

HEALTH SAFETY AND ENVIRONMENT

Any learner can be awarded a CL Certificate in HSE. Individual Statements of attainment are awarded as the learner progresses through the units. Completion of a minimum of 15 competencies is required for the award of the Certificate in HSE.

HSE01 BASIC HSE INDUCTION

New employees have particular training and development needs: they need to learn about the organisation and its culture, to learn how to do their jobs safely and efficiently and be introduced to their workmates. This unit focusses on the introduction of the learner to their responsibilities in the general health, safety and environmental management aspects of an organisation. (Suitable for all employees)

HSE02 HSE MANAGEMENT SYSTEMS

HSE management is just one aspect of managing a business. For a HSE Management System to be fully sustainable and effective, line managers must be accountable for HSE management in their areas of responsibility. This unit describes the intent and content of HSE Management Systems and provides guidance to the learner in the effective use of the system in place at their facility. (Suitable for all employees – a Supervisor/Leading Hand competency)

HSE03 BEHAVIOUR BASED SAFETY

Behaviour based safety recognises unsafe or at-risk behaviours as a frequent cause of injuries in the workplace. The aim of behaviour based safety is to increase safe behaviour and reduce at-risk behaviour by modifying such behaviours through observation, feedback and positive interventions.

This unit introduces the learner to the principles of behaviour based safety and the practices that form the key elements of the process. (Supervisor/Leading Hand competency)

HSE04 EMERGENCY PLANNING AND RESPONSE

This unit is directed towards developing learner understanding of the requirements for planning emergency and crisis management systems and responding to emergencies and crises within their organisation. (Supervisor/Leading Hand competency)

HSE05 SAFE WORK ENVIRONMENT

Safe Work Environment is broken up into distinct and easily recognisable parts, and the learner moves through these parts step by step in a logical progression. The unit also provides a number of useful tools for use in the learner's area of responsibility.

This unit only aims to address safe work environment provision aspects of the learner's responsibilities. Related aspects are covered in other units. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE06 SAFE TOOLS AND EQUIPMENT

Safe Tools and Equipment is broken up into distinct and easily recognisable phases, and the learner moves through these phases step by step in a logical progression. The unit also provides a number of useful tools for use in the learner's area of responsibility.

This unit aims to address safe tools and equipment provision aspects of the learner's responsibilities. Related aspects are covered in other units. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE07 RISK MANAGEMENT

Risk management aims to reduce the likelihood and impact of mishaps of all kinds in the workplace. In the power generation industry, with its inherent potential for major accidents which could result in serious or fatal injuries and damage to the environment may cause loss of production and profit, not to mention pain and suffering. The unit emphasises there is a particular need for a sound approach to the process of risk management. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE08 HSE SITE INSPECTIONS AND AUDITING

This unit explains the difference between HSE inspections and audits. The importance of HSE inspections and audits as management tools is highlighted. Management's statutory and company obligations to carry out site inspections and systems audits is also emphasised. Pre-audit and inspection planning and practices are discussed along with the importance of accurate reporting and development of post inspection and post audit action plans. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE09 PROTECTIVE EQUIPMENT USAGE

PPE is the least desirable means of protecting people from hazards in the workplace. It is, however, often the most practical method available for protection from hazards in the workplace.

This unit is directed towards developing the learner's understanding of the requirement for the correct selection, use and maintenance of personal protective equipment. (Suitable for all employees)

HSE10 RESPIRATORY PROTECTION

This unit outlines the reasons why respiratory protection equipment is necessary in the workplace and provides explanation on the requirement for employers to develop a written respiratory protection program. Selection of appropriate respiratory protection equipment to provide maximum protection and the care, maintenance, storage and inspection of the equipment is discussed. Guidance on testing for a comfortable and effective fit of the equipment is also provided. The requirement to train team members in the use of respiratory protection equipment is introduced. Maintaining the quality of the respiratory protection program through continuous monitoring and evaluation completes the unit. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE11 FALL PROTECTION

Falls from heights have the potential for death or serious injury unless adequate control measures have been implemented. This unit provides the learner with practical advice about ways to identify and manage the risk of a person falling while working in situations above floor level.

Preparation of fall prevention plans and the use of physical barriers, personal fall prevention equipment and equipment to reduce the risk of injury in the event of a person falling are also discussed in detail. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE12 HEARING CONSERVATION AND NOISE CONTROL

Noise is unwanted sound that may damage a person's hearing. This unit provides an overview of how hearing loss may result from exposure to excessive noise and how employees' hearing is monitored for damage. Preferred noise control measures are outlined and the selection, use and care of hearing protection equipment as a last line of defence against hearing loss are also discussed. Maintaining the effectiveness of the Hearing Conservation Program and noise control policy through

continuous monitoring and evaluation complete this unit. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE13 HAZARD COMMUNICATION

This unit is directed towards developing the learner's understanding of the requirements for effective and efficient safe hazardous substances usage.

Hazard Communication is broken up into distinct and easily recognisable phases, and the learner moves through these phases step by step in a logical progression. The unit also provides a number of useful tools for use in the learner's area of responsibility. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE14 HAZARD CONTROLS

This module is directed towards developing the learner's understanding of the requirements for effective and efficient prevention of accidents. The key to accident prevention is the elimination or control of those hazards in the workplace that can lead to injury or damage incidents. Hazard control is broken up into distinct and easily recognisable phases, and the learner will move through these phases step by step in a logical progression. The module also provides a number of useful tools for use in the learner's area of responsibility. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE15 SAFETY OBSERVATIONS

This unit is directed towards developing learner understanding of the safety observation process. The unit is available in three parts:

1. Knowledge of principles and practices of successful safety observation.
2. Conduct safety observations
3. Record and communicate safety observations.
(Supervisor/Leading Hand competency)

HSE16 ACCIDENT PREVENTION SIGNS AND TAGS

This unit is directed towards developing learner understanding and use of the system of accident prevention signs and tags used within the workplace. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE17 WORKING IN CONFINED SPACES

More multiple fatalities occur due to accidents in confined spaces than from any other type of industrial accident. This unit provides the learner with an insight into the causes and prevention of incidents associated with working in confined spaces. The unit also provides direction in the selection and training of personnel suitable for work in confined spaces. The process for conducting risk assessments and establishing a confined space register is presented. The Confined Space Entry Permit system in use on site is discussed in detail and the appropriate response by the learner to the system is examined.

(Suitable for all employees - Supervisor/Leading Hand competency)

HSE18 LOCKOUT/TAGOUT

This unit provides the learner with guidance in the identification of energy sources which may be responsible for the unexpected energisation, start up or release of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or any other type of energy, of equipment being worked on.

The principles and purpose for isolation of apparatus and equipment are introduced in this unit. The necessity to isolate apparatus or equipment when such apparatus or equipment is being commissioned, worked on in service or taken out of service for specified work or test is emphasised.

Statutory obligations to have lockout/tagout procedures in place, to ensure all employees and contractors are trained in its use and the conduct of periodic inspections and audits are also discussed. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE19 SPILL PREVENTION AND CONTROL

Prevention and control of spills and leaks of hazardous substances is actively legislated in a number of jurisdictions. This unit provides the learner with a general overview of the principles of the various legislation and guides the learner through a process of workplace evaluation, recommended spill prevention measures and response methods to spills of hazardous substances. The need to train team members in the appropriate response to spills is also presented. The value of regular audits of the response plan is highlighted. (Suitable for all employees - Supervisor/Leading Hand competency)

HSE20 INDUSTRIAL FIRE SAFETY

This unit is directed towards developing learner understanding of fire hazards, emergency and fire prevention plans, the operation of fixed and portable fire fighting equipment.

The unit is available in three parts:

1. Fire Hazards
2. Fire Prevention
3. Fire Fighting Equipment

(Suitable for all employees - Supervisor/Leading Hand competency)

HSE21 PORTABLE FIRE EXTINGUISHERS

This unit is directed towards developing learner understanding of fire hazards and the operation of portable fire fighting equipment.
(Suitable for all employees)

HSE22 ELECTRICAL SAFETY

This unit is directed towards developing learner understanding of the safe working requirements when working on or near electrical equipment and using electrical equipment. The unit is available in four parts:

1. Overview of Electrical Safety
2. Safe Work Practices and Procedures
3. Use of Portable Electrical Equipment
4. Safeguard for Personnel Protection.

(Suitable for all employees - Supervisor/Leading Hand competency)

STATEMENT OF COMPLETION IN HEALTH SAFETY AND ENVIRONMENT (HSE)

A Statement of Completion requires either:

- (a) The completion of units to the equivalent of more than 250 nominal hours followed by successful demonstration of competency in a minimum of fifteen units; or
- (b) Successful demonstration of competency in a minimum of fifteen units; or
- (c) A combination of (a) and (b).

The table indicates the range of units in the HSE menu, their codes and nominal hours.

Unit Title	Code	Hours
Basic HSE Induction	HSE01	30
HSE Management Systems	HSE02*	30
Behaviour Based Safety	HSE03*	30
Emergency Planning and Response Procedures	HSE04	30
Safe Work Environment	HSE05	24
Safe Tools and Equipment	HSE06	18
Risk Management	HSE07*	30
Site Inspections and Auditing	HSE08	18
Protective Equipment Usage	HSE09	24
Respiratory Protection	HSE10	18
Fall Protection	HSE11	18
Hearing Conservation and Noise Control	HSE12	24
Hazard Communication	HSE13	24
Hazard Control	HSE14	24
Safety Observations	HSE15	24
Accident Prevention Signs	HSE16	18
Working In Confined Spaces	HSE17	24
Lock Out/Tag Out	HSE18	18
Spill Prevention Control	HSE19	18
Industrial Fire Safety	HSE20	18
Portable Fire Extinguishers	HSE21	18
Electrical Safety	HSE22	18

*Compulsory units