

## Common Safety Training Program

**Course Length:** 3 Days  
**Course Times:** 8.00 to 4.00pm (7.45am registration)  
**Cost:** \$1,400.00 per participant (GST Free)

<b>Competencies:</b>	<b>MNMC205A</b>	Conduct Local risk Assessment
	<b>MSAPMOHS205A</b>	Control Minor Incidents
	<b>MSAPMOHS110A</b>	Follow Emergency response Procedures
	<b>MSAPMOHS200A</b>	Work Safely
	<b>MSAPMPER200B</b>	Work in Accordance with an Issued Permit



*Please see reverse of flyer for competency descriptions*

### Course overview

This course was developed by APPEA (Australian Petroleum Production and Exploration Association) as an introduction for those who wish to work in the oil & gas industry. It is aimed at providing an awareness and understating of the safety culture expected by the offshore industry . The program incorporates the development of safety skills with a practical behavioral based program to enhance safety performance of new recruits to the industry.

This program runs over 3 days and the issuing of the CSTP card requires the completion of the following -

1. Successful completion of the CSTP training.
2. On-the-job demonstration of safety behaviors and observation by supervisors in the workplace.
3. Official CSTP Card issued by the industry's independent reviewer

### Clothing & Footwear

A minimum standard of clothing for practical training consisting of long trousers and long sleeved shirt is mandatory. Accrete operates an enclosed shoe site, fully enclosed footwear is required.

**Failure to wear the correct clothing or footwear may result in training being refused.**

### Drug & Alcohol Policy

Alcohol cannot be consumed on Accrete premises. In the opinion of management, if a participant is under the influence of drugs and/or alcohol, then management shall remove that person from Accrete premises. Notification to the person's employer may be made if the employer paid for the course.

### Associated Courses

The CSTP can be combined with a TBOSIET or BOSIET course both of which may be required to gain work offshore.

### Key Topics

- Legislation
- PPE
- The Safety Case and Safety Management System
- Working under an Issued Permit
- Identification, assessing and reporting of Hazards & Risks
- Contributing to safe working practices
- Controlling minor incidents
- Responding to an emergency

### Assessments

Participants are assessed by our qualified facilitators based upon their level of participation in addition to written assessments and practical observations. A period of work observation is also a requirement of this training and a CSTP card will not be issued until such time as this has been completed and signed off by the employer.

# Common Safety Training Program

## Units of Competency



**Unit of Competency:**  
**MNMC205A      Conduct Local Risk Assessment**

**Description:**

This unit covers the skills and knowledge required to apply basic risk control processes at a work site. It includes the identification of hazards; assessing risk; identifying unacceptable risk; identifying/ analysing and implementing risk treatment; and completing records and reports.

**Unit of Competency:**  
**MSAPMOHS205A      Control minor incidents**

**Description:**

This unit covers control of minor incidents. The competency would be possessed generally by most/all operations personnel and some non-operations personnel. It would require training in addition to that which might typically be part of an induction program, but does not require specialist training such as is given to members of an incident response team. The general purpose of this initial response is to prevent any incident from escalating. In the event of an incident this person may be expected to respond to an incident team member in line with procedures. This unit does NOT apply to major incidents.

**Unit of Competency:**  
**MSAPMOHS110A      Follow emergency response procedures**

**Description:**

This unit relates to the appropriate response to emergency situations for any new workers at the workplace, possibly delivered as part of an induction program.

**Unit of Competency**  
**MSAPMOHS200A      Work Safely**

**Description:**

On completion of this unit, the worker will be able to identify Occupational Health & Safety (OHS Hazards), and assess risk, as well as follow instructions and procedures in the workplace with minimal supervision. The worker will also be capable of participating in and contributing to OHS management issues.

**Unit of Competency:**  
**MSAPMPER200B      Work in accordance with an issued permit**

**Description:**

This unit aims to ensure that people working under a permit to work understand the system, know the limitations of the permit under which they are working and comply with all the requirements of the permit. The people to whom this unit applies may be called permit recipients' or permit holders' by some organisations. Some organisations call permits' clearances' This unit covers the basic competency of working under a permit.

**Competency Based Assessment:** Competency Assessment is the collection of evidence by the Registered Training Organisation (RTO) demonstrating that the trainee can perform to the standard expected in the workplace as expressed in the relevant endorsed industry competency standard. As a trainee on a competency based training course you will be required to be assessed by the method described on the front of this information flyer.

**Complaints and Appeals:** All trainees who find themselves deemed "Not Yet Competent" have the right to appeal that decision. All appeals shall be directed, in writing, to the General Manager, Accrete. The appeal must identify and provide evidence of one of the following:

- The judgement as to whether competence has been achieved and demonstrated was made incorrectly.
- The judgement was not made in accordance with the Assessment Plan.

Where there is no satisfactory solution, provision will be made for reassessment.

Where participants believe that they have been treated unfairly, unruly or unjust by any member of staff or contractor whilst attending an Accrete run course, or whilst having contact with Accrete, they should out their concerns in writing after initial consultation with the General Manager.

Alternatively, participants can register their complaints to the NT Department of Education and Training on 8999 5511 or to the National Training Complaints Hotline on 1800 000 674.

**Cancellations and Refunds:** Accrete will safeguard fees paid by customers in advance. Customers who have paid in advance for training will be entitled to a full refund in the event of withdrawing five working days prior to training. Those customers who withdraw from training less than five working days prior to the training will be given the opportunity to enroll on alternative dates.

**Support Services:** Should you have any difficulty understanding any assessment method you should approach your facilitator as soon as possible. If you have literacy or numeracy difficulties, then alternative assessment processes can be implemented.

**Evidence of Prior Learning:** Course participants may seek to have Accrete recognise prior learning (RPL). RPL allows for recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the AQTF, competencies may be attained in a number of ways. This includes through any combination of experience and/or general life experience.

Accrete will consider any request for RPL as long as the appropriate evidence of prior learning can be presented and that any legislated certification period has not been exceeded. A fee is chargeable for RPL applications.

Other policies and information can be viewed on our websites at [www.accrete.net.au](http://www.accrete.net.au)

**Catering:** Sample our great range of coffee from our coffee bar, tea and cool water is also provided. Additional food can be purchased from nearby take-away shops. A fridge is provided if you would prefer to bring your own.

**Berrimah Facility:** 24 Mendis Road East Arm  
**Postal address:** PO Box 999 Palmerston NT 0831  
**Contact details:** P 08 8947 4737 F 08 8947 3738  
**W** [www.accrete.net.au](http://www.accrete.net.au) **E** [info@accrete.net.au](mailto:info@accrete.net.au)  
**ABN** 47 104 880 391 **RTO National Provider No** 2382

