

RISK AND HAZARDOUS ASSESSMENT FOR CONFINED SPACE ENTRY

Client Request

To meet the requirements of safety map accreditation and continue to conduct your business in accordance with the current OH&S Safety requirements, RTW Solutions recommends that:

- ⇒ Your registered confined space entries be reassessed.
- ⇒ Additional confined spaces that may require registration be identified.
- ⇒ Current entry permits and procedures be evaluated and
- ⇒ Appropriate protective equipment for confined space entry be provided.

As one of our valued clients, who is considering accepting our above recommendations, we are now proposing to provide the following service.

Service To Be Provided For The Client

1. Hazard And Risk Assessment:

Qualified personnel from RTW Solutions will conduct a thorough review of all registered confined spaces. During this review process, under the Occupational Health and Safety Act for confined spaces, further recommendations for additional confined space registration will be advised.

2. On completion of review for your premises; a detailed report will be generated based upon the following areas:

- ⇒ **Existing registered confined space entries.**
- ⇒ **Review of registration process.**
- ⇒ **Probable additional confined space entries for registration.**
- ⇒ **Review of current procedures.**
- ⇒ **Review of current entry permit.**

3. The report will further give advice and recommendations in respect to appropriate entry safety equipment and personal protective clothing applicable for specific confined space entry purposes.

Proposal Costing

The cost for conducting a four hour (4) Hazard and Risk assessment which includes a detailed survey of confined spaces through the premises and a certified report covering the following issues:

- ⇒ **Registered Confined Spaces.**
- ⇒ **Possible Additional Confined Spaces.**
- ⇒ **Review of Current Entry Permits and Procedures.**
- ⇒ **Safety Equipment Recommendations.**

P.O.A.

Section 3

CONFINED SPACE ENTRY TRAINING

1 Because of staff commitments towards work responsibilities and the difficulties that may be experienced in releasing personnel to attend training, we provide more than one training option for the client's consideration to select one that will satisfactorily meet the needs and requirements of their staff.

2 Training Options:

Training Option 1: One-Day Confined Space Familiarisation Workshop:

Participants will attend a one-day theory familiarisation workshop on the roles of responsibilities, regulations and procedures when making entry into a registered confined space. The following modules will be delivered in accordance with the proposed accredited Industrial Confined Space Entry Rescue Course:

- Module 1 Acts & Regulations
Industry Standards**
- Module 2 Hazard Identification
Atmospheric Monitoring**

Within this eight (8) hour session, participants will be involved in practical group activities and communication exercises. Upon completion of each topic, participants will undertake a written or oral assessment to evaluate their competency in the subject.

Upon successful completion of this workshop, all participants will be issued with a certificate and their particulars recorded on a database for future National Accreditation through Recognition of Prior Learning (RPL).

Training Option 2: Two Day Confined Space Theory / Practical Course:

The two (2) day theory / practical course consists of two eight (8) hour sessions comprising of learning strategies and modules delivered in training option one above in addition to the following additional modules:

- Module 3 Entry & Rescue
Equipment / Techniques**
- Module 4 Emergency Care**

Additionally throughout the course participants will also partake in on-site practical exercises to further enhance individual confidence and understanding when conducting confined space entry operations in accordance with company procedures. At the end of each module and during practical exercises, assessments will be carried out for competency evaluation.

Upon successful completion of the two day confined space theory / practical course participants will be issued with a certificate and a personal identification card. All particulars will be, once again, recorded on a database for future national accreditation through RPL.

Training Option 3: Three Day Confined Space Theory / Practical Course:

The three (3) day theory / practical course consists of three eight (8) hour sessions comprising of learning strategies delivered in training option two above. Additionally, participants may be taken off site on day three for practical training exercises at an established training site.

Participants will be given the opportunity to carry out the practical training on confined space entry's that do not exist at their workplace. This will provide additional skills and confidence when performing confined space operations on-site and enhance their level of knowledge and awareness if such confined spaces are registered in the future.

Practical and written / oral assessments will be conducted for each module as explained in the previous training options for the purpose of future National Accreditation through RPL.

Upon successful completion of this course, participants will be provided with a certificate and a personal identification card.

3. Client to Provide:

- ⇒ Confined Space Company Procedure Manual.
- ⇒ Additional stationary for participants.
- ⇒ Suitable Training room.

- ⇒ Provision for the Trainer's Vehicle and Equipment.
- ⇒ Typed list of Participants Attending.
- ⇒ **Client is to ensure that ALL participants are medically fit to participate in Options 2 and 3.**

If possible the client is to provide a training room conducive to learning, overhead projector, television, video and additional stationary for use by course participants. Should the client not be able to provide any of the above please notify our office immediately on **03 9563 2122**. We will then arrange a suitable training environment and facilities.

Participants in the confined space entry are to be identified for training purposes that will not impact on the day-to-day production or can be released at specific periods.

Participants are to supply their own personal protective equipment during practical exercises.

If training option three is the desired option, transport will need to be provided to and from the training ground.

Training aids, resource manuals, assessment instruments and confined space training equipment will be provided by our training organization.

Due to staff requirements and production commitments, training sessions can be divided into four hour training blocks because of the modulated format. Desirable group size is a maximum of twelve participants.

Upon the completion of training, course participants will be required to complete an evaluation form. This will enable accurate monitoring and feedback as to further improve the quality of services provided.

All training, theory and practical work will be conducted in accordance with current safe work procedures and in direct reference to the Workplace Code of Practice No. 20 and AS 2865-1996.

It is the recommendation to the client that successful participants with any of the above training options be placed on a skills maintenance training schedule as per the requirements under competency based training. If the client is agreeable to this recommendation an ongoing skills maintenance schedule can be developed for future implementation.

4. Training Costs:

The cost for conducting confined space training is itemised into the following:

Option One

One Day Confined Space Familiarisation Workshop

Option Two

Two Day Confined Space Theory / Practical Course

Option Three

Three Day Confined Space Theory / Practical Course

**Hire of an off site training ground for Day Three of Option Three
(an additional fee will apply)**

\$ POA

Blanket Cost for Equipment Hire (If Applicable)

**On site consultancy & Hazard Identification
for Confined Spaces**

plus GST

(Minimum 2 hours)

Included in this price a detailed report for the client.

Confined Space Training Resource Manual.

Design & Development (Site Specific) Confined Space Entry Manual P.O.A.

5. **Times and Dates:**
Times and dates for assessments and training are to be confirmed through negotiations with the client.
6. **Assessment:** Written Test & Practical demonstration by Participants.
7. **Training Needs:**
Flexibility of training needs and site specific can be arranged.
8. **Proposal Conditions:**
A minimum of four weeks notification must be given before commencement of training for course preparation purposes.

These courses are Competency Based Training Courses.

Section 4
LOCKOUT / TAGOUT OPERATIONS TRAINING COURSE

To provide your staff with a basic understanding of the roles and responsibilities for lockout/tag out operations in accordance with BASF Operational Procedures, AS 2865-1996 and the Code of Practice, we have prepared the following program.

Course attendees will participate in a training session that will give them the fundamental knowledge and understanding in respect to the roles and responsibilities when conducting tagout/lockout operations. This is for the purpose of carrying out routine or immediate maintenance obligations in accordance with the relevant regulations and company procedures.

Participants will undergo instruction of the following topics:

- | | |
|--------------------------------|---|
| ⇒ Basic Risk Assessment. | ⇒ Risk / Hazard Elimination. |
| ⇒ Documentation Requirements. | ⇒ Tagout/Lockout Responsibilities. |
| ⇒ Isolation of Plant Services. | ⇒ Methods of Isolation of Plant Services. |
| ⇒ Tagging Procedures. | ⇒ Removal of Means of Isolation. |

ASSESSMENT: Written Test & Practical demonstration by Participants.

CLIENT TO PROVIDE:

- | | |
|---|---------------------------|
| ⇒ Site information for the course presentation (If applicable). | |
| ⇒ Provision for the Trainer's Vehicle and Equipment. | ⇒ Suitable Training room. |
| ⇒ List of Participants Attending. | |

Participants will also be involved in-group tabletop exercises to reinforce learning outcomes and objectives.

Upon completion of training, participants will be required to undertake a written or oral assessment for the purpose of competency level learning outcomes.

Upon successful completion of this course, participants will be provided with a certificate that is nationally recognised and valid for 12 months.

Additionally, participants will be requested to complete a course evaluation form to assist in further improving this course in tagout/lockout operations. A copy of this evaluation and the competency of participants outcomes will be made available to the client.

The client is able to provide a training room conducive to learning, RTW is able to provide other teaching aids such as video and additional stationary for use by course participants. Resource manuals and assessment instruments will also be provided by RTW Solutions Training Department.

All training will be conducted in accordance with current RTW Solutions Operational Procedures, Work Cover Code of Practice No.20 and AS 2865-1996.

It is the recommendation that participants who complete this training be placed on a skills maintenance training schedule as per the requirements under competency based training. If the client is agreeable to this recommendation that an ongoing skills maintenance schedule can be developed for future implementation.

Proposal Costing

The cost for conducting a course in lockout/tagout operations for a maximum of 15 participants and for a duration of 2 hours:

Customisation of current client Procedures to meet On Site Specific Objectives.

For the purpose of site-specific customisation, RTW Solutions will require a copy of your current emergency and confined space procedures.

Design and Development of a site specific procedure for lockout/tag out. - POA.

Lockout/Tag out Operations Resource Manual

POA

Times and Dates:

Times and dates for assessments and training are to be negotiated with the client.

Proposal Conditions: A minimum of two weeks notification must be given before commencement of training for course preparation purposes. A 25% Cancellation Fee will apply in the event that less than 14 days notice is provided.

This course is a Competency Based Training Course.

Section 4

SELF CONTAIN BREATHING APPARATUS OPERATIONS (S.C.B.A)

Where Breathing Apparatus is installed in a plant for the protection of the Emergency Response Team members, it is essential that team members be properly trained in the correct use and operation of such equipment. This is to safely and effectively perform immediate rescues from contaminated atmospheres. Also where required to provide assistance to the Fire Brigade in the event of a major fire or emission of toxic substance within the plant. In addition, this course is designed to train participants to a level of competency as specified by the Australian National Competency Standard for Fire Emergency Response Level 1.

COURSE CONTENTS

The course content is designed to suit the site's particular needs but would include all of the following topics:

Module 1: Familiarisation of Breathing Apparatus.

- ⇒ Identification of irrespirable atmospheres and their associated risks.
- ⇒ Identification of the characteristics of Self Contained Breathing Apparatus.
- ⇒ Demonstrate an understanding of safety requirements for Self Contained Breathing Apparatus.
- ⇒ Utilisation of the procedures required for Start up, Donning and Closing down.
- ⇒ Implementation of safe working practices whilst using Self Contained Breathing Apparatus.

Module 2: Practical Exercise.

- ⇒ Searching Techniques and Basic rescue methods.
- ⇒ Care and maintenance requirements.
- ⇒ Competency Based Assessment, Summary & Close.

TRAINING OUTCOMES

Participants should be able to:

- ⇒ Demonstrate knowledge of the requirements to wear Self Contained Breathing Apparatus.
- ⇒ Demonstrate an understanding of the workings of the Self Contained Breathing Apparatus.
- ⇒ Operate Self Contained Breathing Apparatus in a safe manner.

COURSE DURATION: 4 HOURS

ASSESSMENT: Written Test & Practical demonstration by Participants.

COURSE PARTICIPANTS

- ⇒ All members of the Fire Emergency Response Team. Maximum 10.
- ⇒

RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Attendance Register listing the names of course participants.
- ⇒ Nationally Accredited Certificate upon attaining competency.
- ⇒ Competency Assessment for all candidates.
- ⇒ Client will receive a Competency outcome for all candidates.
- ⇒ All results are recorded on a database at RTW Solutions for future training and reference.
- ⇒ Training venue if training cannot be done on site. **P.O.A.**

CLIENT TO PROVIDE:

- ⇒ Site information for the course presentation (If applicable).
- ⇒ Provision for the Trainer's Vehicle and Equipment.
- ⇒ Suitable Training room and Practical Exercise Area.
- ⇒ Typed list of all Participants.
- ⇒ Requirement of all participant's previous training experience.
- ⇒ **Client is to ensure that ALL participants are medically fit to participate.**

PRICE

POA. This cost includes refills of cylinders.

This course is a Competency Based Training Course.

RTW SOLUTIONS IS ALSO ABLE TO UNDERTAKE A COMBINED CONFINED SPACE & SCBA COURSE OVER TWO DAYS TO COMPLY WITH BOTH ASSESSMENTS. POA.

This course is a Competency Based Training Course.

Section 4

FIRE TEAM TRAINING COURSE

This Fire Safety Training Course is suitable for Industrial Complexes, Oil Refineries, Terminals and Depots as well as Mining Companies and Oil & Gas Fields. The aim of the course is to train an Emergency Fire Response Team to respond, assess and decide upon a course of action in the event of a fire emergency situation. The course can be tailored to suit an individual company or site particular fire risks.

COURSE CONTENT

The course content is individually designed to suit the site's particular needs and will cover all of the following topics:

Module 1: Overview of relevant State Legislation particular to fire safety training requirements.

- ⇒ Duties and Responsibilities of a Fire Team.
- ⇒ Fire and Evacuation Procedures.
- ⇒ Theory of fire, extinguishing methods and agents.

Module 2: Practical Fire Fighting using Fire Hoses.

- ⇒ Safety precautions when using Fire Hoses.
- ⇒ Breathing Apparatus Training (Site Specific if Applicable).

Module 3: Simulated Exercises – requiring the fire team to respond, assess & decide upon a course of action.

- ⇒ Shutting down equipment, hazard sources **(IF SAFE TO DO SO)**.

Module 4: Competency Based Assessment, Summary and Close.

TRAINING OUTCOMES

As a result of the training course participants should be able to:

- ⇒ Demonstrate and understanding of the duties and responsibilities of the fire team.
- ⇒ Recognise the types of emergencies, which could affect the site.
- ⇒ Demonstrate a working knowledge of the theory and classes of fire and fire extinguishing techniques.
- ⇒ Extinguish live fires.
- ⇒ Follow hose drill procedures.
- ⇒ Respond to a fire emergency and taking control until the arrival of fire fighting services.
- ⇒ Identify Hazard and Dangerous Goods Storage Areas.

COURSE DURATION

- ⇒ 8 Hours

ASSESSMENT: WRITTEN TEST & PRACTICAL DEMONSTRATION BY PARTICIPANTS.

COURSE PARTICIPANTS

- ⇒ Maximum of twelve (12) participants per course.

RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Attendance Register listing the names of course participants.
- ⇒ Nationally Accredited Certificate upon attaining competency.
- ⇒ Competency Assessment for all candidates.
- ⇒ Client will receive Competency outcome for all candidates.
- ⇒ All results are recorded on a database at RTW Solutions for future training and reference.
- ⇒ All equipment for training.
- ⇒ Training venue if training cannot be done on site. **P.O.A.**

CLIENT TO PROVIDE:

- ⇒ Site information for the course presentation (If applicable).
- ⇒ Provision for the Trainer's Vehicle and Equipment.
- ⇒ Suitable Training room and a practical exercise area.
- ⇒ Typed list of Participants Attending.
- ⇒ **Client is to ensure that ALL participants are medically fit to participate.**

PRICE:

This course is a Competency Based Training Course.

Section 4

DANGEROUS GOODS/HAZARDOUS SUBSTANCES - SITE ASSESSMENT ONLY

RTW Solutions have identified the need for reassessment of their registered Dangerous Goods & Hazardous Substances, the identification of additional dangerous goods that may require registration and evaluation of current permits and procedures as defined in the code of practice 1989 to future meet the requirements of safety map legislation and to conduct business in accordance with the current Occupational Health and Safety Regulations.

The evaluation of each registered or future registered Dangerous Goods – Storage & Handling and recommendation of appropriate location and protective equipment as per the code of practice 1989.

The training of identified staff to an applicable level in Dangerous Goods – Storage & Handling — and legislated procedures as per the code of practice in accordance with Regulation 1989.

SERVICE TO BE PROVIDED FOR THE CLIENT

Hazard And Risk Assessment

A thorough review of all registered and storage of dangerous goods will be conducted by qualified personnel from RTW Solutions Training Department. During the review process and under the Occupational Health and Safety Act and Dangerous Goods Regulations further recommendations for additional dangerous Goods registration will be advised.

On completion of our review of your premises; a detailed report will be generated based upon the following areas:

- ⇒ Existing registered Dangerous Goods & Storage.
- ⇒ Review of registration process.
- ⇒ Review of current procedures Storage & Manual Handling.
- ⇒ Review of current permits.

This report will further give advice and recommendations in respect to appropriate storage & handling, safety equipment and personal protective clothing applicable for specific dangerous goods & hazardous substances.

PRICE:

The cost for conducting a **two (2)** hour Hazard and Risk assessment, which includes a detailed survey of dangerous goods & storage within the premises and a certified report covering the following issues:

- ⇒ Registered Dangerous Goods Storage.
- ⇒ Possible Additional Hazardous Areas.
- ⇒ Review of Current Permits and Procedures.
- ⇒ Safety Equipment & Manual Handling Recommendations.

Cost: POA

If notice of cancellation is not received 48 hours prior to scheduled date and time of service, a 25% cancellation fee will be incurred!

Section 4
DANGEROUS GOODS - HAZARDOUS SUBSTANCES -
STORAGE & HANDLING TRAINING

The Dangerous Goods course is designed for all employees of companies that store or handle dangerous goods in the course of their business.

The objective of this course is to meet the requirements of the Dangerous Goods Storage and Handling Regulations 2000. To allow participants to understand the risks associated with hazardous material and to provide them with skills and knowledge to deal with emergencies. This will enable participants to initiate appropriate emergency procedures in the event of an incident involving dangerous goods.

COURSE CONTENT:

- ⇒ Class labelling — Hazchem for transport vehicles and buildings.
- ⇒ Emergency procedures.
- ⇒ Storage and handling.
- ⇒ Dealing with spills.
- ⇒ Practical exercise.
- ⇒ Protective clothing.
- ⇒ Breathing apparatus. These are covered in more advanced courses. - **P.O.A.**
- ⇒ Decontamination.

COURSE DURATION:

2 hours duration — theory and practical format. (Site Specific)

ASSESSMENT: Written Test & Practical demonstration by Participants.

RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Attendance Register listing all the names of course participants.
- ⇒ A company certificate issued.
- ⇒ All equipment used for training (videos, fire extinguishers, etc).

CLIENT TO PROVIDE:

- ⇒ Suitable training Room and practical area i.e. car park.
- ⇒ Provision for the Trainer's Vehicle and Equipment.
- ⇒ Typed list of Participants Attending.

Please Note:

Course content is able to be restructured to meet specific client requirements depending on the number of course participants and types of materials handled.

Participants will know how to react in an emergency incident with dangerous goods and be able to safely and appropriately evacuate and to be able to handle dangerous goods accordingly.

PRICE:

POA

This course is a Competency Based Training Course.

Section 4

DANGEROUS GOODS & SPILLS RESPONSE

The Dangerous Goods Spills Response Training course is designed for all employees of companies that store or handle dangerous goods in the course of their business.

The objective of this course is to meet the requirements of the Dangerous Goods Storage and Handling Regulations 2000. To allow participants to understand the risks associated with hazardous material and to provide them with skills and knowledge to deal with emergencies. This will enable participants to initiate appropriate emergency procedures in the event of an incident involving dangerous goods and usage of spill kit response.

COURSE CONTENT:

- ⇒ Definition of a Hazardous Material
- ⇒ Determination of the Acts/Regulations & Standards.
- ⇒ Dangerous Goods Labelling
- ⇒ Emergency procedures & Material Safety Data Sheets - MSDS
- ⇒ Haz Chem Coding & Dangerous Goods Awareness.
- ⇒ Dealing with spills.
- ⇒ Practical exercise.
- ⇒ Protective clothing.
- ⇒ Breathing apparatus. These are covered in more advanced courses. - **P.O.A.**
- ⇒ Decontamination.

COURSE DURATION:

2 hours duration — theory and practical format. (Site Specific)

ASSESSMENT: Written Test & Practical demonstration by Participants.

COURSE PARTICIPANTS

- ⇒ Maximum of ten (10) participants per course.

RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ Attendance Register listing all the names of course participants.
- ⇒ A company certificate issued.
- ⇒ All equipment used for training

CLIENT TO PROVIDE:

- ⇒ Suitable training Room and practical area i.e. car park.
- ⇒ Provision for the Trainer's Vehicle and Equipment.
- ⇒ List of Participants Attending.
- ⇒ Usage of Site Spill Kit re demonstration and training purposes

Please Note:

Course content is able to be restructured to meet specific client requirements depending on the number of course participants and types of materials handled.

Participants will know how to react in an emergency incident with dangerous goods and be able to safely and appropriately evacuate and to be able to handle dangerous goods accordingly including the site spill kit.

PRICE:

POA

This course is a Competency Based Training Course.

KEEP YOURSELF SAFE TO HELP OTHERS

RTW Solutions Training Department Confirmation Purchase Order Request Form

Phone No. 03 9563 2122

Fax No. 03 9563 1833

FROM:-Stephen Yeats 0418 373504

DATE:

COMPANY: _____

ATTENTION: _____

ADDRESS: _____

PHONE NO: _____

FAX NO: _____

EMAIL: _____

Purchase Order No.: _____

Preferred Training Dates/Times: _____

Training Facilities and Equipment – Can your company provide:

Training Room

Yes

No

TV/Video

Yes

No

I would like to provide our staff training and instruction in the following:-

RISK AND HAZARDOUS ASSESSMENT FOR CONFINED SPACE ENTRY

CONFINED SPACE ENTRY TRAINING Option 1

CONFINED SPACE ENTRY TRAINING Option 2

CONFINED SPACE ENTRY TRAINING Option 3

LOCKOUT / TAGOUT OPERATIONS TRAINING COURSE

SELF CONTAIN BREATHING APPARATUS OPERATIONS (S.C.B.A)

FIRE TEAM TRAINING COURSE

DANGEROUS GOODS/HAZARDOUS SUBSTANCES - SITE ASSESSMENT ONLY

DANGEROUS GOODS - HAZARDOUS SUBSTANCES - STORAGE & HANDLING TRAINING

DANGEROUS GOODS & SPILLS RESPONSE

Other i.e safety equipment etc.....

Additional Overtime Rate for Instructors Provided

Weekday - After 7pm a minimum charge of 1.5 hours will apply at a rate of \$80.00 per hour per instructor

Weekend - A minimum charge of 2 hours will apply at a rate of \$100.00 per hour per instructor.

Additional costs will be incurred for country, regional and national sites, i.e. travel, accommodation & expenses if applicable. P.O.A.

Please contact our training department for further details of these and other courses that we can design & develop for your needs.

Commercial In Confidence

If notice of cancellation is not forwarded within 7 days prior to date of training, a cancellation fee may be incurred.

For your convenience we have Credit Card facilities - should you wish to avail yourself of these a 5% surcharge on the total cost will apply.

I wish to pay by credit card

Yes

Card Type:

Mastercard

Visa

Bankcard

Card Number:

Exp.Date: