

National Self Insurer OHS Audit Tool (v.3) Training

Sample Course Outline

National Self Insurer OHS Audit Tool Training Information

The course provides participants with extensive information regarding the Self-Insurer Audit process. Participants learn about the structure and requirements of the tool. We focus on the differences from previous audit tools and how to improve your organisation's OHS management system to meet the new rules.

The course will cover NAT v.3, discussing the changes and workshopping how Self-Insurers can best meet the new requirements. We'll also present recent results from SIRA (*previously WorkCover NSW*) Audits, discussing the non-conformance trends and focus areas for the SIRA Auditors. We'll present approaches that have been successful in passing recent SIRA Audits and meeting the NAT requirements.

This Minerva NAT v.3 Training Course is essential training for Self-Insurers that are expecting a SIRA Audit this year.

Key Topics

- Workers Compensation Self-Insurance
- SIRA's Current Audit Process
- Possible Changes to Audit Process
- Key Changes to NAT v.3
- New NSW Self-Insurer Audit Categories

Course Outline

Session 1

(90 mins)

- Overview of course
- Distribution of course materials
- SIRA Audit experience and suggestions
- NSW Workers Compensation Statistics
- Self-Insurance Background
- Audit Cycle Flowchart
- NSW OHS Legal Background
- Need for OHS Audits
- AS/NZS ISO 19011:2014 Principles of Auditing
- AS/NZS ISO 19011:2014 Audit Process
- WorkCover Audit Procedure
- Self-Insurers Ratings
- Self-Insurers Audit Elements

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Session 2

(80 mins)

- Introduction to the National Self Insurer OHS Audit Tool
- Key definitions in the National Self Insurer OHS Audit Tool
- Criteria Rating Options
- Structure of the National Self Insurer OHS Audit Tool
- Guidance and examples in the National Self Insurer OHS Audit Tool
- Element 1: OHS Policy
- Element 2: Planning including:
 - Legal Requirements
 - Objectives and Targets
 - OHS Management Plans

Session 3

(90 mins)

- Element 3: Implementation including:
 - Resources
 - OHS Consultation
 - OHS Responsibilities, Authorities and Accountabilities
 - OHS Training
 - Document Control
 - Risk Management
 - Emergency Response
- Element 4: Measurement and Evaluation including:
 - Inspection, Testing and Monitoring
 - Health Surveillance
 - Accident/Incident Investigations
 - Corrective Actions
 - OHS Records
 - OHS Audits
- Element 5 Management Review

Session 4

(30 mins)

- Comparison between the National Self Insurer OHS Audit Tool and:
 - AS/NZS 4801:2001
 - SafetyMAP 4th edition
 - NSW OHS Model for Self Insurers
- SIRA Elements of the National Self Insurer OHS Audit Tool.
- Assessment 1 – Element Analysis of the National Self Insurer OHS Audit Tool

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Session 5

(90 mins)

- Training Audit Exercise using the National Self Insurer OHS Audit Tool:
 - Analysing the audit evidence
 - Rating the audit criteria
 - Scoring the audit elements
- Assessment 2 – Training Audit Exercise

Session 6

(20 mins)

- Training Audit Exercise Debrief and Wrap Up.

Course Duration

1 day

This course has been successfully run from December 2007 to date. Previous Participant comments on this training include:

“Very motivating to be given such insight into the nature of the new audit tool”

“All relevant and delivered in a manner that captured our attention”

“Excellent, essential for audit preparation”

“Very comprehensive and the learning tool exercise was excellent”

“Great, Informative and helpful to my job at the moment”

Take care, be safe and we look forward to seeing you at the course.

Minerva Consulting Group
*invites you to
visit our website*



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Place your **WHS** in the safest hands – 1800 441 602