

The Timor-Leste Offshore Health & Safety Representatives' (HSR) Course

Accreditation

The OSS Timor-Leste Offshore HSR Course is accredited by the Autoridade Nacional do Petroleo (ANP).

Course objective

The objective of this course is to provide participants with the knowledge and skills to effectively carry out their roles as elected workplace health and safety representatives.

Training strategy

Classroom presentation, role-play, online video, case studies, group work integrated with company documentation.

Expected outcomes

As a result of this programme participants should be able to:

- access and understand the relevant legislative requirements of an HSR;
- understand their company's system for identifying hazards, assessing risk and implementing and monitoring control measures;
- participate in an incident/accident investigation
- carry out an effective inspection of their workplace;
- work as a part of a team, liaise and consult with their Designated Work Group (DWG) and management; and
- communicate effectively regarding health and safety issues.

Course modules

1. OH&S legislation
2. The SMS and Safety Case
3. Communication
4. Risk management
5. Incident investigations
6. Inspections and audits

Audience

This course is designed for elected HSRs and personnel (such as HSE Advisors, Supervisors, Engineers) who need a practical understanding of the Timor-Leste/JPDA offshore HSE legislation.

Duration

4 days

Module descriptions

MODULE 1: OH&S LEGISLATION

This module teaches the participant how to access current offshore legislation governing health and safety in Timor-Leste and Joint Petroleum Development Area (JPDA) waters and how to interpret the legislation as it applies to their workplace. It also addresses the powers of an elected HSR and the role of the regulator as prescribed in the legislation.

MODULE 2: SMS & SAFETY CASE

An HSR will need to have an understanding of Safety Management Systems (SMS) and Safety Case development. This module describes the elements of an SMS; how the elements come together to assist in providing a safe place of work; and the linkages between the SMS and the Safety Case.

MODULE 3: COMMUNICATION

An HSR will need to communicate to personnel at all levels of an organisation; therefore clear and effective communication is essential. This module teaches the participant a framework of good communication and how to apply it in the workplace, with a special emphasis on using the underpinning legislation and risk management process to resolve HSE issues.

MODULE 4: RISK MANAGEMENT

This module teaches the participant the risk management process. This includes identifying hazards, assessing risk and implementing and monitoring control measures as they apply to the offshore environment. It requires the use of the Hierarchy of Controls to reduce risk to As Low As Reasonable Practicable (ALARP) and encourages the participant to *'think outside the box'*.

MODULE 5: INCIDENT INVESTIGATIONS

This module provides a comprehensive overview of the incident investigation process using the *'Energy-Damage Control'* model. It looks at the incident investigation process; the role of incident investigator; the 'dos and don'ts' for people involved in an incident and the regulatory reporting requirements. It also teaches the HSR how to critically read an investigation report and how to access and research incident data to obtain meaningful information.

MODULE 6: INSPECTIONS & AUDITS

This module teaches the participant the difference between an audit and an inspection. It teaches the participant how to carry out workplace inspections; how to participate in audits; and how to ensure the findings of an audit are clearly communicated to the workgroups.

