being placed. Where a student is entitled to a refund the Training Manager is required to process the refund payment as required.
- Students who have paid for the course and withdraw less than 7 business days prior to the commencement of the course may apply for a transfer to a later course. Students transferring to a later course will incur a \$100.00 course fee surcharge associated with administration costs and venue booking related fixed costs. The Booking Fee Surcharge is payable at the time of transfer.

### Non-delivery of services

In the event that Australian Risk Services Australasia Pty Ltd is unable to deliver the agreed services, students will be entitled to a full refund of all fees paid. Students may also have rights under relevant consumer protection laws. Students will receive a Statement of Attainment for any units which they have successfully completed.

**This course has a practical component, COVID-19 Restrictions may result in the course needing to be rescheduled to a mutually convenient time for the course to be completed on site.**

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- ✓ **RISK MANAGEMENT**
  - ✓ **REAL CASE STUDIES**
  - ✓ **ISO31000 REQUIREMENTS**
  - ✓ **PERFORM RISK ASSESSMENTS**
  - ✓ **SKILLS TO QUANTIFY RISKS**



# About the trainer



## Paul Camilleri

Company Director

*Bachelor Business Finance (Monash)*

*Postgraduate Risk Management (Swinburne Faculty of Engineering)*

*Registered Lead Auditor (Exemplar Global)*

*Diploma of Work Health and Safety BSB51307 (Swinburne University of Technology)*

*Certificate 4 in Work Place Assessment and Training*

Paul has a Certificate 4 in Work Place Assessment and Training, Bachelor in Business Finance (Monash University), Post Graduate Risk Management (Swinburne University Faculty of Engineering) and is a Registered Lead Risk Auditor with Exemplar Global.

Paul has worked in risk management for 20 years and tackled numerous projects here in Australia and overseas.

Paul's experience includes design and delivery of over 28 safety courses, including courses designed to train the trainers. All of Australian Risk Services Australasia Pty Ltd training packages use an "active participation" method of training. Under the trainer's guidance, small groups of trainees discuss real client case histories and important points, so that you can be sure everyone understands the training. Any lack of understanding quickly becomes apparent in the discussion sessions, so it is possible to identify this and remedy it. All our training is competency based.

Paul has conducted over 300 Safety audits for major multinational companies and has headed up as Group Risk Manager for three years Brambles Australia.

Paul is a multi-disciplinary risk consultant and the Principle Auditor of Australian Risk Services Australasia Pty Ltd.

### Recent Clients Trained:

- Brambles Industries
- Linfox
- Patrick Corporation
- Searoad Logistics
- Blue Lion
- Toll
- BHP
- Melbourne Water
- TAS Rail
- Downer Mining
- UGL
- NSW State Water Board
- Wards Civil Engineering
- HWE

# REFUND APPLICATION FORM

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### PLEASE COMPLETE THE FOLLOWING DETAILS FOR REFUND TO BE PROCESSED

DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

BANK NAME:

BANK ACCOUNT NAME: \_\_\_\_\_ BSB: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

APPROVED BY TRAINING MANAGER: \_\_\_\_\_

# Complaints and Appeals

Students have access to Australian Risk Services Australasia Pty Ltd complaints and appeals process. The complaints and appeals policy and procedure ensures that fair and equitable processes are implemented for any complaints or appeals against Australian Risk Services Australasia Pty Ltd.

Students are able to submit a formal complaint to Australian Risk Services Australasia Pty Ltd relating to any concern they may have (should they feel a person has acted inappropriately or treated someone unfairly, etc). This can be submitted to Administration or directly to the Training Manager. All complaints are handled with confidence and are reviewed by the Training Manager.

A student may also appeal a decision made by Australian Risk Services Australasia Pty Ltd in regards to an assessment outcome. Where a student feels they have been unfairly judged and assessed on a specified task, project or assessment they may have the assessment reviewed by submitting an appeal form. Students must provide supporting evidence or explanations as to why they feel the assessment is unfair and why they should be given further opportunity to be assessed.

Complainants have the right to access advice and support from independent external agencies / persons at any point of the complaint and appeals process. Use of external services will be at the complainant's costs unless otherwise authorized.

Copies of the Complaints Procedure and the Complaints form can be obtained from the Student Administration Department at any time upon request.

## **External Appeals and Further Information:**

In addition to the above internal processes, if students enrolled with Australian Risk Services Australasia Pty Ltd are still dissatisfied with the decision of the RTO, they may wish to seek legal advice or submit an application in writing with an external dispute resolution process by a relevant body appointed for this purpose (See below for contact details).

Where the RTO is informed that the student has accessed external appeals processes:

- The RTO will maintain a student's enrolment until the external appeal process is finalized.
- The RTO will comply with the findings of the external appeals process.
- Where a decision or outcome is in favor of the complainant Australian Risk Services Australasia Pty Ltd shall follow the required action and recommendation from the relevant external appeals organization to satisfy the student's grievance as soon as practicable.

The decision of the independent mediator is final and any further action the student wishes to take is outside the RTO's policies and procedures. The student shall be referred to the appropriate government agencies and this information can be gained from the CEO.

- All records and correspondence in relation to an external appeal shall be maintained with the initial complaint and internal appeal documentation within the 'complaints and appeals register' and the student file for a minimum of 5 years.

The Dispute Settlement Centre of Victoria (DSCV) is a free dispute resolution and mediation service funded by the Victorian Government and may be able to assist resolve any outstanding complaint or issue with the complaint handling process. Further details and office locations for this service are available from <http://www.disputes.vic.gov.au/>

Organization:	Disputes Settlement Centre of Victoria ( <a href="http://www.disputes.vic.gov.au/">http://www.disputes.vic.gov.au/</a> )
Contact Point:	<u>Melbourne Office:</u> Level 4, 456 Lonsdale Street Melbourne VIC 3000 Tel: 1300 372 888 Fax: (03) 8684 1311

**Further information**

If, after the RTO’s internal complaints and appeals processes have been completed, you still believe the RTO is breaching or has breached its legal requirements, you can submit a complaint to ASQA by completing the online complaint form: <https://rms.asqa.gov.au/registration/newcomplaint.aspx> (ASQA website: [www.asqa.gov.au](http://www.asqa.gov.au))

Except in exceptional circumstances, you must attach evidence to your complaint form showing:

- that you have followed your RTO’s formal complaints procedure, and
- the RTO’s response.

ASQA’s processes require you to identify yourself to ASQA as a complainant, although you may request that your identity is kept confidential throughout any investigation that ASQA.

# APPLICATION FOR ENROLMENT

COURSE DETAILS			
Course Code		Course Name	
Start Date		Location	
ENROLEE DETAILS			
Unique Student Identifier			
Surname		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
First Name		Date of Birth	
Middle Name		Telephone	
Email Address		Mobile	
Address	Street	Suburb	Postcode
Company Name	If applicable		
PROOF OF IDENTITY			
Provide a proof of identity documentation to your trainer to be stored in your trainee file. You can elect option 1 or 2:			
OPTION 1:		OPTION 2:	
<b>Provide at least ONE of:</b> <input type="checkbox"/> Australian Driver's Licence <input type="checkbox"/> Australian Passport <input type="checkbox"/> International Passport (with current Visa)		<b>Provide at least ONE of:</b> <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Keypass Card <input type="checkbox"/> Student ID card (with photo and DOB)	
		<b>And at least ONE of:</b> <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Citizenship Certificate	
MEDICAL DECLARATION			
Do you have any medical condition that could prevent you from participating in any part of this course?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you taken any prescribed or non-prescribed medication and/or drugs (including alcohol) that could have an impact on your ability to participate safely?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY CONTACT DETAILS			
Emergency Contact Person			
Relationship			
Contact Number			

INFORMATION REQUIRED BY EDUCATIONAL AUTHORITY					
Are you Aboriginal or Torres Strait Islander Origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Town and Country of Birth					
Are you still at Secondary School?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
What is the Highest Level you obtained in <b>SECONDARY SCHOOL</b> ?	<input type="checkbox"/> Yr 9 <input type="checkbox"/> Yr 10 <input type="checkbox"/> Yr 11 <input type="checkbox"/> Yr 12 <input type="checkbox"/> Other				
The year you completed this level at <b>SECONDARY SCHOOL</b> ?					
Of the following categories, which best describes your current employment status?	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed <input type="checkbox"/> Employer <input type="checkbox"/> Employed (unpaid worker in a family business) <input type="checkbox"/> Unemployed (seeking full time work) <input type="checkbox"/> Unemployed (seeking part time work)				
Main Language spoken at home?	<input type="checkbox"/> English <input type="checkbox"/> Other (please specify):				
How well do you speak English	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all				
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No <input type="checkbox"/> Hearing <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Acquired Brain Injury				
Have you successfully completed any of the following qualifications?	<input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Cert IV <input type="checkbox"/> Cert III <input type="checkbox"/> Cert II <input type="checkbox"/> Cert I <input type="checkbox"/> Other				
Of the following categories, which best describes your main reason for undertaking this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> Other reasons <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal self-development				
EMPLOYER NOTIFICATION AUTHORITY					
I authorise Australian Risk Services to provide details of my assessment, including copies of notices/certificates received to my employer (if required)					
Trainee Name	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;">Trainee Signature</td> <td style="width: 20%;">Date</td> <td style="width: 20%;"></td> </tr> </table>		Trainee Signature	Date	
	Trainee Signature	Date			
TO BE COMPLETED BY TRAINER/ADMINISTRATOR					
Attach copy of identification document here	Identification requirements: <input type="checkbox"/> Name and signature verified <input type="checkbox"/> Copy of identification document attached <input type="checkbox"/> Photo taken (to be uploaded to trainee file)				

## TERMS AND CONDITIONS OF ENROLMENT

### Trainee Rights

- To be formally inducted into each course and made aware of the course content, learning outcomes of each course and the corresponding assessment program
- To be made aware of re-assessment procedures
- To privacy – any information obtained must be kept confidential and not disclosed to a third party without written consent, except where legal obligations exist
- To access their own personal training records
- To be made aware of all safety provisions and the location of first aid and fire-fighting equipment
- To easy access to the ARS Trainee Handbook which details the support services ARS offers

### Trainee Responsibilities

- To have a positive and respectful attitude towards other trainees, ARS staff and property
- To only smoke in designated areas
- To inform the trainer of any medication (prescribed/non prescribed) which may affect the trainees ability to operate equipment
- To not be under the influence of alcohol
- To be responsible for all personal possessions whilst attending the course
- To ensure that mobile phones are switched off during class
- To behave in a way that maintains the health and safety of self and others
- To report all injuries and incidents of harassment by another trainee or trainer to the RTO Manager in writing, including time, date, location and full description of the injury or incident
- To advise ARS of any change to contact details within 7 days, in order for ARS to provide reminder letters for refresher training (where required)
- To advise ARS, prior to the commencement of the course, of any issues or problems that may affect the successful outcome of this course, such as: Language, literacy and/or numeracy difficulties or specific learning requirements
- To provide true and correct information on all documentation completed throughout the course
- Failure to comply may result in ARS dismissing trainees from class
- ARS may take photographs of training procedures for use on the ARS website
- ARS retains the right to refuse enrolment as permitted by law
- ARS may apply for a Unique Student Identifier (USI) on your behalf if you do not provide a valid USI at the time of enrolment, as required by the Australian Government Dept. of Industry

### INDUCTION

Site Induction will be completed as part of the course.

### ENROLMENT

I agree to ARS Terms and Conditions of Enrolment (see above)

Trainee Name		Witness Name	
Trainee Signature		Witness Signature	
Date		Date	

## Privacy Notice

Under the Data Provision Requirements 2012, Australian Risk Services Australasia Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Australian Risk Services Australasia Pty Ltd for statistical, administrative, regulatory and research purposes. Australian Risk Services Australasia Pty Ltd may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.
- Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
  - populating authenticated VET transcripts;
  - facilitating statistics and research relating to education, including surveys and data linkage;
  - pre-populating RTO student enrolment forms;
  - understanding how the VET market operates, for policy, workforce planning and consumer information; and
  - administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).



