

## Accredited Lead Safety Auditor Course



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### Accredited Lead Safety Auditor Training

Minerva Consulting Group has been conducting the Accredited Lead Safety Auditor Course since 1999. Our course has been conducted in Australia, New Zealand, Fiji and South Africa with over 1,600 participants. Minerva's Accredited Lead Safety Auditor Course will provide participants with the knowledge and skills to prepare, undertake and report on a safety management system audit. Participants learn to collect objective evidence and evaluate an organisation's safety management system against audit criteria and recommend workplace safety improvements.

#### Target Audience

Minerva's Exemplar Global\* Accredited Lead Safety Auditor course is for individuals who wish to become internal or external auditors of Safety Management Systems (SMS). This course provides training and assessment in Exemplar Global\* safety auditing competencies.

#### ***This course is ideal for -***

- Individuals who want to become internal or external (third party) auditors of safety management systems (SMS).
- Individuals who are seeking Registration as Accredited Safety Auditors.
- Individuals who want to conduct Safety Certification Audits such as AS/NZS 4801 or SafetyMAP.
- Individuals with Quality or Environmental auditing skills who want to add safety auditing skills.
- Auditors operating under Australian State and Territory Self Insurance Workers Compensation Schemes and the New Zealand Accident Compensation Corporation programme.
- Safety managers, safety officers, safety co-ordinators, safety committee members and health and safety representatives who wish to upgrade their skills and qualification, and increase their career options.

Participants should have completed at least secondary education (or equivalent) and appropriate work experience, which contributes to the development of skills and understanding in some or all of the following:

- Safety management systems and day-to-day workplace safety.
- WHS acts, regulations, codes of practice, standards and rules.
- Safety inspections, hazard identification surveys and risk assessments.

\* Exemplar Global is the new name of RABQSA International.

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## Accredited Lead Safety Auditor Course

### Accredited Lead Safety Auditor Training Competencies

Exemplar Global Competency Standards define a specification of performance, detailing the skills, knowledge and attitudes required to audit effectively. The Minerva Accredited Lead Safety Auditor Course provides training in the skills of auditing and then assesses participants against two core competency units (Auditing and Safety) and one elective unit (Team Leading).

### **Competencies**

Minerva is accredited by Exemplar Global to deliver, assess and certify against the following competency elements:

➤ ***RABQSA – AU Management Systems Auditing***

This is a core competency unit for all management system auditors. It covers the generic knowledge and skills required for all management system auditing described in the International Standard Guidelines for management systems auditing AS/NZS ISO 19011:2014. This competency unit is a guide for any person involved in auditing management systems (including safety, quality, and environmental auditing) and is a requirement for all auditors seeking certification with RABQSA International.

➤ ***RABQSA – OH Auditing Safety Management Systems***

This competency unit is a guide for any person involved in auditing safety management systems and is a requirement for all auditors seeking safety auditor certification.

➤ ***RABQSA – TL Leading Management System Audit Teams (Optional and only available to participants experienced in safety)***

This competency unit is a guide for any person involved in leading a management system audit team. It assesses the ability to coordinate an audit team and communicate with all parties and is essential for those seeking Lead Auditor certification.

Upon successful completion of the course, participants will have demonstrated competency to:

1. Understand the application of the principles, procedures and methods of auditing.
2. Understand the conduct of an effective audit in the context of the auditee's organisational situation.
3. Understand the application of the regulations, and other considerations that are relevant to the audit, the management system, and the conduct of the audit.
4. Practice personal behaviours necessary for the effective and efficient conduct of a management system audit.
5. Understand safety laws, principles, codes of practices, and standards.
6. Identify safety hazards that are reasonably expected to occur for that business type or industry.
7. Assess the risk of identified hazards in the context of the organisation's safety management system.
8. Assess the effectiveness of methodologies to control safety hazards.
9. Assess the safety roles and responsibilities within the context of the organisational environment.
10. Determine the adequacy and effectiveness of a safety management system.

- Optional Lead Auditor competencies that are only available to participants experienced in WHS.

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11. Establish and plan the activities of an audit team.
12. Communicate effectively with the auditee and audit client.
13. Organise and direct audit team members.
14. Prepare and complete the audit report.
15. Use remote auditing methods.

### Course Content

Minerva training courses are renowned for utilising activity-based learning principles with participants active throughout the training. This course includes hazard identification activities, role-plays, case studies and more. The cornerstone of the Accredited Lead Safety Auditor course is a training audit so the participants learn by doing the auditing task, best preparing them to conduct real WHS audits.

Course content includes:

- Minerva Safety Management System Auditing Standards;
- RABQSA Competencies and Certification Details;
- Work Health and Safety Act 2011;
- Work Health and Safety Regulation 2011;
- AS/NZS ISO 19011:2014;
- National Self-Insurer Audit Tool; and
- AS/NZS 4801:2001.

### Course Duration

This is a four (4) day course. The course is structured and conducted so that each participant is subjected to safety management system audit practices and conditions. The total course time is 36 hours. There are 8 hours of face-to-face instruction on each of the 4 days. There are 2 overnight assignments (requiring approximately 2 hours each) issued on day 1 for submission on day 4. This course is run as a public course and can also be conducted as an internal course on client sites.

### Course Materials

All necessary manuals, documents, templates, assessments and equipment are provided.

### Mutual Recognition

Minerva accepts credentials issued by other Registered Training Organisations and other TPECS providers. Course participants seeking recognition must apply in writing and provide evidence of the qualifications / completed units of competency. It is necessary for an applicant to demonstrate that the knowledge / skills have remained relevant or current.

### Recognition of Prior Learning

Minerva recognises that participants may be able to demonstrate a particular competency on the basis of prior learning or skills gained in the workforce. RPL will be granted if participants can demonstrate competency in all the assessment or performance criteria in the elements of a particular unit of competency or in the learning outcomes in a particular module. If participants believe that they are entitled to recognition of a current competency or set of competencies, they can apply to Minerva for recognition of these competencies.

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## Accredited Lead Safety Auditor Course

### Course Trainers

The Minerva Accredited Lead Safety Auditor Course is conducted by a trainer with extensive industry, safety and auditing experience. These courses provide audit tools and techniques specific to the AS/NZS 4801:2001 and AS/NZS ISO 19011:2014 Guidelines for auditing management systems.

### **Scott Cornwell - Senior WHS Professional and Trainer**

Bachelor of Applied Science  
(Physiotherapy) (1989-1992)

Certificate IV in Training and  
Assessment (2002 & 2012)

Diploma of OHS (2007-2008)

Accredited Lead Safety Auditor  
Course (2001, 2005, 2009 and  
2012)

Exemplar Global Lead Safety  
Auditor (2005 - current)

Mr Cornwell is a very experienced, highly regarded trainer. He is known for facilitating interactive, dynamic and valued training, using his extensive safety experience to make the training relevant and practical.

Since 2002, Mr Cornwell has been a trainer of Safety Auditors. He is an Exemplar Global Contracted Lead Safety Auditor Trainer and has facilitated more than 50 Accredited Safety Auditor Courses for over 500 participants. Mr Cornwell's Safety Auditor training has been scrutinised by Exemplar Global during re-accreditation and surveillance of Minerva's Accredited Safety Auditor Course. Participants at this course have included many Self-Insurers from all over Australia and ACC Partners New Zealand. Other course participants have included WorkCover NSW Inspectors and Auditors.

### **Les Vozzo - Senior WHS Professional and Trainer**

Graduate Diploma Safety Science  
University of NSW (1988)

Master of Commerce University of  
Western Sydney (1996)

Certificate IV in Training and  
Assessment (2012)

Exemplar Global Certified Principal  
Safety Auditor (2009-current)

WorkCover Approved / RTO  
Nominated / VETAB Trainer

Mr Vozzo became an Exemplar Global Auditor in 2006. He has been running Safety Auditor Training for a number of years.

Mr Vozzo is an experienced safety trainer. He has conducted hundreds of safety training courses including First Aid, Due Diligence, Risk Management, Construction Induction, Pedestrian Stacker and Electrical Safety. He also runs Health and Safety Representative Training. He runs interactive training sessions encouraging participation and questions from attendees and using real world scenarios that can be easily related to. Mr Vozzo is qualified to conduct Certificate IV in WHS training. With an exceptional working knowledge of work health and safety legislation, how organisations can manage their safety systems and his wealth of practical knowledge his safety training is both practical and informative.

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## Accredited Lead Safety Auditor Course

### Successful Course Participants

Past course participants have commented:

- ❖ *Enjoyed listening to an instructor with knowledge, experience and delivery.*
- ❖ *Well-structured and well presented.*
- ❖ *Informative and thorough.*

The Minerva Accredited Lead Safety Auditor Course was accredited in 1999. Since then, hundreds of people have graduated from many organisations including:

*AGL, Allianz, Aon, BHP, Blacktown City Council, Bluescope Steel, Bunnings, Catholic Church Insurances, CGU Insurance, Coca Cola, Coles Myer, Comcare, Electrolux, Elgas, Fijian National Training Council, Fisher & Paykel NZ, Fletcher Building Company, George Weston Foods, Goodman Fielder, Hastie Air Conditioning, Hydro Aluminium Kurri Kurri Pty Ltd, IAG, Inghams, Master Builders Association, Macquarie Generation, McDonalds, Metropolitan Fire & Emergency Services, Mount Cook Airline NZ, Multiplex Constructions, Nestle, NRMA, NSW Agriculture, NSW Mines Rescue Service, NSW Rural Fire Brigades, NZ Customs Service, NZ Police Service, OSH NZ, Paperlinx, Patricks, Price Waterhouse Coopers, Qantas, QAS Standards Australia, Racing Victoria, RailCorp, Readymix, Ridgeway Gold Mine, Rinker, Rocla, Royal Lifesaving, SGS, Simplot, Sutherland Shire Council, Swinburne University, Sydney Adventist Hospital, TAFE, Telstra Australia, Tip Top Bakeries, UEE, University of NSW, Waterways Authority, Wingecarribee Shire Council, Woolworths and WorkCover NSW.*

Minerva's Accredited Lead Safety Auditor Course is competency based training. A basic principle of competency-based training is that assessees never fail. Every opportunity is provided to the assessee to re-train, and/or be reassessed. Minerva has an appeals process in place and our friendly administration staff can assist if with this if required.

### Course Enrolment

To enrol in a Minerva Accredited Lead Safety Auditor Course please contact our friendly staff on 1800 441 602 or (02) 473 111 99, send us an email [admin@minervaconsulting.com.au](mailto:admin@minervaconsulting.com.au) or alternatively you can go to our website [www.minervaconsulting.com.au/OHS-Course-dates.html](http://www.minervaconsulting.com.au/OHS-Course-dates.html) and download a course registration form.

### Course Fees and Dates

Our website [www.minervaconsulting.com.au/OHS-Course-dates.html](http://www.minervaconsulting.com.au/OHS-Course-dates.html) lists all upcoming courses and the cost for each course. Registration forms for courses can be downloaded and include information on course cancellations and refunds.

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***All your safety needs:***

*Self Insurance*

*Training*

*Risk Assessments*

*Auditing*

*Consulting*

*Systems Development*

*Investigations*

*Ergonomics*

***Our Contact Details:***



Minerva Consulting Group

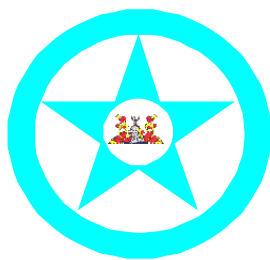
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