



# Q-chat

Krause health and safety quality newsletter

Issue 7, May 2014

## Q-Chat – Welcome

Another month has come and gone, how time flies.....

We here at Krause Health & Safety have been very busy little bees, working day and night and extending ourselves to weekends.

Diversifying our business to meet demands, we are now providing Certificate IV and Diplomas in WHS. We can tailor training to our client's needs and wants and are very flexible as to when and where we provide this training.

Did you know Krause Health & Safety can provide these services too:

- ✓ Safety Consultancy
- ✓ Safety Management Systems

The Krause family would like to give our new general manager, Mark Janetzki, a very big warm WELCOME!



Mark has worked for Krause in the past as a Trainer & Assessor and a Safety Advisor. After 6 years with us he left in 2010 to gain further experience in other fields. A true local who will bring vast knowledge and experience of Mount Isa and its operations.



“We delight in the beauty of the butterfly but rarely admit the changes it has gone through to achieve that beauty”

Maya Angelou

### In This Issue

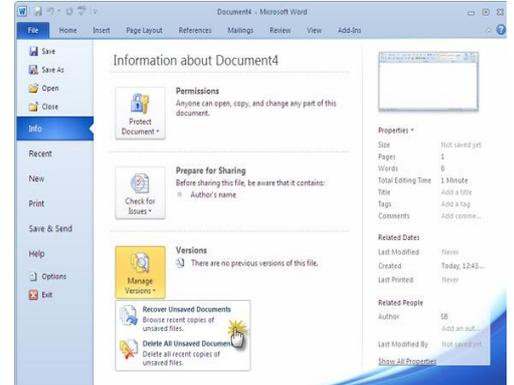
- ◆ Q-Chat - Welcome
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- ◆ Resource & Infrastructure Industry Training Package
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- ◆ Book Now
- ◆ Expression of Interest



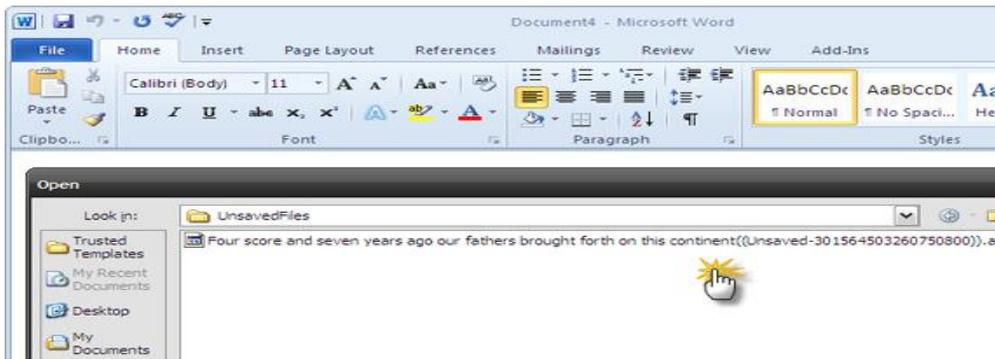
## Recover unsaved documents

This is in MS word, Ms Excel and Power Point.

1. Go to **File** - Info - Manage Versions
2. In Word 2010 click on the little dropdown and select Recover Unsaved Document
3. In Excel 2010 click on Recover Unsaved Workbooks. In PowerPoint 2010 click on Recover Unsaved Presentations

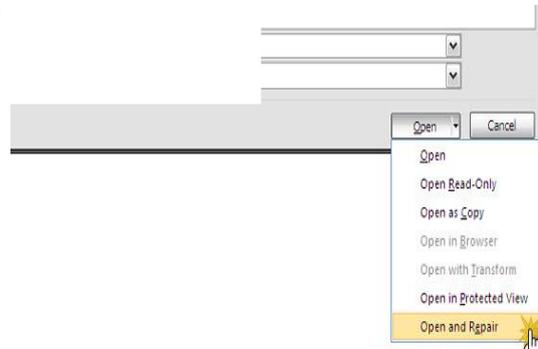


MS Word opens the location where a **copy** of the draft resides.



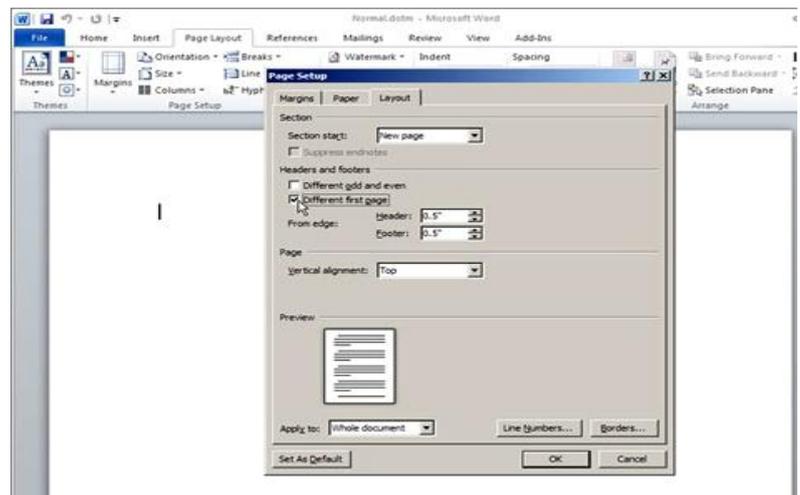
4. Then you can select to open and save the file to the way you want.

While opening the unsaved document, you can also make use of the Open & Close repair feature for trouble shooting documents that might be damaged or corrupt.



## Create a default header or default page numbering

If you want all your documents to include page numbering by default, Word doesn't make it obvious how to do so – but it's not too tricky. Open your default template, go to the Insert tab, choose Page Number, and choose a location and format for the page numbering. Close and save, and all your new documents will use the page numbering you specified.



## Resources and Infrastructure Industry Training Package

Krause Health & Safety are proud to announce that in the coming months we will be upgrading all our RII units to the new RII training package - D levels.



As of 9<sup>th</sup> October 2013 the new RII Packaged was endorsed by the National Skills Standards Council (NSSC), and is now available on training.gov.au. Industry Training Packages specify the skills and knowledge required to perform effectively in the workforce.

### Main Differences



### Assessment Conditions

It is clear that the industry representatives involved at SkillsDMC were acting on concerns about the experience levels of trainers. Trainers without industry experience or currency are to be avoided. The intention of currency includes assessing in real workplaces (contact with industry) but the wording leads you to believe that a person needs to spend every 3rd year back on the job as an operator. You will notice in the new RII package that the Assessment conditions are now a bit more detailed with the required experience and currency of the assessor.

### The '3 Occasions' Assessment Requirement

This requirement in the 'Performance Evidence' was included at the request of the NSSC at the time of endorsement. However, in an effort to get the package done it was applied to every unit regardless of whether or not it is appropriate. In an effort to suppress the argument about competency and repeatability this has been included to ensure that we have repetition of skills and knowledge, across time, in different situations or environments – this is the fundamental definition of a competent person. This comes back to evidence and the rules or requirements for 'sufficient' evidence. 3 occasions is not limited to 3 observations, but basically 3 occasions where sources of evidence can be obtained (e.g. observation in training, 3rd party evidence in the form of records of work performed, on the job observations by supervisors, assessment observations).



## New Partnerships



OHSA has assembled an enviable group of highly qualified and experienced OH&S professionals, trainers/assessors, allied health professionals and administrative staff. Many of our professional staff hold multiple Bachelor, Post Graduate and Masters Degrees.

On-going professional development is recognised as a vital aspect of our business. Our people are regularly engaged to provide expert advice to the court and academic, government, health, transport, manufacturing, defence, mining and construction industries. We are often sought to speak at conferences, seminars and workshops. We place a lot of trust in our people. Our people and their families are very important to us.



**Professional Practitioners**  
*delivering a safer workplace*

**ASLS are Professional Practitioners who deliver high quality, cost effective and measurable outcomes to clients. We achieve this through the right mix of professional qualifications, conceptual expertise and practical industry experience.**

**As Professional Practitioners, we partner with clients to provide tailored and integrated solutions that make a difference in the safety of your workplace.**

- More than trainers! – ASLS Professional Practitioners create and sustain a high quality consulting relationship with clients and their employees
- Ability to understand from a management perspective the nature of high risk work
- An active interest and track record in on-going research into OH&S Risk Management; including future trends, proposed, and pending changes to legislation
- Ability to transfer skills and knowledge to other VET sector trainers, by mentoring and developing others within an organisation
- Effectively blend theory, process, and rules, with practical operational applications and outcomes
- Engage and influence managers and employees to pursue best safety outcomes
- Design, develop, and deliver high quality training programs – effectively combining theory and academia with pragmatic and experienced based examples.



## **+ Certificate IV Work Health & Safety - BSB41412**

Certificate IV in Work Health and Safety is now the minimum requirement for WHS Officers in most Australian workplaces. Qualified Work Health and Safety (WHS) professionals are always in demand. This course is relevant to supervisors, union representatives, safety committee members, safety officers and others who identify and manage workplace health & safety hazards. Attend this highly practical course and gain the skills and knowledge required to become a WHS practitioner so you can ensure safe and healthy working conditions, and prevent illness and injury in the workplace.

### **What will you learn?**

The Certificate IV in Work Health and Safety BSB41412 will train you how to comply with WHS legislation, how to identify hazards and how to assess and control risks. You will learn how to contribute to WHS in a workplace environment. This includes aiding in the implementation of WHS strategies to control risks and implementing emergency procedures. The Certificate IV in WHS will help you to take that next step in your career, whether it is for up-skilling in your current workplace, or providing you a valuable qualification to pursue an alternative career.

**Next Course - Monday 23<sup>rd</sup> – Friday 27<sup>th</sup> June 2014**

## **+ TAE Workplace Trainer & Assessor – Stage 2**

Stage 2 of the Certificate IV in Training and Assessment is all about designing and developing training programs and assessment tools and planning, delivering and facilitating training. On successful completion of the program and successful completion of Stage 1, you will be awarded a Certificate IV in Training and Assessment.

**Next Course - Monday 23<sup>rd</sup> – Friday 27<sup>th</sup> June 2014**



## **Save Costs**

## **Train Locally**

### **Diploma IV Work Health and Safety – BSB51312**

This nationally recognised qualification reflects the role of individuals who coordinate and maintain the WHS program within an organisation. These individuals typically possess a sound theoretical knowledge base and well-developed skills in a wide variety of WHS contexts. Upon successful completion of safety training for the Diploma OHS, participants will be able to apply safety solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources

### **RIIRIS402A Carry out the Risk Management Processes (G2)**

The RIIRIS402A course covers the skills and knowledge required to carry out risk management processes in the Mining, Civil and Construction Industry. This course offers a great opportunity for anyone wishing to advance their abilities in the area of risk management so as to enhance their career opportunities in a risk management role.

### **OHS TO WHS CERT IV Bridging Courses**

If you currently have a WHSO or the OHS Cert IV and you would like to up skill to the new WHS Cert IV. Krause Health and Safety can assist you in achieving this by providing local training which can save you time and money.

**Contact us now for bookings or if you have any questions**

**07 4743 3504**