

RISK AND HAZARDOUS ASSESSMENT 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 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.**

Please contact us for a quote.

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 will 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 each of the courses will be supplied upon application. 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)**

\$.....Per Day

Blanket Cost for Equipment Hire (If Applicable)

**On site consultancy & Hazard Identification
for Confined Spaces
Included in this price a detailed report for the client.**

WorkCover Authority Code of Practice No. 20

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.

This is a Competency Based Training Course. In order to obtain an accredited Certificate of Competency Option 2 or Option 3 would be required.

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 & Hazard Assessment - Confined Space Entry

Confined Space Training Option 1

Confined Space Training Option 2

Confined Space Training Option 3

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: