HAZCON

Health Safety Environment

# TRAINING & SERVICES CATALOGUE

## Safety Training

Asbestos - Chemicals - OHS - Heights - Confined Space
Health & Safety Representative (HSR) - PTW - JSA - Silica
Public Courses - Client Site

## Occupational Hygiene Services

Mould - Asbestos - Silica - Noise - Welding Fumes - Dust - SMF

## HSEQ Auditing & Consulting Services

Sites - Systems - Inspections - Advice - Ongoing Support

## Environmental Services

Soil - Air - Water

## Asbestos Services

Audits - Testing - Air Monitoring - Clearances - Management Plans

10 YEARS

**Creating a safer tomorrow**

Expert consulting, training & services

PROUDLY AUSTRALIAN OWNED & OPERATED

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# About HAZCON

Since 1994, HAZCON has been committed to offering quality HSE and training services to our clients. Our extensive experience and knowledge of HSE in Australian workplaces gives us the ability to provide our clients with professional HSE assistance and training that is coherent, targeted and relevant to each workplace.

HAZCON has earned an excellent reputation from clients based Australia wide in business, industry and government as a provider of quality, professional HSE consultant and training services. The point of difference is our people, our knowledge and our experience; with our HSE personnel providing educational services in the industries they consult in.

## Our People, Our knowledge, Our Experience

HAZCON HSE consultants offer expertise in an extensive range of HSE services and are knowledgeable across OHS/WHS and Environmental legislation requirements. The qualifications held by our consultants include; Degrees in Environmental Science, Science, Environmental Health, Engineering and Management; and various Post Graduate qualifications.

We have a number of consultants certified as Principal or Lead OHS Auditors with Exemplar Global.

All our trainers of accredited training hold TAE40110 Certificate IV in Training and Assessment or higher as per RTO 2025 Standards.

## Our Associations

HAZCON maintains a Quality Management System certified to ISO 9001:2015.

National Association of Testing Authorities (NATA Accredited Laboratory – Chemical Testing – ISO/IED 17025. Accreditation Number 13234 for the provision of asbestos air monitoring by HAZCON personnel.

Certificate of Registration NVR Registered Training Organisation (RTO). RTO Code: 21519. HAZCON offers a range of accredited training courses which are held at one of HAZCON's training facilities and are available to be held on client sites.

HAZCON is a provider of a number of internationally recognised occupational hygiene modules, which are supported by the International Occupational Hygiene Association (IOHA).

HAZCON are an approved provider of WorkSafe Victoria courses and offer both HSR Initial OHS and HSR Refresher OHS training courses at our training facilities and client sites.

Certified System
Quality
ISO 9001
SAI GLOBAL

NATA
NATA Accreditation Number 13234

Nationally Recognised Training

Supported By
IOHA

Approved Training Course
WorkSafe Victoria

# Mission Values

## Vision:

**HAZCON is to be universally recognised as the leading provider of health, safety and environmental services and training.**

## Mission:

**HAZCON will:**

**>> Provide high quality health, safety and environmental services and training.**

**>> Help our clients to meet their business and regulatory objectives.**

**>> Ensure our team is highly trained and professional.**

**>> Support the community as a good corporate citizen and model employer.**

**>> Be financially responsible.**

## Values:

**TRUST:**
Engender trust in our interactions with each other.

**INTEGRITY:**
Behave professionally and honestly with our colleagues and stakeholders.

**TEAM:**
Work together towards mutually agreed goals.

**RESPECT:**
Acknowledge our differences and treat each other with respect.

**POSITIVITY:**
Develop and maintain a positive attitude towards our work and towards the work of others.

# HSE Consulting & Auditing

# HSE Consulting & Auditing

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# HAZCON OHS Services

HAZCON provides a comprehensive range of services that address the majority of company health, safety & environmental needs.

Our professional and knowledgeable consultants can help you identify your hazards and risks and develop controls to either eliminate or reduce these risks. In addition, they can assist in identifying compliance failings whether they are related to the formal or accredited Health and Safety Management Systems or to regulatory obligations.

Asbestos is an ongoing presence in the workplace and HAZCON has all the capabilities necessary to identify asbestos containing materials, providing guidance as to the management of in-situ asbestos as well as providing hygiene monitoring and project management services during the removal of asbestos.

Our experienced occupational hygienists can assist you in determining whether the work environment is safe and healthy either through air monitoring for chemical contaminants, performing lighting or noise surveys, determining whether mould or clandestine laboratory remediation has been effective, or conducting manual handling and ergonomic assessments.

Most companies do not have the capacity or skill sets to effectively cover all HSE areas. HAZCON can provide short term and project based HSE consultants to improve health and safety in your workplace by:

- **Assisting in the development of health and safety management systems**
- **Leading focused investigations into plant safety**
- **Assessing the efficacy of chemical and environmental management practices**

HAZCON can also supply experienced consultants for short to medium term placement to fill gaps as a result of personnel changes or specific technical capabilities lacking in the organisation.

See the following pages on the specific services that HAZCON offers.

# Health, Safety & Environment (HSE) Management Systems

It is essential for all companies and businesses to have a system in place to manage the safety of employees and contractors and to manage their environmental impacts. The legislation requires employers to provide a safe workplace and a Health, Safety & Environmental Management System (HSEMS) is a widely recognised tool used to manage this obligation. It also helps to ensure that both management and employees understand their responsibilities and it demonstrates legal compliance.

Government authorities such as the EPA, expect companies with significant environmental aspects and potential impacts to manage these to prevent unwanted discharges to the environment. Systematic assessments of HSE components can provide a good oversight of an organisation's processes and systems.

HAZCON can provide qualified staff to review and develop the policies and procedures that you require. We can develop a HSE system for you, based on your existing procedures or create new procedures to fill any gaps. To be effective, the HSEMS should be specific for your business and provide straightforward methods for dealing with HSE issues as they arise.

As the legislation changes, or when the policies and procedures have been established, HAZCON can provide updates to assist in implementing your HSEMS system in the workplace. We can also help you to integrate your HSEMS with your existing quality assurance systems.

# Due Diligence and Being Pro-Active

The WHS legislation requires employers to be pro-active in managing workplace health and safety. Officers of organisations such as Directors, Board Members and Senior Managers need an overview of their Health, Safety and Environmental (HSE) System status on a regular basis to ensure that they are taking reasonable care and that no person is harmed in the workplace. This is exercising due diligence.

**Due diligence includes six key points:**

**Acquiring and keeping up-to-date knowledge of OHS/WHS matters**
**Gaining an understanding of OHS/WHS business risks**
**Providing appropriate resources and processes to ensure OHS/WHS compliance**
**Consideration of and response to incidents, hazards and risks**
**Complying with legal duties**
**Verifying the implementation of OHS/WHS management systems by audit and review.**

HAZCON can undertake a review of OHS/WHS compliance and prepare board or management team briefings.

# Contractor Management

The Occupational Health and Safety Regulations 2017 have refined the duties of employers and contractors in relation to their responsibilities to health and safety in the construction environment and have provided new minimum standards to help employers and employees to reduce injuries.

Contracts are becoming increasingly more complicated and sophisticated to ensure that Principals meet their employers' ('duty of care') obligations through appropriate monitoring and supervision of contractors.

HAZCON has developed a range of consulting services to assist contract managers in developing robust contractor management systems and for contractors, to assist them in enhancing their OHS Management Systems to place them at the top of the approval list.

**What HAZCON can offer:**

**Assistance with the development of Health, Safety and Environmental (HSE) assessment processes of contractors;**

**Conducting pre-qualification assessments on behalf of principals;**

**Assist project managers in dealing with contractor related issues; and**

**Develop HSE systems to ensure contractors meet the requirements of their prospective customers.**

# Risk Registers & Assessments

Risk registers that encompass all of the hazards and control measures for businesses are extremely valuable communication and due diligence tools. They are a central record to ensure comprehensive compliance to the applicable Health, Safety & Environmental (HSE) legislation.

The range of hazards on construction sites can vary from project management, mobile plant, dangerous goods handling and storage, refurbishment, to manual handling and confined spaces. The known hazards can be considered at the project planning stage and controls be ready to be implemented once works begin.

For static sites, risk registers assist in communicating the risks and the control measures required to ensure the workplace is without risk of injury to personnel. The risk register can be used on an internal intranet and employee access to the database enables effective reviews to be undertaken following incidents or legislation changes. A risk register is an extremely useful tool in the hazard identification and risk assessment process to manage HSE across diverse business and operational sites.

HAZCON has undertaken reviews of a several complex risk registers for major hazard facilities and has developed risk registers for  major industrial sites.

The review of the risk registers can assist in making significant improvements in design, operations, project planning in order to achieve the company's desired health and safety outcomes.

# Manual Handling (incorporating hazardous manual handling and tasks) & Ergonomics

Manual Handling injuries account for a significant amount all injury claims across Australia

The average cost of a manual handling claim in Victoria for example is in excess of $57,000 according to WorkSafe Victoria.

Manual Handling includes a wide range of activities including lifting, pushing, pulling, holding, throwing and carrying. Repetitive tasks and tasks requiring awkward body posture are also considered to be manual handling that is potentially hazardous. Hazardous manual handling and tasks may cause injury (such as musculoskeletal disorders).

OHS/WHS Regulations require the identification and control of hazardous manual handling tasks undertaken by employees/workers and the implementation of specific control measures to either eliminate the risk of injury or reduce the risk of a musculoskeletal injury as far as reasonably practicable. There is also a specific requirement to review these control measures in certain circumstances.

Manual handling injuries do not happen in isolation. Poor design of workplaces and activities as well as fatigue can also contribute to both the type and severity of injury.

**HAZCON can assist you in the following areas:**

**Identification of hazardous manual handling/tasks;**

**Assessment of the risk of injury from a range of tasks involving manual handling and using computer workstations**

**Recommendation of risk controls;**

**Re-designing of workplaces and activities or tasks using ergonomic principles;**

**Reviewing of mechanical aids and systems of work; and**

**Development of safe systems of work based on procedures and work instructions.**

# Dangerous Goods & Hazardous Substances

Chemicals in the workplace are controlled by a very wide range of legislation. The legislation regulates how chemicals are stored, handled and disposed of in the working environment. The legislation can be confusing and require a considerable amount of interpretation.

HAZCON consultants can assess your storage areas for bulk or packaged Hazardous Substances and Dangerous Goods, review the management systems including policies and procedures, identify signage, training and emergency procedures required on site.

We can also assist in conducting risk assessments and provide specific work instructions for dealing with specific tasks associated with chemical usage.

**HAZCON has undertaken extensive reviews of:**

**Petrochemical plants**
**Local government depots and facilities**
**State government department facilities**
**Food production facilities**
**Chemical manufacturing and processing complexes**

# Cooling Tower Audits

Does your current Risk Management Plan address the five critical risk factors for the control of Legionella in the Cooling Tower System?

**These risk factors are:**

**Stagnant Water**
**Nutrient Growth**
**Poor Water Quality**
**Deficiencies in the Cooling Tower System**
**Location & Access to Cooling Tower Systems**

Addressing these risks will significantly reduce the likelihood of the cooling tower system contributing to an outbreak of Legionnaire's disease. HAZCON can help you to prepare a new or updated Plan, or alternatively, have your current Plan audited.

The Department of Health & Human Services requires that Cooling Tower Risk Management Plans be audited annually before registration is due to the risk of legionella. Failure to register your cooling tower, prepare a Risk Management Plan, or have it audited, can result in heavy fines.

HAZCON has a number of accredited auditors who can quickly and efficiently audit your Cooling Tower Risk Management Plan.

# HSE Specific Hazard Program

HAZCON can solve many of your workplace issues by listening to what your requirements are and designing a program to meet your specific workplace needs.

**Some of the programs that HAZCON has managed or produced are:**

**Expert witnesses in litigation**
**Due diligence assessments for the purchase of sites or companies**
**PCB handling and removal procedures**
**Induction CD for contractors and users of theatres**
**Contractor management procedures**
**Assessment of skin irritants at work**
**Procedures to enter contaminated environments**
**Briefing sessions for concerned residents following asbestos incidents**
**Public liability risk assessments associated with access to parks and nature reserves**
**Incident investigation following electrical incidents**
**Assessment of fungal contamination in air conditioning systems and water damaged buildings**
**Decontamination of sites following fires and explosions**
**Soil contamination testing**

# High Risk Audits

HAZCON has identified a number of areas where there is a high risk of a fatality or serious injury.

HAZCON can provide a focussed compliance or best practice audit on specific aspects of your organisation's operations.

**Examples of High Risk Focussed Audits include:**

**Low voltage/high voltage access permits in a range of power stations**
**Fall risks in mining operations**
**Review of confined spaces identification and procedures**
**Review of dangerous goods storage and handling procedures following chemical incidents**
**Major hazardous facilities assessment and legislative compliance review**
**Plant risk assessments for industrial complex and petro-chemical installations**
**Due diligence or compliance audits**

These audits can be conducted during shutdowns or outages or on specific contractors. The executive reports can be presented to senior management complete with corrective actions required.

HAZCON's HSE personnel are uniquely placed to provide this service as they have a large range of practical and technical experience in complex industrial environments.

# Accident/Incident Investigation and Recovery

Accidents and incidents that occur in the workplace provide a range of challenges for any organisation.

The initial concern is to thoroughly investigate the root cause(s) and contributory factors of any accident or incident to enable the necessary corrective actions to be implemented.

Major accidents usually generate significant reviews of policies, procedures, training and Safe Work Method Statements (SWMS). Major accidents can also require documentation to provide evidence for any subsequent court action.

HAZCON's team are able to provide support and on-going assistance to deal with the requirements or directions from health and safety regulators in Australia. Such support can include high level reviews of maintenance operations and procedures following workplace fatalities and extensive re-training programs for operational staff.

HAZCON can also assist in compiling the documentation required and ongoing administrative support for managers involved in dealing with the ongoing court or legal requirements following a significant accident or incident in the workplace.

HAZCON also provides expert witnesses for specific cases where we have a high level of expertise.

# Emergency Management

The Emergency Management Plan (EMP), working with emergency policies and procedures and the communication of these is key. EMPs, emergency policies and procedures should be developed for each specific work place site as they need to be based on the assessment of risks and hazards both internal and external to the organisation and site location. Emergency policies and procedures should identify hazards such as fire, explosion, medical, violence, catastrophic event and work in conjunction with the EMP and development of emergency evacuation diagrams. All of which should meet the AS 3745 Planning for emergencies in facilities standard.

All organisations should have an adequate EMP to deal with incidents or situations that create an emergency which could pose a threat to life, health or property.

**Different types of emergency situations will depend on factors such as the nature and location of your organisation and may include:**

**Fire or explosion**
**Dangerous chemical release and spillage**
**Medical emergency**
**Natural disasters including inclement weather**
**Bomb threats**
**Violence or robbery**
**Catastrophic failure of plant, building or structures**

HAZCON can assist you in establishing, implementing and maintaining an EMP and emergency procedures based on an assessment of hazards both internal and external to the organisation.

**HAZCON utilises Australian Standard 3745 Planning for emergencies in facilities to develop the following:**

**The formation, purpose, responsibility and training of the Emergency Planning Committee (EPC)**
**Emergency identification**
**The development of an Emergency Management Plan (EMP)**
**The development of emergency response procedures**
**The establishment, authority and training of an emergency**
**Control Organization (ECO) and emergency wardens**
**Emergency related training**
**Develop and conduct evacuation drills.**

# Occupational Hygeine

# Occupational Hygeine

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# Noise Monitoring Services

## Environmental Noise

HAZCON has assisted a number of clients carrying out environmental noise assessments in line with the requirements of the relevant standards and policies. The environmental noise impact assessment / noise test / noise surveys undertaken by HAZCON can vary from small residential noise issues to larger scale developments. Sources of noise can include railway noise, road traffic noise, aircraft noise and more frequently wind turbine noise. These types of assessments are performed during the day or night and are typically carried out to ensure compliance with EPA license.

## Environmental Noise and Occupational Noise

Useful information regarding Environmental Noise can be found on websites such as EPA Vic and EPA NSW, whilst information regarding Occupational Noise can be found on websites such as WorkSafe Victoria and WorkCover NSW. HAZCON offers a range of Noise monitoring consultant services for both Environmental Noise and Occupational Noise as well as offers training on hearing loss prevention.

## Environmental Noise - a Definition

Environmental noise is the summary of noise pollution from outside, caused by transport, industrial and recreational activities. Noise is frequently described as ‘unwanted sound’, and, within this context, environmental noise is generally present in some form in all areas of human activity.

## Occupational Noise - a Definition

Noise is defined as all sound in the workplace, either wanted or unwanted and is one of the most common Occupational Health and Safety (OHS) hazards and is found in many different environments. Prolonged exposure to excessive noise can result in irreversible damage to a person’s hearing and a reduction in their quality of life.

# Noise Monitoring Services

HAZCON can identify and measure noise sources in your workplace to assess what action is needed to be compliant with the legislation in your state or jurisdiction.

**HAZCON can assist you:**
**Assess your employees' individual or Similar Exposure Groups (SEGs) noise exposure;**
**Develop a range of control measures to minimise noise exposure in a cost effective way;**
**Develop policies (hearing protection for specific tasks, occupations and/or environments, assessing new equipment purchases);**
**Assess new equipment once installed;**
**Evaluate the effectiveness of Hearing Protective Devices (HPD);**
**Provide advice on required HPDs available and the type most suitable for the occupation and/or environment; and**
**Train staff in the correct use of Personal Protective Equipment (PPE).**

The SafeWork Australia sets two noise limits. The first is that no employee should be exposed to an eight hour equivalent continuous sound pressure level greater than 85dB(A) and second, no employee should be exposed to peak levels in excess of 140 dB.

Where it is suspected that employees may be exposed to noise in excess of the exposure standards, the employer must determine the level of exposure. The employer should also re-assess employees' noise exposure if previous assessments are no longer applicable or if requested by the Health and Safety Representative.

Noise assessments are undertaken by attaching noise monitoring equipment (dosimeters) to a number of representative employees at the workplace. The dosimeters are worn by the employees for a minimum of four hours; or preferably for the entire shift. The noise data collected is then analysed to determine employees' eight hour exposure level and their peak noise exposure.

All of HAZCONs activities and recommendations are undertaken in compliance with appropriate legislation, Australian Standards and best practice. Noise monitoring is carried out in accordance with the:

OHS Act 2004 / WHS Act;
OHS Regulations 2017 /WHS Regulations and
AS/NZS 1269 Set:2005 Occupational Noise Management Set

# Dust & Silica Monitoring & Services

All HAZCON occupational hygiene works and recommendations to clients are undertaken to provide guidance to employers as to their duties to comply with appropriate Victorian Legislation, relevant Australian Standards and best practice.

**Dust monitoring is carried out in accordance with the:**

**AS 2985-2009 Workplace atmospheres - Method for sampling and gravimetric determination of respirable dust;**

**AS 3640-2009 Workplace atmospheres - Method for sampling and gravimetric determination of inhalable dust;**

**WorkSafe Victoria Compliance Code: Managing exposure to crystalline silica engineered stone, February 2020.**

**And with reference to:**

**Safe Work Australia Workplace Exposure Standards for Airborne Contaminants, December 2019.**

**More information on the AIOH position paper for respirable dust can be found within the reference below.**

**Australian Institute of Occupational Hygienists (2016) Position Paper - Adjustment of Workplace Exposure Standards for Extended Work Shifts**

If you would like more information or a quote for dust assessment please Contact Us

**Hygiene monitoring encompasses a host of areas that HAZCON has specific expertise, including;**

**Asbestos Air Monitoring**
**Synthetic Mineral Fibre (SMF) Monitoring**
**Occupational Hygiene Monitoring**

# Indoor Air Quality (IAQ)

Many organisations are faced with reports of adverse health effects as a result of the quality of the indoor working environment. Indoor air quality complaints are most common during the spring and autumn periods and can range from dry eyes to respiratory problems.

Concerns expressed by employees regarding indoor air quality should be investigated and the employer must take all reasonably practicable steps to eliminate or reduce any problems.

HAZCON consultants will conduct a site inspection and interview employees to establish the nature and extent of potential indoor air quality issues. The consultant will then undertake monitoring at the site examining temperature, air flow, relative humidity, oxygen (O2), carbon monoxide (CO) and carbon dioxide (CO2) levels in the workplace and if required, Volatile Organic Compounds (VOC).

The results of the monitoring will then be analysed against relevant standards and a report, including recommendations, will be prepared. Very often, improvements can be made by improving maintenance or by changing airflows and make-up air rates.

HAZCON can also undertake a comprehensive lighting survey of work areas and office environments as part of a review of facilities.

More recently, a number of facility managers have also requested extensive electromagnetic radiation (EMR) surveys in response to concerns about electrical installations, in buildings such as sub-stations, hospitals and telecommunication buildings.

The reports and recommendations from HAZCON's site assessments have been useful to current and previous clients in implementing improvements in the office based working environment, and have been able to resolve many long running concerns about the workplace environment.

# Bio-aerosol Sampling (Mould, Bacteria, Fungi)

Mould issues are becoming a fast growing health concern for businesses, schools and homeowners. With recent studies providing a plethora of evidence that report a direct correlation between water damage in buildings, microbial growth (bacteria, fungi and their by-products) and lung conditions.

Whilst there are no legally enforceable standards for mould testing or remediation in Australia, there are guidelines (Worldwide Exposure Standards for Mould and Bacteria) and building codes. The employer also holds a duty to provide and maintain a working environment that is safe and free of risks to health. Not only can the introduction of mould into the environment compromise indoor air-quality, but it also increases feelings of being unwell, loss days at work and lower productivity.

**HAZCON can undertake a mould assessment which may include:**

**Conducting a visual inspection for signs of moisture, visible mould and odours**
**Air testing for temperature, relative humidity and dew point and moisture mapping**
**Air and surface sampling for mould**
**Destructive testing in determine the presence of hidden mould**

To obtain more information, or for a mould assessment quote, please Contact Us

Businesses who mine or produce products with crystalline silica need to list a percentage content of crystalline silica on the safety data sheet, along with the name and contact details of the manufacturer or importer to be provided to purchasers of the product.

# Occupational Hygiene Monitoring

Occupational hygiene monitoring can assist your company in anticipate, investigate, assess and develop a range risk management controls.

**Our airborne contaminant monitoring programmes have included:**

**Protein dust exposure in the food industry**
**Chemical exposure in the printing industry**
**Chemical exposure in paper production**
**Airborne solvents during spray painting**
**Welding fume and gas**
**Diesel fume and fine particulate**
**Styrene exposure in truck body manufacturing**
**Ammonia in livestock**
**Exhaust gases associated with military weapons**
**Pharmaceuticals in production facilities**
**Forklift exhaust fumes in restricted areas**

If it is suspected that employees may be exposed to hazardous contaminants, monitoring will confirm the exposure and assist in identifying problem locations and developing control strategies.

**HAZCON services can assist you to:**

**Conduct chemical/hazardous substance risk assessments.**
**Identify hazardous substances and processes that require monitoring.**
**Develop approved sampling techniques for complex environments.**
**Conduct monitoring and analysis and provide results.**
**Provide recommendations and guidance to enable organisations to eliminate or reduce issues and minimise exposure to an acceptable level; and**
**Develop control strategies in consultant with key stakeholder's for the development of systems for ongoing management and monitoring processes.**

# Asbestos Services

# Asbestos Services

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Health Safety Environment

# Asbestos Services

NATA Accreditation Number 13234

Asbestos is heavily regulated by the OHS Regulations 2017 and this places a number of requirements onto employers and persons who manage and control workplaces.

HAZCON personnel have many years' experience in the asbestos field across a wide range of industries. We offer a full asbestos advisory service including audits, risk assessments, sample analysis, air monitoring and clearance inspections.

We also have a number of specific Asbestos Management Programs which will assist you to manage asbestos in the workplace. This can be in the form of an electronic database made available on your intranet or via a DVD based format.

HAZCON also provides training on your specific asbestos management policies and procedures to maintenance staff and we can update your Asbestos Register to ensure compliance with all legislative requirements.

# Asbestos Identification

Asbestos containing materials:

HAZCON utilises NATA Accredited Asbestos Laboratories providing quality asbestos identification services, using our own NATA approved identifiers and signatories.

Non-friable asbestos samples can be collected and delivered to HAZCON in sealed labelled containers for analysis.

Samples should be approximately the size of a 10c coin. We do not recommend the taking of friable asbestos samples, such as pipe lagging, due to the increased level of risk involved. Friable materials should be sampled by a person experienced in handling asbestos materials.

Download the Asbestos Containing Material sampling procedure and HAZCON's Chain of Custody (COC) form which you can use when providing samples to HAZCON for identification:

https://www.hazcon.com.au/document/a-guide-to-sampling-asbestos-containing-material-and-chain-of-custody-form-for-samples/

# Asbestos Identification (Soil)

It is not uncommon for asbestos to have been left behind in soil after demolition or renovation work.

HAZCON's will organise a NATA Accredited laboratory to provide asbestos sample identification services for soil samples. We can also provide advice on a contamination remediation plan.

# Asbestos Identification (Audits)

The person who has management or control of a workplace and the employer have a duty to determine whether there is asbestos present in the workplace. If asbestos is found, its location must be identified and its details recorded in an Asbestos Register.

An Asbestos Audit fulfils the duty of the employer to identify and assess the risk of asbestos in the workplace. It involves an inspection of the workplace by one of HAZCON's auditors.

The auditor will identify the type, location, 'friability' and condition of the asbestos containing materials present.

The auditor will take a number of samples for analysis at a NATA Accredited laboratory. Destructive sampling may be required, however it is only undertaken with permission from the building owner.

The auditor will also identify any inaccessible areas likely to contain asbestos and will determine whether the asbestos containing materials in the workplace may be subject to damage or disturbance.
An Asbestos Register must be created for all workplaces and be reviewed at least every 5 years, or after significant removal works.

# Hazardous Building Materials Audit

Under the Occupational Health and Safety Regulations 2017 an employer or a person who manages or controls a workplace has a duty to ensure that all asbestos containing materials present in the building, which may be disturbed, are identified and removed prior to renovation or demolition works commencing. Other hazardous building materials must be identified to ensure safety and correct disposal is undertaken.

**A standard Hazardous Building Materials Audit will determine the presence of:**

**Asbestos Containing Materials (ACMs)**
**Synthetic Mineral Fibres (SMF)**
**Lead paint**
**Polychlorinated Biphenyls (PCBs)**

Other materials including ozone depleting substances, stored hazardous chemicals and biological hazards can also be included upon request within the scope of the Hazardous Building Materials Audit.

A Hazardous Building Materials Audit can also involve a review of the existing Asbestos register to ensure that it is still current and to further investigate previously inaccessible areas. Destructive sampling may be undertaken prior to demolition/refurbishment to determine the presence or absence of asbestos containing materials in inaccessible areas.

# Visual Clearance

The Occupational Health & Safety Regulations 2017 require the person who engages the asbestos removalist to arrange for a clearance inspection to be undertaken.

Clearance inspections must be undertaken following the removal of any friable asbestos containing material or the removal of more than 10m2 of non-friable asbestos.

A HAZCON consultant will attend the site and visually inspect the area from which asbestos has been removed. The removal area is closely examined to ensure that the asbestos has been removed as per the scope of work and that the area has been correctly cleaned and is free of asbestos debris.

The HAZCON consultant may require the asbestos removalist to undertake further cleaning if asbestos residue is identified. When satisfied that the area is clean the consultant will issue a Clearance Certificate for the asbestos removal area.

In addition to being a legal requirement, a Clearance Certificate also provides an assurance to employees and other people in the workplace that their health is not at risk and that the building or site is suitable for normal occupancy.

If you would like more information or a quote for visual clearance inspection please contact us on hazcon@hazcon.com.au .

# Asbestos Air Monitoring

NATA Accreditation Number 13234

Asbestos air monitoring is essential to protect human health and the environment by detecting airborne asbestos fibres, which can cause serious diseases like asbestosis and mesothelioma. It ensures compliance with safety regulations, prevents contamination during asbestos removal or construction activities, and allows for early detection of hazardous conditions. Monitoring also helps assess the effectiveness of safety measures and reduces environmental risks by preventing the spread of harmful fibres.

The Health and Safety Regulations require air monitoring for friable removal jobs, however it is best practise to undertake asbestos air monitoring during any removal works, especially when asbestos removals are being undertaken indoors or in high profile/sensitive locations.

Air monitoring is not intended to be used as a preventive or a real time control measure, but as a test to ensure that controls are operating satisfactorily and that employees, contractors and members of the public are not being exposed to harmful environments. Air monitoring is also used to ensure airborne fibre levels are satisfactory for reoccupation into internal areas.

**Air monitoring services include:**

- Background air monitoring – Monitoring ambient background levels prior to works.
- Para-occupational or Control air monitoring – Monitoring airborne fibre levels during (removal) works.
- Clearance air monitoring – Monitoring within areas or enclosures for reoccupation post removal works.
- Personal air monitoring – Monitoring on personnel to ensure PPE/ RPE is working effectively.

Air monitoring in Victoria should be undertaken by a suitably competent person; who has appropriate qualifications, knowledge, skills and experience. All HAZCON asbestos consultants undergo an intensive in-house and on-site mentored training program. This ensures all personnel have the skills necessary to deliver comprehensive asbestos monitoring programs in accordance with relevant standards and tailored to a site's individual needs.

If you would like more information or a quote for air monitoring, please contact us on 1800 429 266 or email hazcon@hazcon.com.au.

# Synthetic Mineral Fibres Monitoring

Synthetic Mineral Fibres (SMF), also known as Man-Made Mineral Fibres (MMMF), are fibrous materials made from glass, rock, or silica. They are commonly found in insulation (batts, blankets, loose fibre), textiles, reinforced plastics, and high-temperature or acoustic insulation products.

Exposure standards (Australia):

- 0.5 respirable fibres per ml of air (f/ml)
- 2 mg/m$^3$ of inspirable dust

These limits are set to protect workers handling or exposed to SMF products.

Health risks - Airborne SMF can cause:

Skin and eye irritation

Upper respiratory tract irritation

Potential long-term respiratory effects if exposure is not controlled

How Hazcon can help:

- Conduct personal and static SMF monitoring to assess workplace exposure
- Identify SMF materials present in your workplace
- Provide risk assessments and tailored control strategies
- Develop safe work procedures in line with the National Code of Practice for the Safe Use of SMF (NOHSC:2006, 1990)
- Deliver employee training on SMF hazards and safe handling practices
- All monitoring and recommendations are carried out in compliance with Australian standards and best practice.

For more information or a quote, contact us on 1800 429 266 or hazcon@hazcon.com.au.

# Environment

# Environment

HAZCON
Health Safety Environment

# Soil Sampling and Classification

**HAZCON's team has extensive experience collecting soil sampling and assessments across Australia. Our team supports environmental consultants, drilling companies, and government agencies with fieldwork that requires specialised sampling methods.**

**We can plan and manage your field investigations, ensuring all work is completed by qualified personnel in line with industry standards.**

# Soil Sampling and Testing

## Our services include:

**Collection of soil or sediment samples using a range of professional techniques.**
**Soil vapour and ground gas sampling for volatile organic compounds (VOCs) and landfill gas (LFG).**
**QA/QC sampling and reporting to meet Australian Standards, EPA & NEPM requirements.**
**Analysis through NATA-accredited laboratories.**

**For more information or a quote, contact us on 1800 429 266 or hazcon@hazcon.com.au.**

# Water

Environmental monitoring for water and wastewater is required for a range of purposes and is undertaken as per Australian Standards series AS/NZS 5667:1998 and EPA requirements.
HAZCON can help with developing an environmental monitoring program including sampling and laboratory analysis at a Accredited National Association of Testing Authorities (NATA) laboratory.

## On Site Waste Water Management

On-site wastewater management systems are required to manage domestic and commercial wastewater in unsewered areas. The suitability of a site to accept treated wastewater is dependent on the soil type, soil profile, topography, hydrology, hydrogeology, and the proposed wastewater loads and effluent quality. The effective management of on-site wastewater treatment systems requires comprehensive site evaluation and system design, followed by appropriate system installation, operation and maintenance.

**HAZCON specialises in the evaluation of wastewater management systems, from domestic to large commercial applications. Their expertise includes:**

- **Site and soil evaluations to characterise site conditions, identify site constraints and determine available areas for land application of effluent.**
- **Selection of appropriate wastewater treatment systems and detailed land application area designs.**
- **Preparation of wastewater reports, designs and Site Based Management Plans to achieve development approval and meet state government licensing requirements.**
- **Certification following the installation of wastewater treatment systems and land application areas.**

## HAZCON offers the following range of sampling services:

- **Surface water sampling including real-time water quality monitoring and waste water and trade waste assessments**
- **Groundwater sampling from wells, boreholes and drainage systems**
- **QA/QC sample analysis at a NATA accredited laboratory**

# What is Legionella and Legionnaire's Disease?

Legionella is a bacterium that is naturally found in fresh water, as well as man-made water sources. The bacterium thrives in water temperatures between 20 and 45 degrees centigrade. It can be found in hot and cold water systems, cooling towers, condensers, hot tubs, humidifiers and emergency showers to name a few.

There are various state requirements to undertake Risk Management Plans (RMP), conduct routine investigations, cleaning and maintenance programs. HAZCON are certified Cooling Tower Auditors and can conduct review of RMP's.

If you have any queries or wish to find out more about the services HAZCON provides or to request a quote please Contact Us.

Training

# Training

HAZCON

Health Safety Environment

HAZCON
Health Safety Environment

# Tailored Training Solutions

**HAZCON's health and safety trainers not only provide a range of educational services but also undertake a range of health and safety projects away from the training room.**

## These services could include:

**- Occupational Hygiene (asbestos, dust, silica, mould and soil)**

**- Auditing and inspecting**

**- Reviewing environmental conditions**

**- Risk management**

**- Investigation**

These services are delivered across a range of industries and include regular consultation. This field experience and currency of competency assists the trainers with their ability to tailor training programs that are specific to your business needs as well as incorporating your organisation's own relevant policies and procedures.

**HAZCON develops training programs by listening to our clients' needs.**

**HAZCON can offer a range of delivery styles such as:**

**- Face to face training**

**- Group online learning**

**- Specific targeted groups such as senior management or Health and Safety Representatives**

All training is interactive and is inclusive of adult learning principles that aim to inform, enthuse and motivate.

# OHS Training for Mangers and Supervisors

## Risk—Leadership—Culture—Compliance

**This is one of HAZCON's flagship OHS courses for anyone with managerial or supervisory responsibilities.**

**It is available on our public training calendar as a 2 day course (recommended), but it can also be run as a 1 or 2 day course tailored specifically for your organisation at your site in Victoria.**

This is one of HAZCON's flagship OHS courses for anyone with managerial or supervisory responsibilities.

It is available on our public training calendar as a 2 day course (recommended) but it can also be run as a 1- or 2-day course tailored specifically for your organisation at your site in Victoria.

Duration: 2 days*

Purpose: This two-day course equips managers and supervisors with essential knowledge and tools to effectively manage workplace health and safety. It combines informative content with interactive and engaging activities, featuring up-to-date case studies and specialist input. By enrolling employees in this course, organisations can benefit from improved safety compliance, reduced workplace incidents, and a more proactive approach that, ultimately leads to a healthier and more productive workforce.

Target Audience: All Managers, Leaders, Supervisors, Directors and anyone responsible for, or involved in health and safety in the workplace

**Public Bookings can be made here:**

https://www.hazcon.com.au/training-course/ohs-training-for-mangers-and-supervisors/

# OHS Training for Managers and Supervisors

## Day One - The Fundamentals:

- OHS Legislative framework
- Duties and duty holders
- The role of the regulator
- Consultation and issue resolution
- Designated Work Groups and the role of HSRs and Deputies
- OHS management systems
- Risk management and review
- Managing incidents
- Return to work
- Action Planning

## Day Two - Managing High Risk (Including Psychological Health):

- Plant (covered by OHS Act and OHS Regulations) and high-risk work licences
- Chemical management (Hazardous substances and dangerous goods)
- Psychological health (legal and risk management requirements explained)
- Effective leadership and culture for improved health and safety outcomes
- Case studies
- Difficult conversations
- Resources
- Action Planning

# HSR Initial OHS Training Course

Approved Training Course WorkSafe

**Duration: 5 days**

**Aim:** The latest version of the course aims to provide HSRs and Deputy HSRs with the information and skills required to successfully exercise their powers under OHS legislation. The course also informs manag-ers, supervisors, Health and Safety Committee members and other employees interested in OHS.

**Learning Outcomes:**

**Interpreting the OHS legislative framework and its relationship to the HSR;**
**Identifying key parties and their legislative obligations and duties;**
**Establishing representation in the workplace;**
**Participating in consultation and issue resolution;**
**Representing designated work group members in any OHS risk management process undertaken by the appropriate duty holder(s); and**
**Issuing Provisional Improvement Notice (PIN) and directing cessation of work.**

All HSR training courses reference the OHS Act 2004 and cover the obligations of key duty holders, HSR powers and entitlements, hazard identification and controls, consultation, issue resolution and Provisional Improvement Notices (PINS)/Direction to cease work. If you have any questions please call us on 1800 429 266.

The course is interactive, activity based and uses video clips from WorkSafe Victoria.

The vision at WorkSafe Victoria is to see Victorian workers returning home safe every day. WorkSafe regard Health and Safety Representative's (HSR's), together with employers, managers, supervisors and employees as making a vital contribution to making this happen.

Resources for HSRs:
General information https://www.worksafe.vic.gov.au/health-and-safety-representatives
HSR Support Officers https://www.worksafe.vic.gov.au/health-and-safety-representative-support-officers-hsrsos
WorkSafe Victoria Compliance codes https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Health & Safety Representatives - Please Note:

Under Section 67 of the OHS Act 2004 all HSRs and Deputy HSRs are entitled to attend a 'WorkSafe Victoria Approved Initial OHS Training Course' after being elected. The employer is obliged to allow the HSR time off work with pay to attend this course and must pay the costs associated with the HSR attendance. Section 67 also allows HSRs to choose the approved training course they attend in consultation with their employer.

# HSR Refresher OHS Training Course

Approved Training Course

**Duration: 1 day**

**Aim:** A WorkSafe approved HSR Refresher OHS Training Course is an opportunity for HSRs and Deputy HSRs to revisit aspects of the HSR Initial OHS Training Course to review and add to their knowledge on the following topics:

- **Elements of the OHS legislative framework - including OHS (Psychological Health) Regulations 2025**
- **Designated Work Groups**
- **The value of being an HSR**
- **HSR powers**
- **Experiences as an HSR**
- **Explaining the term 'reasonably practicable'**
- **Issue resolution**
- **Risk management overview**
- **Types of workplace hazards including psychosocial hazards that may cause psychological or physical harm, or both**
- **Determining risk levels and controls**
- **Employer/employee duty of care**
- **The importance of consultation and reporting**

All HSR training courses reference the OHS Act 2004 and cover the obligations of key duty holders, HSR powers and entitlements, hazard identification and controls, consultation, issue resolution and Provisional Improvement Notices (PINS)/Direction to cease work. If you have any questions please call us on 1800 429 266.

The course is interactive, activity based and uses video clips from WorkSafe Victoria.

**Target Audience:**
Anyone who has completed the WorkSafe Victoria Approved Health & Safety Representative Initial OHS Training Course.

Resources for HSRs:
General information https://www.worksafe.vic.gov.au/health-and-safety-representatives
HSR Support Officers https://www.worksafe.vic.gov.au/health-and-safety-representative-support-officers-hsrsos
WorkSafe Victoria Compliance codes https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

**Health & Safety Representatives - Please Note:**

Under the OHS Act 2004 (section 67), all elected HSRs and deputy HSRs, after completing an initial course of training, have an entitlement for each year they hold office to attend a WorkSafe-approved HSR refresher OHS training course. An employer, if requested, must allow the HSR/Deputy HSR to attend on paid time, pay the cost of the course and any other associated costs. Section 67 also allows HSRs to choose the course, in consultation with their employer.

# CPCCDE3014
# Remove non-friable asbestos

NATIONALLY RECOGNISED TRAINING

**RTO Code: 21519**

**Duration: 8 hours (face to face)**

## Aim:

This nationally accredited recognised course provides participants with the knowledge and practical skills to safely remove non-friable asbestos containing materials, suitable for a person or company who holds a Class B Asbestos Removal Licence.

## Learning Outcomes:

**Introduction to asbestos**
**Where asbestos is found**
**Risks of working with asbestos**
**Personal protective equipment**
**Air monitoring and visual clearances**
**Prepare for asbestos removal**
**Prepare asbestos removal site**
**Set up asbestos work area**
**Remove non-friable asbestos**
**Carry out decontamination process**
**Clean up work area**
**Regulatory processes**
**OHS Regulations 2017 & Compliance Codes 2019**
**Air monitoring and visual clearances**
**Workplace procedures for removing non-friable asbestos**
**Waste transport and disposal**

## Training Locations

This course can be conducted on site at your company's premises or at 8 Industrial Avenue, Notting Hill Vic 3168. HAZCON also offers customised training for this course so as to include your relevant policies and procedures and in line with legislation.

# CPCCDE3014
# Remove non-friable asbestos

NATIONALLY RECOGNISED TRAINING

The WorkSafe Victoria Removing Asbestos in Victoria Compliance Code section 373 states; 'The minimum recommended RPE for this task is a non-disposable half-face respirator with a P1 filter or P2 filter.' Appendix E of the compliance code further states; 'Disposable half-face respirators are not recommended for ongoing asbestos removal work.'

## Mandatory Prerequisites:

All participants must hold CPCCOHS1001A - 'Work safely in the construction industry' obtained after 11 May 2009 or CPCCWHS1001 - 'Prepare to work safely in the construction industry' or CPCWHS1001 ' Prepare to work safely in the construction industry.' This is commonly known as a 'White Card'.

## Learner Needs:

In order to identify individual learners' requirements please bring to our attention any candidate that has any needs such as; literacy, access or, medical restrictions so arrangements can be made prior to course commencement.
Literacy and Numeracy Requirements:
To be successful in the unit, students must have sufficient English written and oral language skills to enable clear and direct communication with trainer and other students.
Students must be able to; collaborate effectively with others and complete a multiple choice knowl-edge assessment as well as a short literacy and numeracy assessment.
If you have any concerns regarding this requirement please contact our friendly HAZCON training team to discuss what assisted learning options we have available to you.

## Required to bring on the day:

On the day of training, we ask you bring the following:

Evidence of All participants must hold CPCCOHS1001A - 'Work safely in the construction industry' obtained after 11 May 2009 or CPCCWHS1001 - 'Prepare to work safely in the construction industry' or CPCWHS1001 ' Prepare to work safely in the construction industry.' This is commonly known as a 'White Card'.

A Red card is not acceptable

A Certificate of Completion for Remove friable asbestos can be provided to student who cannot provide a certified copy of the required documents.

Proof of ID (drivers licence or equivalent, with photo); brought to the training course;

Half face respirator mask. Students are encouraged to bring their own respirators to the training session,;

and Unique Student Identifier number; If participants do not have a USI Number, please create one by logging onto www.usi.gov.au.

# CPCCDE3014
# Remove non-friable asbestos

NATIONALLY RECOGNISED TRAINING

## Privacy Policy:

HAZCON is committed to protecting employee, client and participant privacy and confidentiality in line with State and Federal Privacy legislation. Except as required under the Data Provision Requirements 2012, Government Contracts or by law, information about students will not be disclosed to a third party without the consent of the individual.

HAZCON's Privacy Policy is available on HAZCON's website.

## Assessment:

To be successful in this course the student must satisfactorily complete 3 assessment tasks that include a mixture of practical observations and knowledge questioning.

The students must be fit and able to carry out basic construction work involved in the removal of asbestos for the purpose of the assessments. Delivery of the knowledge questioning can be adjusted to meet the students learning needs.

If required; students are provided with two re-assessment opportunities on the day. Access to our appeals process is available in our student handbook should the student wish to consider that option if competency hasn't been achieved after two re-assessment opportunities.

## Certificate:

On successful completion and assessed as competent you will receive a Statement of Attainment and wallet card issued by HAZCON Pty Ltd RTO 21519 for CPCCDE3014 Remove non friable asbestos .

Would you like to apply for Recognised Prior Learning (RPL)?
If you believe you have the industry skills, knowledge and experience removing non-friable asbestos then you may be eligible for RPL. Please contact the Business Services Manager to discuss your suitability as an RPL candidate. . The appropriate documentation will be provided to you if the RPL process is applicable to you.

## Important Notes:

-HAZCON provides realistic simulation activities to provide participants with real world scenarios; however, we don't use any asbestos containing materials.
-All equipment required for the training course is provided.
-A fit check is included as an assessment component of the course; students are encouraged to bring their own respirators to the training.

# CPCCDE3015
# Remove friable asbestos

NATIONALLY RECOGNISED TRAINING

**RTO Code: 21519**

**Duration: 1 day (face to face)**

**Aim:** To provide students with the knowledge and practical skills to safely remove friable asbestos containing materials, suitable for a person or company who holds a Class A Asbestos Removal Licence.

**Key Areas Covered:**

**Introduction to asbestos**
**Where asbestos is found**
**Risks of working with asbestos**
**Personal protective equipment**
**Prepare for asbestos removal**
**Prepare asbestos removal area and removal site**
**Enclose removal site**
**Carry out asbestos removal process**
**Carry out decontamination process**
**Clean up work site**
**Complete regulatory, Regulations 2017 & Compliance Codes 2019**
**Air monitoring and visual clearances**
**Workplace Procedures for removing friable asbestos**
**Waste transport and disposal**

**Respirator Requirements**
A fit check is included as an assessment component of the course. Students are encouraged to bring their own respirators to the training session; if possible.
One of the assessment tasks for all students attending this course is the fitting of a half face mask.
It should be noted that the student will not be able to complete this course or be issued with a certificate without successfully completing this assessment task.

The WorkSafe Victoria Removing Asbestos in Victoria Compliance Code section 373 states; 'The minimum recommended RPE for this task is a non-disposable half-face respirator with a P1 filter or P2 filter.' Appendix E of the compliance code further states; 'Disposable half-face respirators are not recommended for ongoing asbestos removal work.'

**Training Locations:**
This course can be conducted on site at your company's premises or at 8 Industrial Avenue, Notting Hill Vic 3168. HAZCON also offers customised training for this course so as to include your relevant policies and procedures and in line with legislation.

# CPCCDE3015
# Remove friable asbestos

NATIONALLY RECOGNISED TRAINING

**Required to bring on the day:**

**On the day of training, we ask you bring the following:**

**Evidence of CPCCOHS1001A - 'Work safely in the construction industry' obtained after 11 May**

**2009 or CPCCWHS1001 - 'Prepare to work safely in the construction industry' or CPCWHS1001**

**' Prepare to work safely in the construction industry.' This is commonly known as a 'White Card' and Certificate for CPCCDE3014 Remove non-friable asbestos.**

**A Red card is not acceptable**

**CPCCDE3014A is not acceptable**

**A Certificate of Completion for Remove friable asbestos can be provided to student who cannot provide a certified copy of the required documents.**

**Proof of ID (drivers licence or equivalent, with photo); brought to the training course;**

**Half face respirator mask. Students are encouraged to bring their own respirators to the training session;**

**and Unique Student Identifier number; If participants do not have a USI Number, please create one by logging onto www.usi.gov.au.**

# CPCCDE3015
# Remove friable asbestos

NATIONALLY RECOGNISED TRAINING

**Assessment:**
To be successful in this course the student must satisfactorily complete 4 assessment tasks that include a mixture of practical observations and knowledge questioning.
The students must be fit and able to carry out basic construction work involved in the removal of asbestos for the purpose of the assessments. Delivery of the knowledge questioning can be adjusted to meet the students learning needs.

If required; students are provided with two re-assessment opportunities on the day. Access to our appeals process is available in our student handbook should the student wish to consider that option if competency hasn't been achieved after two re-assessment opportunities.
If required; students are provided with two re-assessment opportunities on the day. Access to our appeals process is available in our student handbook should the student wish to consider that option if competency hasn't been achieved after two re-assessment opportunities.

**Important Notes**
**HAZCON provides realistic simulation activities to provide students with real world scenarios; however, we don't use any**
**asbestos containing materials. All equipment required for the training course is provided but students are encouraged to**
**bring their own respirators to the training session.**

**Certificate:**
**On successful completion and assessed as competent you will receive a Statement of Attainment and wallet card issued**
**by HAZCON Pty Ltd RTO 21519 for CPCCDE3015 Remove friable asbestos.**

# CPCCDE3015
# Remove friable asbestos

NATIONALLY RECOGNISED TRAINING

## Mandatory Prerequisites:

All participants must hold CPCCOHS1001A - 'Work safely in the construction industry' obtained after 11 May 2009 or CPCCWHS1001 - 'Prepare to work safely in the construction industry' or CPCWHS1001 ' Prepare to work safely in the construction industry.' This is commonly known as a 'White Card'.

CPCCDE3014 Remove non-friable asbestos

A Certificate of Completion for Remove friable asbestos can be provided to student who cannot provide the original or a certified copy of the required certificate.

## Learner Needs:

In order to identify individual learners' requirements please bring to our attention any candidate that has any needs such as; literacy, access or, medical restrictions so arrangements can be made prior to course commencement.

## Literacy and Numeracy Requirements:

To be successful in the unit, students must have sufficient English written and oral language skills to enable clear and direct communication with trainer and other students.
Students must be able to; collaborate effectively with others and complete a multiple choice knowl-edge assessment as well as a short literacy and numeracy assessment.
If you have any concerns regarding this requirement please contact our friendly HAZCON training team to discuss what assisted learning options we have available to you.

## Privacy Policy:

HAZCON is committed to protecting employee, client and participant privacy and confidentiality in line with State and Federal Privacy legislation. Except as required under the Data Provision Requirements 2012, Government Contracts or by law, information about students will not be disclosed to a third party without the consent of the individual.

HAZCON's Privacy Policy is available on HAZCON's website.

# Class A Asbestos Removal Refresher Training

**Duration: 4 hours**

As recommended in the Compliance Code for Removing Asbestos in the Workplace, Class A Removalists should attend refresher training every year. Victorian and WHS legal requirements are covered in this course.

**Key Areas Covered:**
**Legislation and industry standards;**
**Compliance Code: Removing Asbestos in the Workplace:**
**Signs and barricades**
**Asbestos vacuum cleaners**
**Decontamination procedures**
**Water filtration media**
**Air monitoring for friable asbestos removal; and**
**EPA requirements for the transport and disposal of waste asbestos.**

**Target Audience:**
All Asbestos Class A Removalists, supervisors and those who have obtained a Statement of Attainment for CPCCDE3015A Remove friable asbestos or CPCCDE3015 Remove friable asbestos.

Certificate: Students will be issued with a Certificate of Completion.

# Class B Asbestos Removalist Refresher Training

**Duration: 2 hours**
Aim: Victorian Compliance Code for Removing Asbestos in Workplaces states that: 'refresher training should be conducted every two years for persons undertaking Class B asbestos removal work.' (paragraph 79). Victorian and WHS legal requirements are covered in this course.

**Key Areas Covered:**
**Revision on asbestos and asbestos containing materials;**
**Relevant health and safety legislation; including the differences between OHS Regulations 2017 and WHS Regulations;**

**PPE;**

**Planning and preparation;**

**Air monitoring and visual clearances; and**

**Waste disposal and transport.**

**Target Audience:**
Victorian trained Class B removalists and those who have obtained a Statement of Attainment for CPCCDE3014A Remove non-friable asbestos or CPCCDE3014 Remove non-friable asbestos.

Certificate: Students will be issued with a Certificate of Completion.

# CPCCDE4008
# Supervise asbestos removal

NATIONALLY RECOGNISED TRAINING

**RTO Code: 21519**

**Duration: 1 Day (face to face)**

**Aim:**
This course will provide students with the knowledge and qualification required to be nominated as an Class A or Class B Asbestos Removal Supervisor under the Victorian OHS Regulations 2017 and/or the WHS Regulations 2011.

**Key Areas Covered:**

- **Asbestos revision**
- **Becoming an asbestos removal supervisor**
- **Planning supervision of asbestos removal**
- **Oversee the preparation for asbestos removal**
- **Supervising and coordinating job requirements (air monitoring, clearances, equipment checks etc.)**
- **Supervise removal and decontamination processes**

**Mandatory Prerequisites:**
CPCCDE3014 Remove non-friable asbestos or CPCCDE3015 Remove friable asbestos

**Learners Needs:**
In order to identify individual learners' requirements please bring to our attention any candidate that has any needs such as; literacy, access or, medical restrictions so arrangements can be made prior to course commencement.

**Literacy and Numeracy Requirements:**
To be successful in the unit, students must have sufficient English written and oral language skills to enable clear and direct communication with trainer and other students. Students must be able to; collaborate effectively with others and complete simple written documentation and complete a multiple choice knowledge assessment as well as a short literacy and numeracy assessment.

If you have any concerns regarding this prerequisite please contact HAZCON to discuss what assisted learning options we have available to you.

**Training Locations:**
This course can be conducted on site at your company's premises or at 8 Industrial Avenue, Notting Hill Vic 3168. HAZCON also offers customised training for this course so as to include your relevant policies and procedures and in line with legislation.

# CPCCDE4008
# Supervise asbestos removal

NATIONALLY RECOGNISED TRAINING

**Privacy Policy:**
HAZCON is committed to protecting employee, client and participant privacy and confidentiality in line with State and Federal Privacy legislation. Except as required under the Data Provision Requirements 2012, Government Contracts or by law, information about students will not be disclosed to a third party without the consent of the individual.

HAZCON's Privacy Policy is available on HAZCON's website.

**Required to bring on the day:**

**On the day of training, we ask you bring the following:**
**Evidence of CPCCDE3014 Remove non-friable asbestos or CPCCDE3015 Remove friable asbestos CPCCDE3014 or CPCCDE3015 are not acceptable**
**A Certificate of Completion for Supervise asbestos removal can be provided to student who cannot provide a certified copy of the required documents.**
**Proof of ID (drivers licence or equivalent, with photo); brought to the training course;**
**Half face respirator mask. Students are encouraged to bring their own respirators to the training session,; and**
**Unique Student Identifier number; If participants do not have a USI Number, please create one by logging onto www.usi.gov.au.**

**Assessment:**
To be successful in this course the student must satisfactorily complete 5 assessment tasks that include a mixture of practical observations and knowledge questioning.

If required; students are provided with two re-assessment opportunities on the day. Access to our appeals process is available in our student handbook should the student wish to consider that option if competency hasn't been achieved after two re-assessment opportunities.

**Certificate:**
On successful completion and assessed as competent you will receive a Statement of Attainment and wallet card issued by HAZCON Pty Ltd RTO 21519 for CPCCDE4008 Supervise asbestos removal.

Would you like to apply for Recognised Prior Learning (RPL)?
If you believe you have industry skills, knowledge and experience supervising asbestos removal then you may be eligible for RPL. Please contact the Business Services Manager to discuss your suitability as an RPL candidate. The appropriate documentation will be provided to you if the RPL process is applicable to you. logging onto www.usi.gov.au.

# Asbestos Awareness Training

**Duration: 4 hours**

**Aim:**
The Asbestos Awareness training course will give participants a general understanding of asbestos, its health risks and the issues it may cause in the workplace. It will also provide them with a thorough understanding of the requirements of relevant health and safety legislation.

**Key Areas Covered:**

**Identification of asbestos products;**

**Risks and health effects of exposure to asbestos;**

**Relevant health and safety legislation; and**

**Responsibilities of owners and occupiers of premises which have Asbestos Containing Materials (ACM).**

**Target Audience:**
Managers, supervisors or workers who may have to deal with asbestos issues in their workplace.

**Certificate:**
Students will be issued with a Certificate of Completion.

# Silica Awareness Training

Aim: As of 15th May 2022 all workers/employees who are likely to be exposed to risks associated with high risk crystalline silica must undergo training. HAZCON has developed a short fun fact filled 2 hour Silica Dust Awareness Training program.

This course had been designed to assist you meet your legislative workplace health and safety obligations and is delivered face to face onsite or at HAZCON's Notting Hill training facility.

Key Areas Covered:
- What is Silica Dust
- What products have a high content of Silica e.g. sand etc.
- Health risks associated with exposure to crystalline silica
- Regulatory Requirements in new OHS Regulations 2017
- What will cause likely exposure
- Silica control measures and implementation
- PPE
- Air Monitoring
- Health Monitoring

Duration: 2 hours

Target Audience:  Managers, supervisors or workers who may have to deal with asbestos issues in their workplace.
Certificate:  Students will be issued with a certificate of completion

# RIIWHS204E
# Work safely at heights

NATIONALLY RECOGNISED TRAINING

**RTO Code: 21519**

**Duration: 1 day (face to face)**

## Aim:
This course is designed to train personnel within industry to work safely at heights in accordance with the unit of competency, relevant codes and current regulations.
HAZCON delivers the nationally accredited unit RIIWHS204E Work safely at heights. This interactive course covers working safely at heights in resources and infrastructure industries. It includes identifying the work requirements, work procedures and instructions for the task; accessing and installing equipment; performing work at heights; and cleaning up the work area.

## Key Areas Covered:

**Identifying the work requirements,**
**Identify work procedures and instructions for the task;**
**Accessing and installing height safety equipment;**
**Performing work at heights;**
**Clean-up the work area;**
**Victorian legislation relevant to working at heights; and**
**Practical use of height control measures including harnesses, fall arrest systems and ladders.**

## Reference Material:
Work Safe Victoria Compliance Code Prevention of Falls in General Construction maybe a useful reference to you.

## Learners Needs:
In order to identify individual learners' requirements please bring to our attention any candidate that has any needs such as, literacy, access or, medical restrictions so arrangements can be made prior to course commencement.

## Literacy and Numeracy Requirements:
In order to be successful in the unit, students must have sufficient English written and oral language skills to enable clear and direct communication with trainer and other students. Students must be able to; collaborate effectively with others and complete a short answer written assessment as well as a short literacy and numeracy assessment.

If you have any concerns regarding this requirement please contact our friendly HAZCON training team to discuss what assisted learning options we have available to you.

# RIIWHS204E
# Working safely at heights

NATIONALLY RECOGNISED TRAINING

**Privacy Policy:**
HAZCON is committed to protecting employee, client and participant privacy and confidentiality in line with State and Federal Privacy legislation. Except as required under the Data Provision Requirements 2012, Government Contracts or by law, information about students will not be disclosed to a third party without the consent of the individual.

HAZCON's Privacy Policy is available on HAZCON's website.

**Target Audience:**
This course is aimed at those working in operational roles at a worksite, who may be likely to encounter fall or depth hazards. Including:
Entry level students who have work duties or supervise staff who have work duties that include working from height, in Victoria jurisdictions.
Students with some industry experience who wish to gain entry level knowledge of the legislative requirements when performing work at height tasks.
Students who are required by employer to attend a full training course.

**Required to bring on the day:**
**Proof of ID (driver's licence or equivalent, with photo); brought to the training course; and**
**The participant has provided their Unique Student Identifier number; If participants do not have a USI Number, please create one by logging onto www.usi.gov.au.**

**Assessment:**
During the day, there are two theory assessments which contain a mix of multiple choice and short answers and response to working at heights scenarios as well as simulated practical work demonstrations.
If required; students are provided with two re-assessment opportunities on the day. Access to our appeals process is available in our student handbook should the student wish to consider that option if competency hasn't been achieved after two re-assessment opportunities.

Would you like to apply for Recognised Prior Learning (RPL)?
If you believe you have industry skills, knowledge and experience working at heights then you may be eligible for RPL. Please contact the Business Services Manager to discuss your suitability as an RPL

# RIIWHS204E
# Working safely at heights

NATIONALLY RECOGNISED TRAINING

**Certificate:**
On successful completion and assessed as competent you will receive a Statement of Attainment issued by HAZCON Pty Ltd RTO 21519 for RIIWHS204E Work safely at heights.

Would you like to apply for Recognised Prior Learning (RPL)?
If you believe you have industry skills, knowledge and experience working at heights then you may be eligible for RPL. Please contact the Business Services Manager to discuss your suitability as an RPL candidate. The appropriate documentation will be provided to you if the RPL process is applicable to you.

**Training Locations**
This course can be conducted on site at your company's premises or at 8 Industrial Avenue, Notting Hill Vic 3168. HAZCON also offers customised training for this course so as to include your relevant policies and procedures and in line with legislation.

# Work Safely at Heights Refresher Training

**Duration: 4 hours (face to face)**

**Aim:**
This course will give participants a refresher of the knowledge and practical skills required to perform work activities safely at height.

**Key Areas Covered:**

**The course will refresh the knowledge of participants and address any potentially poor practices when working at height. There is an increasing expectation from industry that employees maintain their currency in working at heights even if they have gained a certificate in the past. Attending heights refresher training will assist in meeting this expectation. Key areas covered include:**

OHS/WHS Regulations and Compliance Code;
Risk Management and Safe Work Method Statements;
Hierarchy of Controls;
Correct selection and practical use of ladders;
Practical Exercise of Fitting of Safety Harnesses and use of fall arrest and fall restraint systems; and
Harness and ancillary inspections and maintenance.
Emergency procedure development.
A questionnaire to verify that attendees have retained the knowledge gained from the training.

It is recommended that participants bring their own fall arrest harnesses to ensure they are familiar with their use. HAZCON can supply harness as well as other ancillary equipment.

**Certificate:**
Students will be issued with a Certificate of Completion

# RIIWHS202E
# Enter and work in confined spaces

NATIONALLY RECOGNISED TRAINING

**Duration: 1 day (face to face)**

**Aim:**
This face to face course is designed to provide participants with skills and knowledge required to enter and work in confined spaces in the resources and Infrastructure Industries. This unit is appropriate for those working in operational roles undertaking work in confined spaces.

**Key Areas Covered:**
**Planning and preparing for entry of confined spaces;**
**Enter and work in confined spaces;**
**Exit confined spaces; and**
**Clean up.**

**Pre-requisite:** Nil

**Learners Needs:**
In order to identify individual learners' requirements please bring to our attention any candidate that has any needs such as; literacy, access or, medical restrictions so arrangements can be made prior to course commencement.

**Literacy and Numeracy Requirements:**
In order to be successful in the unit, students must have sufficient English written and oral language skills to enable clear and direct communication with trainer and other students.
Students must be able to; collaborate effectively with others and complete a short answer written assessment.as well as a short literacy and numeracy assessment.

If you have any concerns regarding this requirement, please contact our friendly HAZCON training team to discuss what assisted learning options we have available to you.

**Required to bring on the day:**
Proof of ID (drivers licence or equivalent, with photo); brought to the training course; and
The participant has provided their Unique Student Identifier number; If participants do not have a USI Number, please create one by logging onto www.usi.gov.au.

# RIIWHS202E
# Enter and work in confined spaces

NATIONALLY RECOGNISED TRAINING

**Privacy Policy:**
HAZCON is committed to protecting employee, client and participant privacy and confidentiality in line with State and Federal Privacy legislation. Except as required under the Data Provision Requirements 2012, Government Contracts or by law, information about students will not be disclosed to a third party without the consent of the individual.

HAZCON's Privacy Policy is available on HAZCON's website.

**Assessment:**
During the day, there are theory assessments which contain a mix of multiple choice and short answers and simulated work practical demonstrations.

If required; students are provided with two re-assessment opportunities on the day to demonstrate satisfactory performance. Access to our appeals process is available in our student handbook should the student wish to consider that option if competency hasn't been achieved after two re-assessment opportunities.

**Certificate:**
On successful completion and assessed as competent you will receive a Statement of Attainment issued by HAZCON Pty Ltd RTO 21519 for RIIWHS202E Enter and work in confined spaces. heights.

Would you like to apply for Recognised Prior Learning (RPL)?
If you believe you have industry skills, knowledge and experience working in confined spaces then you may be eligible for RPL. Please contact the Business Services Manager to discuss your suitability as an RPL candidate. The appropriate documentation will be provided to you if the RPL process is applicable to you.

**Target Audience:**
This course is aimed at people who are required to enter a confined space.

**Training Locations:**
This course can be conducted on site at your company's premises or at 8 Industrial Avenue, Notting Hill Vic 3168. HAZCON also offers customised training for this course so as to include your relevant policies and procedures and in line with legislation.

# Confined Space Refresher Training

**Duration: 4 hours**

**Aim:**
This course will give participants a refresher of the knowledge and practical skills required to perform work activities safely in a confined space.

**Key Areas Covered:**

**What is a confined space?**

**Employer responsibilities;**

**Hazard identification and hazard control;**

**PPE and safety equipment; and**

**Overview of rescue process.**

The WorkSafe Victoria Compliance Code for Confined Spaces states; 'Retraining or refresher training should be provided as appropriate for a particular workplace.'

The WorkSafe Victoria Compliance Code for Confined Spaces recommends that the frequency of the refresher training should be determined having regard to the points specified below, and the frequency with which employees are required to carry out tasks associated with entry to, or work in, confined spaces.

Enter or work in confined spaces;
Issue confined space entry permits;
Undertake hazard identification and risk control in relation to confined spaces;
Act as a standby or spotter;
Manage or supervise people or contractors working in or near confines spaces;
Maintain equipment used in relation to work in confined spaces;
Wear or maintain PPE for use in confined spaces; and
Are involved in rescue and first aid.

If any of the above points are applicable to you and/or your workplace then you are required to attend refresher training for entry into confined spaces. HAZCON HSE Consultants can assist you in determining/developing Confined Space Refresher training into your company's training schedule so that you meet your legislative obligations.

**Target Audience:**
Anyone who has previously completed a nationally recognised confined space entry training course.

**Certificate:**
**Students will be issued with a Certificate of Completion.**

NATIONALLY RECOGNISED TRAINING

# TLID0021
# Store and handle dangerous goods and hazardous substances

**RTO Code: 21519**

**Duration: 1 day (face to face)**

**Aim:** This accredited module provides individuals with the necessary skills and knowledge to store and handle dangerous goods and hazardous substances that includes hazardous chemicals for work, health and safety purposes, including identifying requirements for working with dangerous goods and/or hazardous substances with considerations to confirming site incident procedures and selecting handling techniques.

## The training session will cover the following topics:

**Dangerous goods and/or hazardous substances are identified from information, including class labels, manifests and other documentation;**

**Job hazards are identified and required action is taken to minimise, control or eliminate identified hazards;**

**Storage requirements for dangerous goods and/or hazardous substances are identified and applied;**
**Legislative requirements for dangerous goods and/or hazardous substances are known and are used to plan work activities;**

**Handling procedures for different classes and characteristics of goods are identified;**

**Confirmation is sought from relevant personnel where dangerous goods and/or hazardous materials do not appear to be appropriately marked;**

**Incident reporting processes are identified;**

**Emergency equipment is identified and checked in accordance with workplace procedures and statutory regulations;**

**Emergency procedures are identified and confirmed;**

**Load handling and shifting techniques are selected identified in accordance with particular goods and workplace procedures;**

**Handling equipment is checked for conformity with workplace requirements and manufacturer guidelines; and**

**Suitable signage or placards are checked for compliance with workplace procedures, as required.**
**Completing relevant documentation;**

**Estimating weights and dimensions of loads and any special requirements;**

**Identifying and assessing handling and storage precautions and requirements for dangerous goods and/or hazardous substances;**

**Identifying and selecting safety requirements for handling dangerous goods and/or hazardous substances;**

**Identifying containers and goods coding, markings and emergency information panels for mode of transport and/or for storage selected, as required;**

**Identifying dangerous goods/hazardous substances using labels, Globally Harmonized System of Classification and Labelling of Chemicals (GHS), International Maritime Dangerous Goods (IMDG) Code markings, HAZCHEM signs and other relevant identification criteria;**

NATIONALLY RECOGNISED TRAINING

# TLID0021
# Store and handle dangerous goods and hazardous substances

**The evidence required to demonstrate competency in this unit must satisfy all of the requirements of the criteria of this unit at least once, including demonstration of:**

**Identifying job and site hazards, and planning work to minimise risks;**
**Maintaining workplace records and documentation;**
**Operating electronic communications equipment to required protocol;**
**Reading, interpreting and following relevant instructions, procedures, regulations, information and signs;**
**Selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards;**
**Working systematically with required attention to detail without injury to self or others, or damage to goods or equipment;**
**Knowledge of housekeeping standards and workplace procedures;**
**Identifying problems that may arise when handling of dangerous goods and hazardous substances and actions that should be taken to prevent or solve these problems;**
**Ability to recognising hazards and applying precautions and required action to minimise, control or eliminate recognised hazards**
**Knowledge of relevant regulations, codes and signage concerning handling dangerous goods and hazardous substances;**
**Identifying risks when handling dangerous goods and hazardous substances and related precautions to control risk; and**
**Knowledge of workplace procedures for handling and storing dangerous goods and hazardous substances.**

**Learners Needs:**
In order to identify individual learners' requirements, please bring to our attention candidate that has any needs such as; literacy, access or, medical restrictions so arrangements can be made prior to course commencement.

**Literacy and Numeracy Requirements:**
In order to be successful in the unit, the student must have sufficient English written and oral language skills to enable clear and direct communication with the trainer/assessor and other students.
Students must be able to; collaborate effectively with others, whilst completing and risk assessment, manage a simulated spill and complete a short assessment.as well as a short literacy and numeracy assessment.

If you have any concerns regarding these requirements, please contact our friendly HAZCON training team to discuss what assisted learning options we have available to you.

NATIONALLY RECOGNISED TRAINING

# TLID0021
# Store and handle dangerous goods and hazardous substances

**Privacy Policy:**
HAZCON is committed to protecting employee, client and participant privacy and confidentiality in line with State and Federal Privacy legislation. Except as required under the Data Provision Requirements 2012, Government Contracts or by law, information about students will not be disclosed to a third party without the consent of the individual. HAZCON's Privacy Policy is available on HAZCON's website.

**Required to bring on the day:**
Proof of ID (driver's licence or equivalent, with a photo); brought to the training course; and
The participant has provided their Unique Student Identifier number; If participants do not have a USI Number, please create one by logging onto www.usi.gov.au.

**Assessment:**
During the day, there is a theory assessment which contains a mix of multiple choice questions and short answers as well as simulated practical work demonstrations.
If a client wishes to use their templates, for the assessment process these documents must be provided as per the Methodology.
If required; students are provided with two re-assessment opportunities on the day.
Access to our appeals process is available in our student handbook, should the student wish to consider that option if competency hasn't been achieved after two re-assessment opportunities.
Note: A simulated practical work demonstration may involve spill management, where suitable material will be used by the student to demonstrate competency.

**Certificate:**
On successful completion and assessed as competent you will receive a Statement of Attainment issued by HAZCON Pty Ltd RTO 21519 for TLID0021 Store ana handle dangerous goods and hazardous substanc-es.

**Locations:**
This course can be conducted on site at your company's premises or at 8 Industrial Avenue, Notting Hill Vic 3168. HAZCON also offers customised training for this course so as to include your relevant policies and procedures and in line with legislation.

Would you like to apply for Recognised Prior Learning (RPL)?
If you have employees you believe have industry skills, knowledge and experience handling dangerous goods and hazardous substances then they may be eligible for RPL. Please contact the Business Services Manager to discuss the RPL process for candidates.

# Emergency Warden Training

Planning for Emergencies & Initial Fire Attack

**Duration: 4 hours**

**Aim:**
To provide participants with the practical skills, knowledge and understanding of roles and responsibilities when dealing with emergencies in the workplace and to assist in developing or reviewing Emergency Plans.

The course will cover the following key areas, but can be tailored to address any current issues and refer to relevant documentation at your facility:

**Key Areas Covered:**
**Overview of relevant health and safety legislation and associated codes**
**Duties and duty holders**
**Overview of Australian Standard AS 3745: 2010 Planning for emergencies in facilities (as amended)**
**Roles and responsibilities of Emergency Planning Committee, Emergency Control Organisation (including Chief Warden, Emergency Wardens and other key personnel;**
**Risk analysis/assessment of the nature and likelihood of an emergency;**
**Purpose and content of an Emergency Plan**
**Emergency Response Procedures, Evacuation diagrams and exercises;**
**Specific guidance on Fire Risk Assessment and Australian Standards relating to fire and fire control**
**Determining appropriate response actions including use of emergency response equipment**
**Debriefing, reviewing and action planning**

This course also includes (after consultation with you, the client):
A practical emergency response exercise such as an evacuation drill and debrief; or
Further detailed usage of fire extinguishers and other fire fighting equipment; or
A tailored activity for the facility such as fire risk assessment; or
A mix of the above.

**Target Audience:**
OHS duty holders such as employers, managers, supervisors, emergency wardens and other emergency response personnel in any workplace.

# Hazardous Manual Handling Training

**Duration: 4 hours**

Aim: To provide an understanding of responsibilities under the OHS Regulations 2017 and enable participants to improve productivity and comfort by using ergonomic techniques.

**Key Areas Covered:**
**Definition of manual handling;**
**Causes of injuries and long term health effects;**
**Risk factors and principal areas of risk;**
**Conducting a manual handling risk assessment;**
**Control strategies; and**
**Responsibilities of employers and employees.**

**Target Audience: All employees and employers involved in manual handling tasks in their daily operations.**

# Preventing and Responding to Work Related Violence

**Duration: 4 hours**

**Aim:**
To provide participants with an understanding of how to prevent and respond to work-related violence

**Key Areas Covered:**
**Understanding the relevant health and safety legislation and guidance materials;**
**Duty holders and duties in the workplace;**
**Post-traumatic stress disorder;**
**The impacts of work-related violence;**
**Case studies and case law;**
**Risk Management (including potential causes and risk control solutions) and job design;**
**De-escalation techniques;**
**Work-related violence prevention policies and lone workers; and**
**Investigation processes.**

**Target Audience:**
**Senior management, managers, supervisors, human resources personnel, employees, health and safety managers/advisors and HSRs.**

# Permit to Work Training

**Duration: 4 hours**

**Aim:**
This course will provide participants with the understanding of the purposes of permit to work systems in particular for high risk activities.

**Key Areas Covered:**

- **Permit to Work Procedure;**
- **Methods to Identify Hazards;**
- **Risk Assessments;**
- **Job Safety Analysis; and**
- **Specific Hazards as Requested.**

**Target Audience:**
Site managers, project managers, maintenance managers, maintenance personnel, contract managers and operational staff

NOTE: Permit to Work training can be generic or customised to reflect the organisation's specific operational procedures.

The course can commence at a time suited to the requirements of participants.

HAZCON recommends that class sizes do not exceed 14 participants to allow for greater interaction between the participants and the presenter.

On successful completion of the training you will receive a Certificate of Attendance.

# Chemical Safety Awareness Training

**Duration: 4 hours**

**Aim:**
To provide individuals with an overview of the legislative requirements, including the identification of dangerous goods / hazardous substances, which incorporates risk management principles to solve and control challenges in the workplace.

**Key Learning Outcomes:**

- **Applicable State Work, Health and Safety (WHS) Regulations;**
- **Dangerous Goods Regulations 2022 (Victorian);**
- **Safe handling, storage and transit of the goods;**
- **Reading and interpreting Safety Data Sheets (SDS);**
- **Understanding of the Australian Dangerous Goods (ADG) and the Globally Harmonized System (GHS) of Classification and Labelling of Chemicals; and**
- **Complete and brief risk assessment and control measures.**

**Target Audience:**
Managers, supervisors or anyone involved with use, handling, storage or transport of hazardous substances or dangerous goods.

This training course is not currently available in HAZCON's public training schedule. As a result the course content can be conducted 'in house' at your premises utilising internal processes.

This course can be run at your workplace or at our training rooms.

We will be happy to discuss your requirements and prepare a quote for you.

# Hazard & Operability—HAZOP Study

**Duration: 8 hours**

**Aim:**
To give participants the knowledge and skills to act as a facilitator for a Hazard and Operability (HAZOP) study. HAZOP studies are useful tools to analyse changes to existing chemical/processing plants or to analyse HSE issues at the 20% and 80% design phase of new plant.

**Key Areas Covered:**
**Requirements of Australian Standard - AS/IEC 61882-2003: Hazard and Operability Studies; (HAZOP studies) - Application Guide;**
**HAZOP study examination;**
**HAZOP study team roles and responsibilities;**
**HAZOP study reporting and record keeping; and**
**HAZOP study limitations.**

**Target Audience:**
**Managers, builders, engineers, project managers, supervisors, operational staff or anyone who will be involved in a HAZOP study.**

# Health and Safety Requirements for Facility Management Training

**Duration: 4 hours**

**Aim:**
This session will provide participants with an understanding of the ramifications of the various codes and provide them with a range of solutions and practical skills to effectively manage health and safety within buildings.

**Key Areas Covered:**
**Introduction to OHS/WHS legislation**
**Duty holders and duties**
**A guide to the relevant codes**
**Practical Solutions for Facilities Managers**

**Target Audience:**
**Facility managers, building owners, contractors and building maintenance workers.**

# Noise & Hearing Conservation

**Duration: 4 hours**

**Aim:**
The aim of this course is to provide an understanding of legislative responsibilities, as well as provide participants with a basic understanding of the mechanics of hearing loss. A range of hearing protection devices will be outlined and the advantages and disadvantages of each device discussed.

**Key Areas Covered:**
**Relevant health and safety legislation;**
**How to comply with the regulations in a cost effective and appropriate way; and**
**Understanding the mechanics of hearing loss.**

**All employees and employers in industrial environments.**

# Health and Safety in the Office Environment

**Duration: 4 hours**

**Aim:**
This training course will help participants to understand the health and safety risks of office-based work. While working in an office may seem relatively safe and healthy, there are many injuries that can occur in this environment. It will explain what can be done from a risk management perspective to make the office environment safer and healthier.

**Key Areas Covered:**

**Health and safety legal framework**
**Duty holders and duties**
**Consultation and communication**
**Risk management of typical office hazards such as**
**Manual handling and ergonomics**
**Plant and equipment**
**Slips/trips/falls**
**Working environment**
**Psychological harm**
**Noise**
**Chemicals**
**Fall from heights**
**Storage**
**Electricity**
**Fire**

**Target Audience:**
Managers, supervisors and all personnel working in an office environment.

# Managing & Planning Asbestos Removal Projects

**Duration: 4 hours**

**Aim:**
This course will provide participants with an awareness of the legislative requirements surrounding the removal of asbestos in a workplace environment. The course will also give participants an understanding of their responsibilities when entering a workplace where asbestos removal activities are taking place.

**Key Areas Covered:**
**Relevant health and safety legislation (OHS/WHS)**
**Control plans and Safe Work Method Statements (SWMS);**
**Inspection of projects;**
**Personal Protective Equipment (PPE);**
**Decontamination and Air Monitoring Requirements;**
**WorkSafe Victoria and the Environmental Protection Authority (EPA) requirements; and**
**Documentation and compliance.**

**Target Audience:**
Managers, supervisors and anyone who will be entering or inspecting a workplace where asbestos removal activities are taking place.

# Practical Risk Assessment & Job Safety Analysis (JSA)

**Duration: 4 hours**

**Aim:**
To give participants the knowledge and practical skills to conduct and implement risk management principles with the use of either a Job Safety Environmental Analysis (JSEA) or a Safe Work Method Statement (SWMS) for high risk construction work (HRCW).

**Key Areas Covered:**

- **Methods to identify hazards;**
- **Understanding the subjectivity of risk assessments;**
- **Applying the Hierarchy of controls (HoC) principles as per ISO 31000 to treat the risks;**
- **Understanding consultative arrangements when developing JSEAs and/or SWMSs for HRCW;**
- **Conducting evaluations and review of the control to ensure their effectiveness.**

**Target Audience:**
Officers, Employers, persons with management and control and workers in the construction and industrial environments.

**Note:**

The SWMS is similar to a Job Safety Environmental Analysis (JSEA), which has been widely used in the Victorian construction industry. Employers may continue to use existing JSEA formats, providing they contain all the information required in an SWMS.

The training involves practical exercises to give participants a thorough understanding of how to identify, assess, control and evaluate risks in the workplace.

# Risk Management & Plant Safety

**Duration: 1 day**

**Aim:**
The objective of this course is to give participants an understanding on how to identify, evaluate and control hazards in the workplace.

**Key Areas Covered:**
**Methods to identify hazards;**
**Risk assessments;**
**Hierarchy of controls;**
**OHS Regulations 2017 in relation to plant; and**
**Isolation processes.**

**Target Audience:**
**Managers, supervisors, plant operators and employees**

# Excavation and Trenching Awareness

**Duration: 2 hours**

**Aim:**
To provide individuals with an understanding of legislative obligations under the applicable Health and Safety Regulations for hazardous tasks and/or activities. The awareness workshop will provide participants with the necessary skills and knowledge to identify and manage risks when working in or near excavations or trenches.

**Key Areas Covers:**
**Legislative obligations including roles and responsibilities;**
**Review the current Codes for Excavations and Trenching;**
**Risk identification, assessment and relevant control strategies;**
**Development and implementation of Job Safety Environment Analysis (JSEA) and/or Safe Work Method Statements (SWMS) for high risk construction work; and**
**Review relevant case studies for discussions.**

**Target Audience:**
**Employers, project managers, person's with management and control of workplaces, such as principal contractors and workers involved in the high-risk activity.**

HAZCON
Health Safety Environment

# Training Information

**Public Course Costs: Costs shown are inclusive of GST. Comprehensive course notes, materials and catering are provided unless otherwise stated.**

**Enrol: To enrol for a public training course:**

**Email:** training@hazcon.com.au
**Website:** online booking: www.hazcon.com.au
**Phone:** 1800 429 266

**On-site Training: On-site training sessions can be conducted at the client's site or at one of HAZCON's training facilities. Please contact us if you can't see the training program you require listed on our public training calendars as our staff are available to assist you with your enquires.**

**Equal Opportunity: HAZCON supports equal opportunity through training and encourages people with disabilities and varied learning backgrounds to participate in our training programs.**

If you would like further information on any of HAZCON's public training courses, please contact the Training & Administration Team on **1800 429 266**, or by emailing **training@hazcon.com.au**

HAZCON
Health Safety Environment
Creating a safer tomorrow
Expert consulting, training & services