



# 2017

## Courses and Services Guide

RTO No. 1907



providers of workplace health and  
safety solutions for all industries

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## Introduction

IFAP is committed to helping create  
**Safer Healthier Workplaces**

We are achieving this through our **mission** to  
**provide leading workplace safety and health  
solutions with support for members and  
stakeholders.**

### Values

The following principles have been embraced  
as our organisational values:

#### **Leadership**

Making a difference through our actions in pursuit  
of IFAP's Mission and Vision.

#### **Service Excellence**

Exceeding the expectations of our clients and staff.

#### **Professionalism**

Commitment to, and demonstration of, high standards  
of personal and ethical conduct.

#### **Safety and Health**

No compromise to safety for our staff and others  
under our care.

#### **Trust and Respect**

Embracing our mission by being open, honest  
and respectful in relationships with each  
other, members and stakeholders.



## Company Overview

For the past three years we have trained an average of 16,000 people in a host of health and safety disciplines, as part of our quest to improve safety outcomes in workplaces.

We're proud to be the provider of Australia's broadest range of nationally and internationally recognised training courses.

### Going further to ensure safer, healthier workplaces

Our suite of training courses isn't the only reason clients turn to us time and time again, to safeguard the wellbeing of their people. It's our ability to provide tailored training solutions that really makes us the training partner of choice for a growing number of companies and industries.

### Spanning Australia and beyond

We have the industry's finest practical training facilities with two training campuses and a Work Safely Centre.

Our Offshore and Maritime facility hosts an international-standard METS helicopter simulator, fire training grounds and Australia's only free-fall lifeboat training facility.

We're able to design and deliver the health and safety solutions your organisation needs through our internationally recognised training.

### Custom designed consulting solutions

We have an intimate understanding of issues facing industry. Our consulting stream gives you access to practical advice on how to manage and implement health and safety in your organisation. We will work with you to develop unique and tailored solutions for your industry and workplace.

Our custom-designed safety and risk management solutions span the safety spectrum, including:

- > Work Health and Safety
- > Human Performance Improvement
- > Industrial Hygiene
- > Construction and Equipment Skills
- > Offshore and Maritime
- > Fire Safety and Emergency Response
- > Safety Leadership

### The IFAP Difference

- > Nationally recognised courses
- > Qualified, highly skilled and experienced trainers
- > Flexible learning
- > State-of-the-art training facilities with purpose built simulators for practical and realistic training
- > Wide scope of courses
- > Quality face-to-face training
- > Conveniently book courses online anywhere, anytime
- > Consultancy services and support during and after the completed training
- > On-site and offsite training to suit your needs
- > Catering options to suit all dietary requirements
- > Free on-site parking





## Annual Events and Activities

We take our role as industry leader seriously and leverage our position to raise awareness of WHS standards wherever health and safety is an issue.

Every year we hold events and activities drawing high-profile stakeholders.

### IFAP/CGU Safe Way Awards

The Safe Way Awards were established in 1979 to encourage all industrial and commercial enterprises to improve health and safety performance.

The annual Safe Way Awards call for nominations for

#### > The Safe Way Achiever

There are four levels in this category: Platinum, Gold, Silver and Bronze. Using a combination of assessments, supporting documentation, organisations are evaluated on their commitment to safety through excellence in training, established systems/procedures and achievement of safety.



### The Safety Innovation Award

This award is dedicated to recognising organisations which have developed and successfully implemented an innovative safety initiative which has contributed towards minimising the number of safety incidents or improvement of safety in the workplace.

### IFAP Gala Dinner

The Safe Way Awards and Safety Innovation Award are coveted throughout Australia as benchmarks for excellence in workplace health and safety. The Gala Dinner showcases achievements in our industry. The event is attended by government leaders, educational institution representatives and leading safety practitioners and it is a must attend event on the health and safety calendar.

### Other annual events

We host a range of events such as conferences, seminars and sundowners in Perth and throughout Western Australia, focusing on a range of health and safety industry topics with knowledgeable guest presenters.

Our goal is to arm participants with practical information and solutions they can use in their workplace. It's our goal to create valuable forums for the exchange of ideas and experiences as well as the development of professional networks.

For more information about our annual events contact [events@ifap.asn.au](mailto:events@ifap.asn.au).



## Our complimentary Injury Management Seminar

Our free Injury Management Seminar for injured workers, provided on behalf of WorkCover WA, is about understanding Workers' Compensation and Injury Management. It's designed to help injured workers from all backgrounds understand their rights and responsibilities. The seminar provides vital insights into everything, from the claims process, entitlements and claims obligations, through to dispute resolution, settlements, injury management and returning to work.

More information on this free seminar is available at [www.workcover.wa.gov.au](http://www.workcover.wa.gov.au)



**IFAP**  
Safer Healthier Workplaces

## Membership

More than 1,700 people enjoy the benefits of being an IFAP member and more continue to join every year.

By becoming an IFAP member you are gaining benefits such as regular industry insights, support and access to leading events.

But perhaps more importantly, you are demonstrating your commitment to health and safety in the workplace.

### Your membership, your way

We are pleased to offer members a framework which best suits them – including a pricing structure which makes the whole IFAP membership experience more relevant and rewarding.

Our annual memberships run from January to December and you'll be able to choose from Individual Membership, Associate Membership or four levels of Corporate Membership.

If you aren't already a member, join IFAP today & start enjoying the full range of benefits available. Simply select the most suitable membership for you or your business, then apply online at: [www.ifap.asn.au](http://www.ifap.asn.au) or contact the Membership Services team on **+61 8 9333 9999** or at [membership@ifap.asn.au](mailto:membership@ifap.asn.au) to request an application form.

### Types of membership

- > **Corporate**  
A voting membership that includes four levels of benefit available to any organisation.
- > **Individual**  
Available to individuals supporting WHS in the workplace.
- > **Associate**  
Available to associations, not-for-profits and supporting organisations.
- > **Alumni**  
A complimentary membership available to graduates of IFAP's Certificate IV and Diploma of WHS courses.

### Already a Member? Do you have access to our Member only area?

IFAP's website offers our Members access to a Member only area. Members can update their details, receive access to Member-only benefits, make payments, book courses and events online, and so much more. To receive your log-in details contact the Membership Services Team on **+61 8 9333 9999** or at [membership@ifap.asn.au](mailto:membership@ifap.asn.au).





MEMBER BENEFITS	ALUMNI	INDIVIDUAL	ASSOCIATE	RUBY	SAPPHIRE	EMERALD	DIAMOND
<b>Discounts</b>							
Training discount	10%	10%	10%	12.5%	15%	17.5%	20%
Events discount	✓	✓	✓	✓	✓	✓	✓
<b>Complimentary advice</b>							
Telephone advice	1h	1h	1h	3h	5h	15h	20h
Alumni network	✓		-	-	-	-	-
<b>Publications</b>							
e-SafetyWA	✓	✓	✓	✓	✓	✓	✓
e-IFAP Extra	✓	✓	✓	✓	✓	✓	✓
<b>Awards</b>							
^Framed certificate	-	-	✓	✓	✓	✓	✓
Safe Way Awards - free entry	-	-	✓	✓	✓	✓	✓
Safety Innovation Award - free entry	-	-	✓	✓	✓	✓	✓
<b>Governance</b>							
Board representation	-	✓	✓	✓	✓	✓	✓
Advisory council membership	-	-	✓	✓	✓	✓	✓
RTO partnership	-	-	✓	✓	✓	✓	✓
<b>Promotional Opportunities</b>							
IFAP extra exposure	-	-	-	-	-	✓	✓
Website exposure (logo)	-	-	-	-	-	-	✓
Membership logo & certificate to display	-	-	✓	✓	✓	✓	✓
Alumni logo & certificate to display	✓	-	-	-	-	-	-
<b>Pricing (inc GST)</b>							
	Only for Cert IV & Diploma graduates in WHS	\$176	\$330	\$550	\$1,320	\$2,750	\$6,050

^Organisations will receive one framed certificate for each award category achieved.

# Auditing, Consulting and Coaching Services

IFAP boasts a breadth and depth of experience rarely seen in other training organisations. We've gained unparalleled insights over our 50 year history.

As such, we're able to provide an integrated suite of WHS consulting services with tailored solutions specific to your unique WHS requirements.

## Auditing Services

- > **AS/NZS 4801 Audits**  
Our certified auditors are able to conduct audits against the requirements of AS/NZS 4801 prior to certification of your business or as a third party maintenance function. Compliance with the requirements of AS/NZS 4801 is a demonstration of your organisation's commitment to safety.
- > **WorkSafe Plan Assessments**  
Our assessment and auditing services can also be tailored to your organisation's requirements. WorkSafe Plan Assessments suits WA based organisations and allows for recognition by WorkSafe WA if the organisation achieves either silver, gold or platinum level audit results.
- > **Regulatory compliance assessments**  
Compliance is a critical and complex issue. That's why, in addition to measuring compliance to safety and health legislation (regulations, acts, codes of practice and Australian Standards), our assessment reports clearly outline the actions required to address legislative requirements. In this way, our compliance audits can also help your organisation prepare for systems audits.

## Safety Consulting

- > **Safety, health and environment management systems**  
We develop best-practice safety, health and environmental management systems, designed specifically for your industry and organisation. As such, when we create a system for you, we'll ensure it supports and complements your organisation's existing systems and culture. This can include focusing on particular system elements, rather than complete systems, if there is a specific need.
- > **WHS plans and manuals**  
We develop WHS plans and manuals for organisations, creating framework documents and incorporating existing processes and procedures. Our WHS plans can be used to help set health and safety goals, priorities and identify a clear direction for your organisation.
- > **Hazard assessment of projects, processes and plant**  
We undertake hazard assessments of projects, processes and plant across industry sectors and hazard groups, applying the risk management principles of hazard identification, risk assessments and controls based on identified risk.
- > **Critical task analysis and risk management strategies**  
The development of risk management strategies, based on critical task analysis, is an important aspect for any new or modified processes. Our analysis and strategies identify potential areas of risk or failure and outline appropriate control measures. While especially effective and valuable at the design phase of a new project, our risk management strategies can be applied at all stages of a project, from design and construction to commissioning and operational phases.
- > **Risk workshops and development of hazard registers**  
WHS regulations require all employers to develop and maintain a hazard register. We can facilitate risk workshops and help you develop a register that encompasses hazards, risk assessments and controls within the context of your organisation's existing procedures, permit systems and control measures.



- > **Conducting site-wide risk profiles**  
It's important that your organisation understands its risk profile – it's something that, in the current economy, can change significantly as organisations strive to meet client or industry demands. We can help to identify and document risk profiles that will enable your organisation to proactively prioritise, manage and address WHS issues.
  - > **Behavioural based safety systems**  
IFAP can plan and implement a Behavioural Based Safety program to suit your organisation's needs. This can be tailored to any level in the organisation and can include ongoing delivery, implementation and culture surveys to verify its effectiveness.
  - > **Supply of WHS project personnel**  
There's an unparalleled range of WHS knowledge and specialist skills within the IFAP workforce – skills and knowledge that your organisation can access on a short-term, medium-term or project secondment basis. Our technical officers are able to carry out the generalist WHS activities and projects, while our WHS consultants provide specialist skills suited to specific projects, such as audits, surveys, monitoring and project management activities across all industries.
  - > **Manual handling and ergonomic assessments**  
The time and financial costs associated with strain and sprain injuries sustained through manual work are often avoidable. Our manual handling and ergonomic risk assessments identify ways to improve comfort, efficiency and thereby minimise the risk of injury. From assessing long-term postural issues and repetitive movements, to broader environmental appraisals, our assessments are conducted in line with the code of practice applying to all workplaces, processes, plans and equipment.
  - > **Workers' compensation and injury management**  
Injury Management in the workplace is a win-win philosophical concept which, if implemented and adhered to, can provide many benefits to the injured worker and their employer. For the employer, none more so than downward pressure on their workers' compensation premium.
- ## Emergency Management and Security

## Health Consulting Services

- > **Hazardous substances management**  
Our hazardous substance audits help identify hazardous substances in the workplace, focusing on storage, labelling, segregation, emergency procedures and disposal. SDS's must be available, with procedures developed from them and other legislative requirements.
- > **Noise surveys and assessments**  
Noise surveys measure noise levels associated with areas or equipment – they're essential if there are any changes to equipment or workplaces. Our surveys and assessments enable control measures to be implemented, reducing workers' exposure to noise and keeping noise below required levels. We can also identify workers who require baseline audiometric tests.
- > **Hygiene monitoring, surveys and advice**  
Identifying and finding solutions to hygiene issues is one of our specialist services at IFAP. Our technical experts employ specialist equipment to conduct a wide range of hygiene monitoring, surveys and reports, enabling us to provide invaluable advice on a host of problems and challenges, including dust, fumes, vapours and noise issues.
- > **Emergency management**  
In addition to offering a range of Crisis and Emergency Management and Incident Management courses, IFAP can provide a consulting and advisory service in this area to assist your business in assuring you are prepared for any emergency situation. We can assist you in establishing an exercise/drill regime and a training schedule to prepare your people. We can also assist you in establishing effective plans and procedures and resources tailored to your business needs.





## Women in Safety WA (WISWA)

### What is WISWA?

A proud initiative by IFAP, Women in Safety (WISWA) was established in late 2014, and since its inception has grown to include over 250 members across a range of industries.

WISWA is a network that works to engage, motivate and communicate with its members by providing access to industry information, topical discussions, mentoring programs and networking opportunities.

The WISWA Network unites professionals through safety, and helps its members to achieve self-defined success in their career.

### Membership Benefits

Membership is free and voluntary, and all WISWA members are encouraged to join with an open-mind and a willingness to engage in discussions and networking activities.

#### > Mentoring Program

WISWA's Mentoring Program works to foster the growth and development of safety professionals through thoughtfully connecting mentor and mentees. The program is free for all WISWA Members.

#### > Events

WISWA host a range of exciting events from high-tea functions, to workshops and sundowners. All events feature inspiring speakers and opportunities for attendees to network with like-minded professionals.

#### > Support Network

WISWA Membership will give you access to a shared system of support between like-minded professionals.

### Where do I find out more?

More information on Women in Safety WA can be found on the IFAP website, or by emailing the network at [wiswa@ifap.asn.au](mailto:wiswa@ifap.asn.au)

"The WISWA network has been a fantastic way to meet many interesting women and men from different walks of life, at different stages of their careers. The WISWA events are always friendly, down-to-earth and fun to attend."  
- Elise Croft, Director at Croftbridge



# Community Support

IFAP takes its role as a not-for-profit organisation committed to health and safety seriously. Our responsibility to raise awareness of safety issues extends beyond our industry, clients and members to include the broader community.

## Charity fundraising, donations and sponsorships

IFAP has a strong culture founded on its not-for-profit status. In addition to supporting clients and members we reach out to the broader community and Australian charities where we recognise that our support can make a difference. Our not-for-profit status defines our culture at IFAP.

Recently, we have also:

- > Supported the Surf Life Saving Club with HUET training.
- > Donated vouchers and promoted Purple Bra day in support of the Breast Cancer Foundation.
- > Supported the Salvation Army Christmas Appeal by donating food and toys.
- > Provide onsite safety advice to Channel 9's Matt & Kim To The Rescue
- > Provided training to students participating in the Kwinana Industry Council's iMen and iWomen programs





# Work Health & Safety Training

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[www.ifap.asn.au](http://www.ifap.asn.au)



## ACCIDENT INVESTIGATION

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course introduces participants to the reasons why accidents in the workplace need to be reported. It focuses on the role of the employee and supervisor in contributing to the accident reporting and investigation process.

### DESIGNED FOR

This course is designed for those involved in, or requiring basic knowledge of the investigation of accidents/incidents for application in the workplace.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Describe the components of an accident reporting and investigation system
- > Define the terminology relating to 'accidents'
- > Discuss the purpose for an organisation to report accidents
- > Describe the process to be followed for immediate accident response and reporting requirements using a systematic approach

This program provides an essential platform which underpins the skills required by those involved in accident investigations.

This course is also beneficial for in-house training and can readily be customised to reflect an organisation's reporting procedure and associated paperwork.

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## ACCIDENT INVESTIGATION - ADVANCED

<b>DURATION</b>	2 days
<b>LOCATION</b>	To client request
<b>DATES &amp; PRICES</b>	Corporate Course on request
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

A two-day course focusing on more in-depth analysis using the UK's Health and Safety Executive Model is also available. Due to the nature of the analysis required, this methodology is suitable for the more serious investigations.

### DESIGNED FOR

Designed for those experienced and trained in basic investigation who undertake complex investigations in the workplace and require a higher level of understanding of the techniques to identify casual factors of accidents/incidents in the workplace.



## BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

<b>DURATION</b>	10 days
<b>LOCATION</b>	Joondalup
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

IFAP are contracted to North Metropolitan TAFE (RTO 52786 ) for the delivery of this qualification. Students will be enrolled through North Metropolitan TAFE with delivery undertaken by IFAP. This partnership allows students to access a lower cost course with the same quality outcomes delivered by IFAP staff.

The Certificate IV Work Health and Safety is designed to provide participants with knowledge of the basic role of a WHS Practitioner. This qualification reflects the competencies required in a workplace by those persons who are intending to become WHS Practitioners.

### HOW IS THIS QUALIFICATION DELIVERED

Each participant's learning journey starts with the successful enrolment in this course. A pre-reading material pack will be sent after enrolment. This pack will include reading material to build up your knowledge about WHS system, industry expectations from a WHS Practitioner and guidelines related to the assessments.

This qualification is delivered via face to face training.

### MODULE 1 - CORE UNITS

<b>BSBWHS402</b>	Assist with compliance with WHS laws
<b>BSBWHS403</b>	Contribute to implementing and maintaining WHS consultation and participation processes
<b>BSBWHS404</b>	Contribute to WHS hazard identification, risk assessment and risk control
<b>BSBWHS405</b>	Contribute to implementing and maintaining WHS management systems
<b>BSBWHS406</b>	Assist with responding to incidents

### MODULE 2 - ELECTIVE UNITS

<b>PUAWER002B</b>	Ensure workplace emergency prevention procedures, systems and processes are implemented
<b>BSBWHS407</b>	Assist with claims management, rehabilitation and return-to-work programs
<b>BSBRES401</b>	Analyse and present research information
<b>BSBMGT401</b>	Show leadership in the workplace
<b>BSBWRT401</b>	Write complex documents

Participants are required to successfully complete ten units of competency to be able to gain this qualification.

### DESIGNED FOR

Those interested in attaining skills and knowledge to work in a work health and safety (WHS) role and who may be required to work independently or under supervision.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Communicate and explain the work health and safety management system (WHSMS) plan to others in relation to their roles and responsibilities, and facilitate their contribution to implementation of the plan
- > Assist with assessing how the workplace complies with the relevant WHS legislation
- > Contribute to the implementation of the WHS Management Plan as it applies to own work area and job role
- > Obtain information and data to determine the nature and scope of workplace hazards, the range of harm they may cause and how these are caused
- > Apply knowledge of risk assessment to contribute to the selection of risk-assessment techniques, tools and processes for common hazards
- > Contribute to the identification and assessment of barriers to the implementation and effectiveness of WHS consultation and participation processes
- > Contribute to setting up and running WHS consultation and participation processes
- > Identify training requirements necessary for effective WHS consultation and participation processes
- > Assist investigators and provide relevant information during investigations
- > Assist with obtaining information from those involved regarding actions and events leading up to, or occurring during or after an incident
- > Identify and contact responsible persons and relevant authorities when required

### ON COMPLETION

On successful completion of the assessment requirements for the ten units of competency, the qualification for BSB41415 Certificate IV in Work Health and Safety will be issued by North Metropolitan TAFE (RTO No. 52786).



## CONTAM SAMPLER REFRESHER

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The objective of this course is to provide participants with updated information on areas covered in the Surface Ventilation Technician course and any changes to the suite of mining occupational safety and health legislation relevant to the role of the CONTAM Sampler.

### DESIGNED FOR

This course is intended for those that hold the position of a registered CONTAM Sampler and require re-registration.

### PRE-REQUISITES

Candidates must be Registered CONTAM Samplers. Participants will be asked for their registration number and expiry date on enrolment.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > State the roles of the Surface Ventilation Technician
- > Describe the application of CONTAM system to mining operations in Western Australia
- > Interpret results in accordance with exposure standards in order to determine legislative compliance
- > Discuss the need for collection of accurate atmospheric contaminant data and apply appropriate methodology for recording and reporting of results
- > Calibrate sampling instrumentation in accordance with relevant standards or manufacturer's requirements and accurately record results

### ON COMPLETION

On successful completion, participants will be eligible for re-registration as a Registered CONTAM Sampler with Department of Mines and Petroleum, and will be issued with a Certificate of Attendance.

## HAZARDOUS SUBSTANCES IN THE WORKPLACE

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The course will focus on the hazardous substances requirements of the Occupational Safety and Health Act and Regulations, Dangerous Goods Regulations and the Mines Safety and Inspection Act and Regulations.

### DESIGNED FOR

This course is designed for those who need to manage, use, assess and make decisions on the choice, storage and handling of hazardous substances. It is especially relevant for Safety and Health Representatives, OSH staff, line managers, Safety and Health committee members and warehouse/store managers.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Discuss the requirements of the Dangerous Goods Regulations and Hazardous Substances Regulations
- > Determine, through calculation, the requirements for licensing of premises
- > Construct suitable HAZCHEM placards
- > Determine the suitability of storage facilities for hazardous substances
- > Determine the suitability of labels applied to hazardous substances
- > Discuss the options for disposal of hazardous substances
- > Apply purchasing and other administrative controls to the use of hazardous substances
- > Assess the level and requirements for information, instruction and training of employees using hazardous substances

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## INFORMATION SEMINAR FOR INJURED WORKERS

DURATION	2.5 hours
LOCATION	North Lake   Shenton Park
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Managed by IFAP on behalf of WorkCover WA, this free seminar covers the following areas:

- > Workers' Compensation in WA
- > Claims Process
- > Entitlements
- > Claims Obligations/Rights of Parties
- > Dispute Resolution
- > Impairment Assessments
- > Settlements
- > Injury Management /Returning to Work
- > Sources of Assistance

Seminars are held at both Northern and Southern metropolitan venues. Injured workers can book directly through IFAP.

## MANUAL HANDLING

DURATION	4 hours
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Manual task injuries account for a large proportion of injuries that occur in Western Australian workplaces. This course is designed to assist participants in identifying, assessing and controlling hazards associated with manual tasks. It also caters to supervisory staff and all personnel involved with manual task processes.

### DESIGNED FOR

This course is designed for those involved in manual task processes in the workplace.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Apply the Code of Practice Manual Tasks 2010
- > Discuss risk factors associated with manual tasks
- > Assess risk factors
- > Identify methods to control risks associated with manual tasks
- > Address correct manual handling techniques

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## INJURY MANAGEMENT COORDINATOR

<b>DURATION</b>	3 days
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course is specifically designed for people who have responsibility (either directly or indirectly) for injured workers in their organisation. It provides the participant with an introduction to the rights and obligations enshrined in the Workers' Compensation and Injury Management Act 1981 and its regulations for all parties involved in the workers' compensation and Injury Management process.

Injury Management in the workplace is a win-win philosophical concept which, if implemented and adhered to, can provide many benefits to the injured worker and their employer. For the employer, none more so than downward pressure on their workers' compensation premium.

### DESIGNED FOR

This course is designed for those people who have responsibility (either directly or indirectly) for injured workers in their organisation.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Understand the practical application of the legal requirements involved in the injury management process
- > Understand the important issues of workplace culture, managing difficult Workers' Compensation cases and data analysis and reporting
- > Demonstrate the ability to develop a return to work plan in consultation with an Injured Worker

### ON COMPLETION

Participants can elect to be assessed for competency by submitting the assessment component for this course. Successful completion of the assessment requirements will provide participants with a Statement of Attainment for BSBHRM509 Manage rehabilitation or return to work programs.



## INJURY MANAGEMENT COORDINATOR - ADVANCED

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to expand on the Workers' Compensation and Injury Management law covered in the Injury Management Coordinator Course and provide skills to aid early identification and control of injured worker behavioural issues and concerns.

Case studies are provided during the learning process offering students the opportunity to apply legal strategies to solve the problematic day to day issues that adversely affect the injury management process.

### DESIGNED FOR

This course is designed for those responsible for the management of workers' injuries.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Understand injured workers' entitlements and obligations
- > Identify injured worker non-compliance behavioural issues and concerns
- > Implement control measures for injured worker non-compliance behavioural issues and concerns
- > Identify legal pathways and solutions to injured workers' non-compliance

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.



## MOCK COURT

<b>DURATION</b>	1 day
<b>LOCATION</b>	Perth
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course is designed to provide participants with an understanding of OSH management systems theory, through the use of a mock coroner court scenario.

Training strategy includes a role play session where participants are required to observe a mock trial and act as assistants to the Coroner, by observing proceedings and identifying errors at an organisational level. Also included is a theory session outlining Occupational Safety and Health management systems theory and the typical errors that occur in such systems. Participants will be asked to identify systems level errors in the specific case example outlined in the role play.

### DESIGNED FOR

This course is designed for Team Leaders, Line and Senior Managers, as well as OSH professionals.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Understand OSH management systems theory
- > Identify systems level errors in a specific case scenario
- > Understand the procedures and processes involved in a Coroner's court

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## RESTRICTED ASBESTOS LICENCE

<b>DURATION</b>	4 hours
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Asbestos is a hazardous material and its removal needs to be carried out by trained and experienced operators who are licenced. Those completing this course will be able to properly supervise, manage and carry out asbestos work involving non-friable (bonded) asbestos-containing material. Occupational Safety and Health regulations require operators to have a Restricted Asbestos Licence if removing more than 10 square metres of bonded asbestos in a workplace.

### DESIGNED FOR

This course is designed for all personnel who are required to carry out asbestos work involving non-friable (bonded) asbestos containing material.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to understand the following:

- > Legislative framework
- > Terms to describe asbestos, types of asbestos and uses
- > Fibre size
- > The health risks
- > Legal requirements for the risk assessment, removal and disposal
- > Additional information on personal protective equipment (PPE) for non-friable (bonded) asbestos removal
- > Preparing a safe work method statement (SWMS)
- > Procedures for removal of non-friable (bonded) asbestos
- > Disposal of non-friable (bonded) asbestos material

**NOTE:** On the completion of the course, if an applicant requires a Restricted Asbestos Licence, a written application form, application fee and the evidence of ability to remove asbestos in a safe and proper manner is required to be submitted to WorkSafe WA.

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## RISK MANAGEMENT ESSENTIALS **NEW**

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The base of a successful Occupational Safety and Health program is that hazards in the workplace can be identified and controlled in accordance with the risks they pose. This process is an essential part of the safety systems required in WA Occupational Safety and Health regulations. This program focuses on the role of all employees and emphasises the need for their involvement in the process of managing workplace hazards. It has particular relevance to those who have had little or no previous Occupational Safety and Health training.

### DESIGNED FOR

This course is designed for those requiring the ability to be able to identify hazards and associated risk within their workplace. Ideal for those who have little or no previous Occupational Safety and Health knowledge.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Discuss the various types of hazards that exist in the workplace
- > Apply the techniques of hazard identification to a workplace inspection
- > Assess the level of risk posed by identified hazards using a risk assessment matrix
- > Identify critical tasks that require specific risk control strategies
- > Suggest effective hazard control techniques by application of the hierarchy of control; and
- > Conduct a Task Impact Analysis and develop Safe Work Procedures

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## SAFETY AND HEALTH REPRESENTATIVE

<b>DURATION</b>	5 days
<b>LOCATION</b>	North Lake, Joondalup, Mandurah, Bunbury, Kalgoorlie, Karratha & Geraldton <b>NEW</b>
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

### WorkSafe WA Approved Course

This is the standard course for WA Safety and Health Representatives (SHR's) and is the introductory course for elected SHR's, including those from the mining industry and general workplaces. This course aims to enable elected Representatives to effectively represent their fellow employees in matters relating to OSH in the workplace. It has been accredited since 1994 by the Commission for Occupational Safety and Health to provide the training required by Section 14(1)(h) of the WA OSH Act 1984.

### DESIGNED FOR

This course is designed for elected Safety and Health Representatives. Supervisors, managers and committee members who are not elected Safety and Health Representatives are not precluded from attending.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Apply knowledge of legislation in the role of a Safety and Health Representative
- > Identify and locate information from a variety of sources
- > Identify and evaluate hazards in the workplace and recommend control methods
- > Conduct an effective inspection of their workplace
- > Conduct an effective investigation into workplace illness/ injuries and accidents
- > Communicate on Safety and Health matters and represent employees
- > Describe the functions, make up and roles of a Safety and Health Committee
- > Resolve conflict and issue Provisional Improvement Notices (PINs) when appropriate

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

**NOTE:** Participants also have the opportunity to apply for the optional Recognition of Prior Learning for five units in the BSB31715 Certificate III in Work Health and Safety. An RPL Application Fee will apply.

## SAFETY AND HEALTH REPRESENTATIVE REFRESHER

DURATION	2 days
LOCATION	North Lake, Joondalup <b>NEW</b>
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course has been designed to update the skills and knowledge for those elected Safety and Health Representatives who have attended the introductory training program. The course also provides additional skills and knowledge to elected Safety and Health Representatives so they can continue to adequately represent employees and effectively participate in an organisation's safety management program.

### DESIGNED FOR

This course is designed for those re-elected as Safety and Health Representatives.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Reinforce the objectives and strategies outlined in the State's Occupational Safety and Health Legislation
- > Access hazard information and apply realistic controls to the workplace
- > Gain the ability to research and formulate an informative short talk for co-workers on specific hazards
- > Identify barriers to effective performance of the role and function of the Safety and Health Representative and formulate processes for overcoming the barriers

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## SAFETY COMMITTEES

DURATION	1 day
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The Safety Committee is in an unrivalled position to provide the focus for safety activities in any organisation. Safety Committee Member training complements Safety and Health Representative training and the Supervising Safety course which provide the workplace with an effective team to enhance Occupational Safety and Health.

### DESIGNED FOR

This course is designed for those elected as Safety and Health Committees members.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Prepare, participate in, and run effective OSH Committee meetings
- > Undertake the role of the OSH Committee as laid out by legislation
- > Participate effectively in the formulation, implementation and evaluation of OSH programs relevant to the organisation
- > Discuss the formulation, implementation and evaluation of OSH programs relevant to the organisation
- > Utilise a model for problem solving/decision making
- > Utilise the process of accident investigation to make recommendations in regard to the incident
- > List, use and keep up-to-date with important sources of information on OSH

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## SAFETY LEADERSHIP FOR SUPERVISORS

<b>DURATION</b>	2 days
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Continually improving safety in the workplace is an integral part of the role of front-line supervisors, team leaders & line managers. Leadership skills are essential in order to encourage and support teams to perform at their best and to recognise and rectify safety and health risks in their workplace before accidents or incidents occur. This course equips persons who have accountability for safety and health with the skills to lead and motivate teams, communicate information within and across organisations and to implement best practice safety & health improvement initiatives.

### How does IFAP's Safety Leadership for Supervisors course stand out from others?

Participants will also be given the opportunity to complete the online Safety Leadership Effectiveness Profile. This internationally recognised profile involves a self-evaluation of their current safety leadership skills and knowledge, which will be used to design personal learning and development programs for each individual participant. These plans will address areas for improvement and build on their strengths to enhance their personal leadership skills.

### DESIGNED FOR

This course is designed for anyone in a supervisory or team leader role or who intend to move into such roles.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Understand and apply knowledge of OHS/WHS legislation
- > Communicate with team members, clients and stakeholders
- > Apply leadership principles to the team
- > Assess and identify unacceptable risk
- > Conduct hazard and risk identification
- > Apply risk management processes
- > Deliver a presentation to achieve meeting outcomes

### ON COMPLETION

Upon successful completion of Safety Leadership for Supervisors a Statement of Attainment will be issued with the following units of competency:

- > RIICOM301D Communicate information
- > RIIRIS301D Apply risk management processes
- > BSBMGT401 Show leadership in the workplace

### OTHER

Participants will be presented with the opportunity to access IFAP's operating workplace environment in order to complete all assessments. Participants are required to wear enclosed shoes on both the days of training.





## SUPERVISING SAFETY

DURATION	2 days
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to provide participants with knowledge about the role of a supervisor in relation to hazard and risk management, injury recording and analysis within an organisation, along with Occupational Health and Safety legislative framework.

### DESIGNED FOR

This course is designed for those people in line management positions including supervisors, leading hands and frontline managers. This course can also be delivered specifically for the mining industry.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Accurately explain to the work team relevant provisions of WHS Acts, regulations and codes of practice
- > Apply consultation procedures to facilitate participation of the work team in managing work area hazards
- > Identify WHS training needs according to organisational requirements and WHS legislative and regulatory requirements
- > Identify and report on hazards in work area according to WHS policies and procedures and WHS legislative and regulatory requirements
- > Use aggregate information and data from work area records to identify hazards and monitor risk control procedures in work area

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## SURFACE VENTILATION OFFICER

DURATION	2 days
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

A requirement of the WA Mines Safety and Inspection Act 1994 is the appointment of persons with the competence to ensure that workplaces are adequately ventilated to minimise risks arising from exposure to hazardous substances and airborne contaminants. This course builds upon the competencies acquired in the three-day IFAP Surface Ventilation Technician Course.

**NOTE:** Course graduates qualify for Associate Membership of the Australian Institute of Occupational Hygiene.

### DESIGNED FOR

This course is designed for those requiring the skills and knowledge essential to be appointed as a Surface Ventilation Officer under the WA Mines Safety and Inspection Act.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Discuss the application of the hierarchy of control in order to minimise any potential hazardous effects arising from employee exposure to atmospheric contaminants
- > Discuss the need for alterations to exposure standards where variations to an eight hour shift may occur and apply appropriate formula to determine exposure level
- > Explain the possible interrelationships between two or more atmospheric contaminants, their possible effect on exposed employees and potential difficulties of measurement
- > Discuss the use of the National Occupational Health and Safety Commission's guidance note for determining the level of risk posed by hazardous substances
- > Apply a systematic approach to managing hazards for a range of hazardous substances exposure scenarios in mining operations, including:
  - Confined spaces
  - Welding and allied processes

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## SURFACE VENTILATION TECHNICIAN

DURATION	3 days
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The role of the Surface Ventilation Technician is to assist the statutory appointed Surface Ventilation Officer in the collection of contaminant samples, equipment calibration and maintenance and recording and reporting of analysis results.

### DESIGNED FOR

Designed for those wishing to obtain the skills and knowledge required to assist the appointed Surface Ventilation Officer.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > State the roles of the Surface Ventilation Technician
- > Describe the CONTAM system including legislative requirements and how quotas are established
- > Reference specific mining regulations and Australian Standards that apply to the Surface Ventilation Technician
- > Define the specific requirements of an employer in relation to health surveillance on mining operations
- > Explain the legislative framework applying to hazardous substances in the mining industry and implications for the ventilation officer
- > Describe pathways of exposure to hazardous substances and the potential health effects
- > Interpret results in accordance with exposure standards in order to determine legislative compliance
- > Discuss the need for collection of accurate atmospheric contaminant data and apply appropriate methodology for recording and reporting of results
- > Apply appropriate sampling techniques
- > Explain the characteristics of different types of atmospheric contaminants, legislative requirements and monitoring methods
- > Calibrate sampling instrumentation in accordance with relevant standards or manufacturer's requirements and accurately record results

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## WORKERS' COMPENSATION AND INJURY MANAGEMENT FOR WRP

DURATION	1 day
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to introduce the law of Workers' Compensation and Injury Management to Workplace Rehabilitation Providers. Participants will be introduced to critical legal and injury management principles. This knowledge will then be applied to challenging case studies that require application of the principles.

### DESIGNED FOR

This course is designed for those approved Workplace Rehabilitation Providers (WRP).

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Understand the role of WorkCover WA
- > Understand and apply principles from relevant sections of the Workers' Compensation and Injury Management Act 1981
- > Understand the legislation pertinent to the role of an WRP
- > Understand the main steps in the dispute resolution process

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## E-learning

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## IMIST - INTERNATIONAL MINIMUM INDUSTRY SAFETY TRAINING

<b>DURATION</b>	1 day
<b>LOCATION</b>	Fremantle
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

IMIST (International Minimum Industry Safety Training) is an OPITO standard which supports the global oil and gas industry to meet safety initiative targets.

The IMIST e-learning programme has been developed to provide a new global standard for workplace health and safety training which will provide a comprehensive and consistent level of training across the world and enhance workforce safety and compliance.

### DESIGNED FOR

This introductory safety training programme is designed to introduce the fundamental safety elements of the oil and gas industry to new starts, giving an appreciation of the potential hazards and controls that might be encountered by participants. Each unit has been designed to focus on your personal responsibility for safety thus influencing your behaviour and attitude towards co-workers, the installation and the environment.

### EXPECTED OUTCOMES

During this course participants will gain an awareness of the variety of tasks and the safety risks to be found in the oil and gas industry. They will be required to demonstrate a sufficient level of knowledge.

On completion of this course, participants should be able to demonstrate understanding of the following key areas:

- > Introduction to the hazardous environment
- > Working safely
- > Understanding the risk assessment process
- > Tasks that require a permit to work
- > Personal responsibility in maintaining asset integrity
- > Using the manual handling techniques every day
- > Controlling the use of hazardous substances
- > Knowledge and processes of working at height
- > Being aware of mechanical lifting activities

### ON COMPLETION

On successful completion of this course, participants will be issued with an IMIST Certificate of Completion. The IMIST qualification is valid for four years.



## IOSH MANAGING SAFELY

<b>LOCATION</b>	Online
<b>PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Managing Safely is designed to give team leaders, managers and supervisors in various sectors and organisations a sound understanding of their responsibilities for health and safety issues in the workplace. The IOSH Working Safely and IOSH Managing Safely courses are recognised across all industry sectors around the world.

### EXPECTED OUTCOMES

This course will cover the below content:

- > An introduction to managing safely
- > Investigating accidents and incidents
- > Human factors
- > Common hazards
- > Protecting the environment
- > Assessing risk
- > Controlling risk
- > Understanding manager's responsibilities
- > Measuring performance



## IOSH WORKING SAFELY

<b>LOCATION</b>	Online
<b>PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Working Safely is designed to give team leaders, managers and supervisors in various sectors and organisations a sound understanding of their responsibilities for health and safety issues in the workplace. The IOSH Working Safely and IOSH Managing Safely courses are recognised across all industry sectors around the world.

### EXPECTED OUTCOMES

This course will cover the below content:

- > An introduction to managing safely
- > Investigating accidents and incidents
- > Human factors
- > Common hazards
- > Protecting the environment
- > Assessing risk
- > Controlling risk
- > Understanding manager's responsibilities
- > Measuring performance



# NEBOSH - INTERNATIONAL GENERAL CERTIFICATE (IGC) IN OCCUPATIONAL HEALTH & SAFETY

LOCATION	Online
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The NEBOSH International General Certificate in Occupational Health and Safety (IGC) covers the principles relating to Health and Safety, identification and control of workplace hazards and the practical application of this knowledge. The IGC syllabus takes a risk management approach, based on best practice and international standards, such as the International Labour Organisation (ILO) codes of practice. Local laws and cultural factors may form part of the study programme where relevant and appropriate. IFAP in partnership with Astutis (807) offers the NEBOSH IGC in OHS e-learning option.

## DESIGNED FOR

This course is designed for Managers, Supervisors and employees throughout the world. The NEBOSH International General Certificate in Occupational Health and Safety provides the skills and know-how to fulfil their Health and Safety responsibilities in any country and in any kind of organisation.

## EXPECTED OUTCOMES

The International General Certificate in Occupational Health and Safety is divided into three units, each of which is assessed separately:

### Management of international health and safety (IGC1)

- > Understanding of the foundations of OHS
- > Application of Health and Safety Management Systems
- > Knowledge of emergency response procedures
- > Understanding the impact of safety culture on OHS
- > Understanding of permit to work systems
- > Management and control of workplace hazards
- > Explain the importance of monitoring and review of OHS systems

### Control of international workplace hazards (GC2)

- > Management and control of hazards in varying industry sectors
- > Identify risk associated with vehicle movement in the workplace
- > Identification and control of musculoskeletal hazards
- > Apply appropriate knowledge to the risk of using workplace equipment and tools
- > Understand the hazards associated with electricity
- > Demonstrate an understanding of hazards and control measures associated with fire
- > Knowledge of controlling chemical and biological hazards

### International health and safety practical application (GC3)

- > Application of knowledge gained through IGC 1 and GC 2 through workplace inspection and completion of written report

## On Completion

Participants are assessed with written examinations for each of the units taught, IGC1 and GC2, and a practical assessment for GC3. A unit certificate is issued denoting successful achievement of each unit. A certificate parchment is issued on completion of the two units and the practical examination.





## NEBOSH - INTERNATIONAL DIPLOMA

LOCATION	Online
PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The diploma is designed for professional health and safety advisors and environmental practitioners aiming to complete a post-graduate level qualification. The following four units are assessed separately:

- > Unit IA: International management of health and safety
- > Unit IB: International control of hazardous agents in the workplace
- > Unit IC: International workplace and work equipment safety
- > Unit ID: International application of health and safety theory and practice



## NEBOSH - INTERNATIONAL TECHNICAL CERTIFICATE IN OIL AND GAS SAFETY

LOCATION	Online
PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The NEBOSH International Technical Certificate in Oil and Gas Operational Safety is designed specifically for those with safety responsibilities in the oil, gas and petrochemicals industries and associated sectors. It focuses on process safety management enabling you to carry out your safety responsibilities effectively, anywhere in the world.

The ITC course comprises five elements and is assessed with one two-hour written examination. The syllabus covers:

- > Element 1: Health, safety and environmental management in context
- > Element 2: Hydrocarbon process safety 1
- > Element 3: Hydrocarbon process safety 2
- > Element 4: Fire protection and emergency response
- > Element 5: Logistics and Transport Operations



## Skills Training

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## DOGGING

<b>DURATION</b>	5 days
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The aim of this course is to provide participants with the knowledge and practical skills required to demonstrate competency in the application of slinging techniques, selection and inspection of lifting gear and/or the directing of the crane/ operator in the movement of the load.

**NOTE:** IFAP can process your WorkSafe application including photo identification for an extra fee of \$132 (inc GST). You could qualify for a saving of up to 70% on your training with the Building and Construction Industry Training Fund. To find out if you are eligible visit **www.bcitf.org**.

### DESIGNED FOR

The course is designed for those who intend to work with cranes and also who may be required to dog loads with load shifting equipment.

### ENTRY REQUIREMENTS

Participants must be at least 18 years of age and can use the English language at a level that enables the safe performance of high risk as specified in the competency standards.

### EXPECTED OUTCOMES

This unit is based on the National Standard for Licensing Persons Performing High Risk Work and requires the operator to be able to:

- > Plan the job
- > Select and inspect equipment
- > Prepare site and equipment
- > Perform task
- > Shut down job and clean up

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with a Statement of Attainment for CPCLDG3001A Licence to perform dogging.



## ELEVATING WORK PLATFORM

<b>DURATION</b>	2 days
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The aim of this course is to provide participants with the knowledge and practical skills required to be able plan the work, conduct routine checks, set up elevating work platform, operate elevating work platform and shut down and secure elevating work platform (boom length 11 metres or more).

**NOTE:** IFAP can process your WorkSafe application including photo identification for an extra fee of \$132 (inc GST). You could qualify for a saving of up to 70% on your training with the Building and Construction Industry Training Fund. To find out if you are eligible visit **www.bcitf.org**.

### DESIGNED FOR

The course is designed for those who intend to work with and safely operate a elevating work platform greater than 11 metres or more.

### ENTRY REQUIREMENTS

Participants must be at least 18 years of age and can use the English language at a level that enables the safe performance of high risk as specified in the competency standards.

### EXPECTED OUTCOMES

This unit is based on the National Standard for Licensing Persons Performing High Risk Work and requires the operator to be able to:

- > Plan work
- > Conduct routine checks
- > Set up elevating work platform
- > Operate elevating work platform
- > Shut down and secure elevating work platform

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with a Statement of Attainment for TLILIC2005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more).



## EXCAVATOR

<b>DURATION</b>	2 days
<b>LOCATION</b>	To client request
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The aim of this course is to provide participants with the knowledge and skills to achieve the Excavator competencies specified in the national guidelines for Occupational Health and Safety Competency Standards for the Operation of Loadshifting Equipment and Other Types of Specified Equipment [NOHSC:7019(1992)].

### DESIGNED FOR

This course is designed for those participants who are required to operate an excavator as part of their job role.

### PRE-REQUISITES

Course participants must be 18 years of age, be able to read and use the English language at a level that is appropriate to the safe use and operation of the particular equipment as specified in the competency standards. No prior excavating experience is needed.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Conduct routine safety checks on excavator controls and equipment
- > Plan the work
- > Have sound knowledge of engineering principles and stability
- > Use attachments and accessories
- > Shift the load
- > Handle a truck
- > Excavate
- > Shutdown equipment in a safe manner
- > Secure the worksite

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.

## FORKLIFT TRUCK OPERATOR

<b>DURATION</b>	2 days
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The aim of this course is to provide participants with the knowledge and practical skills required to be able plan the work, conduct routine checks on the forklift, shift loads in a safe manner, and shut down and secure the equipment after completion of operations.

**NOTE:** IFAP can process your WorkSafe application including photo identification for an extra fee of \$132 (inc GST). You could qualify for a saving of up to 70% on your training with the Building and Construction Industry Training Fund. To find out if you are eligible visit **www.bcitf.org**.

### DESIGNED FOR

The course is designed for those who have minimal or no practical experience to safely operate a forklift truck.

Experienced operators can attend a one day theory and practical assessment.

### ENTRY REQUIREMENTS

Participants must be at least 18 years of age and can use the English language at a level that enables the safe performance of high risk as specified in the competency standards.

### EXPECTED OUTCOMES

This unit is based on the National Standard for Licensing Persons Performing High Risk Work and requires the operator to be able to:

- > Plan the work
- > Conduct routine checks of the forklift
- > Shift loads in a safe manner
- > Shutdown and secure the equipment after the completion of operations

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with a Statement of Attainment for TLILIC2001 Licence to operate a forklift truck.



## FORKLIFT TRUCK OPERATOR - EXPERIENCED

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The aim of this course is to provide participants with a refresher of the knowledge and practical skills required to be able plan the work, conduct routine checks on the forklift, shift loads in a safe manner, and shut down and secure the equipment after completion of operations.

**NOTE:** IFAP can process your WorkSafe application including photo identification for an extra fee of \$132 (inc GST). You could qualify for a saving of up to 70% on your training with the Building and Construction Industry Training Fund. To find out if you are eligible visit **www.bcitf.org**.

### DESIGNED FOR

The course is designed for those wishing to update or undertake a refresher to safely operate a forklift truck.

### ENTRY REQUIREMENTS

Participants must be at least 18 years of age and can use the English language at a level that enables the safe performance of high risk as specified in the competency standards.

### EXPECTED OUTCOMES

This unit is based on the National Standard for Licensing Persons Performing High Risk Work and requires the operator to be able to:

- > Plan the work
- > Conduct routine checks of the forklift
- > Shift loads in a safe manner
- > Shutdown and secure the equipment after the completion of operations

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with a Statement of Attainment for TLILIC2001 Licence to operate a forklift truck.



## FRONT END LOADER OPERATOR

<b>DURATION</b>	2 days
<b>LOCATION</b>	To client request
<b>DATES &amp; PRICES</b>	Corporate Course on request
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The aim of this course is to provide participants with the knowledge and skills to achieve the Front End Loader competencies specified in the national guidelines for the Operation of Loadshifting Equipment and Other Types of Specified Equipment [NOHSC:7019(1992)].

### DESIGNED FOR

This course is designed for those participants that operate a Front End Loader as part of their job role.

### ENTRY REQUIREMENTS

Course participants must be 18 years of age, be able to read and use the English language at a level that is appropriate to the safe use and operation of the particular equipment as specified in the competency standards.

Participants do not need any previous experience in operating a front end loader, however participants must be physically able to operate and maintain front end loading operations.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Conduct routine safety checks on front end loader controls and equipment
- > Plan the work
- > Have sound knowledge of engineering principles and stability
- > Use attachments and accessories
- > Shift the load
- > Handle a truck
- > Excavate
- > Shutdown equipment in a safe manner
- > Secure the worksite

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.



## HIGH PRESSURE WATER JETTING ASSISTANT

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to provide participants with the basic skills and knowledge to operate high pressure water jetting equipment in a safe manner under supervision.

### DESIGNED FOR

Designed for members of a water jetting team that will be operating high pressure water jetting equipment under supervision.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Outline and describe the requirements to prepare for work and onsite preparation
- > Outline and describe the setup and operation of the water jetting operation in accordance with procedures
- > Assess hazards in the workplace and apply appropriate controls in accordance with workplace procedures
- > Select, use and maintain personal protective equipment
- > Initiate suggestions to enhance job/task specific safety outcomes
- > Apply knowledge of WHS legislation and organisational WHS policies and procedures
- > Know when an emergency happens and follow emergency procedures
- > Outline and describe the requirements to apply for a permit and identify the scope of the permit

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with a Statement of Attainment for the skill set, MSMS00003 Use high pressure water jetting equipment, which includes the following units of competency: MSMWJ201 Use high pressure water jetting equipment, MSMWHS110 Follow emergency response procedures, MSMWHS200 Work safely, MSMPER200 Work in accordance with an issued permit.



## HIGH PRESSURE WATER JETTING ASSISTANT - REFRESHER

<b>DURATION</b>	5 Hours
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to refresh the skills and knowledge attained with the skill set MSASS00002 High Pressure Water Jet Assistant. The Australian Standard AS/NZS4233.7- 1999 High pressure water (hydro) jetting systems Part 1 Guidelines for the safe operation and maintenance, Section 7.3 calls for operators and assistants to have their qualifications refreshed bi-annually.

### DESIGNED FOR

Designed for members of the High Pressure Water Jetting team who hold the skill set MSASS00002 High Pressure water jetting assistant and need to refresh the skill set in line with the requirements of AS4233.1-1999 Section 7.3 and will be working under supervision.

### ENTRY REQUIREMENTS

Participants must hold the skill set MSASS00002 High Pressure water jetting assistant

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Outline and describe the requirements to prepare for work and onsite preparation
- > Outline and describe the setup and operation of the water jetting operation in accordance with procedures
- > Assess hazards in the workplace and apply appropriate controls in accordance with workplace procedures
- > Select, use and maintain personal protective equipment
- > Apply knowledge of WHS legislation and organisational WHS policies and procedures
- > Know when an emergency happens and follow emergency procedures

### ON COMPLETION

Certificate of Attendance – High Pressure Water Jetting Assistant refresher

## HIGH PRESSURE WATER JETTING OPERATOR

<b>DURATION</b>	2 days
<b>LOCATION</b>	To client request
<b>DATES &amp; PRICES</b>	Corporate Course on request
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to provide participants with the skills and knowledge to operate independently high pressure water jetting equipment in a safe manner.

### DESIGNED FOR

Those required to be able to independently operate high pressure water jetting equipment in a safe manner including on worksites unfamiliar to the operator.

### ENTRY REQUIREMENTS

Completion of skill set MSMSS00003 Use High Pressure Water Jetting Equipment and logbook of practical hours. Experienced operators with Hydroblasting Supervisors or Industrial Services and over six months High Pressure Water Jetting experience.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Outline and describe the requirements to prepare for work and onsite preparation
- > Outline and describe the setup and operation of the water jetting operation in accordance with procedures
- > Select correct technical drawing and interpret
- > Assess hazards in the workplace and apply appropriate controls in accordance with workplace procedures
- > Select, use and maintain personal protective equipment
- > Initiate suggestions to enhance job/task specific safety outcomes
- > Apply knowledge of OHS legislation and organisational OHS policies and procedures
- > Know when an emergency happens and follow emergency procedures
- > Outline and describe the requirements to apply for a permit and identify the scope of the permit. Prepare and work within an issued permit

### ON COMPLETION

Successful completion of the assessment requirements, will provide participants with a Statement of Attainment for MSMSS00004 Operate a high pressure water jetting system: MSMWJ301 Operate a high pressure water jetting system, MEM09002B Interpret technical drawing, MSMWHS110 Follow emergency response procedures, MSMWHS200 Work safely and MSMPER200 Work in accordance with an issued permit



## OVERHEAD CRANE

<b>DURATION</b>	1/2 day
<b>LOCATION</b>	To client request
<b>DATES &amp; PRICES</b>	Corporate Course on request
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to provide participants with the knowledge and skills to safely operate a gantry or overhead crane.

### DESIGNED FOR

This course is designed for participants whose job role requires them to operate or supervise the operation of an overhead crane.

### EXPECTED OUTCOMES

This unit covers the requirements of being able to plan, prepare and operate an overhead or gantry crane and carry out operator maintenance.

On completion of this course, participants should be able to:

- > Assess, interpret and apply compliance documentation
- > Assess, interpret and confirm work requirements
- > Assess and apply safety information and procedures
- > Prepare site in accordance with AS2550, legislation and manufacture/site requirements
- > Prepare load for lift in accordance with crane a limitations and rigging requirements
- > Confirm work area hazards are removed or controlled
- > Interpret signals in accordance with AS2550
- > Operate controls to lift, transfer and lower loads
- > Inspect crane for faults in accordance with manufacturer's instructions and site requirements
- > Process records in accordance with site requirements

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with a Statement of Attainment for RIIHAN305D Operate a gantry or overhead crane.



## WORK SAFELY AT HEIGHTS

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The course aims to provide participants with the skills and knowledge to work safely at heights. It includes identifying the work requirements, work procedures and instructions for the task; accessing and installing equipment; performing work at heights and cleaning up the work area.

**NOTE:** IFAP can process your WorkSafe application including photo identification for an extra fee of \$132 (inc GST). You could qualify for a saving of up to 70% on your training with the Building and Construction Industry Training Fund. To find out if you are eligible visit **www.bcitf.org**.

### DESIGNED FOR

Designed for those needing to understand all the requirements to safely perform work at heights, especially those who may be required to stand-by on scaffolding, elevated work platforms or large equipment.

### PRE-REQUISITES

There are no pre-requisite units for this course, however it is recommended that participants have no fear of heights.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Identify work and OHS requirements associated with working safely at heights
- > Identify, manage and report potential risks and hazards associated with working at heights
- > Select and check safety equipment
- > Inspect and/or install fall protection and perimeter protection equipment
- > Ensure correct fitting, adjustment and anchor placement for fall protection equipment
- > Establish safe access to work area, correct manual handling procedures and placement of tools and materials at heights
- > Safely dismantle, inspect and store work at height safety system; and
- > Use basic rescue equipment

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with a Statement of Attainment for RIIWHS204D Work safely at heights.





# Offshore & Maritime Safety Training

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## Offshore & Maritime Safety Training

IFAP's Offshore & Maritime Training Centre, was built in 1994 to provide world-class training and practical experience for a variety of life-threatening emergencies. In particular, it provides training in Offshore Survival.

With direct access to a protected harbour and open ocean areas, located in Fremantle WA, the Offshore and Maritime Training Centre's state-of-the-art facility has an international METS helicopter simulator, heated indoor pool, life rafts and life boats, a fire training ground and six training rooms. Specific training can be conducted offshore as well as onshore, and in-house Company Safety Inductions can be provided and tailored to individual business needs.

In October 2010, The Honourable Mr Colin Barnett MLA, WA Premier officially opened Australia's first and only Free Fall Lifeboat training facility (pictured below). This facility is now operating and offers a comprehensive range of courses to the offshore and maritime industries. The facility also features a ships lifeboat davit system which facilitates the options of boarding and launching the life boat from the inboard stowed position or at deck level using bousing equipment.

### OPITO

OPITO is a not-for-profit, industry-owned organisation, which works with employers and employee groups to set and monitor training standards for the global offshore oil and gas industry.

OPITO works in partnership with approved training providers to ensure that the delivery of key safety and emergency training meets the required industry standards.

OPITO maintains a database of personnel training details which can be accessed worldwide by employers.

OPITO training and certification is recognised in the majority of regions where the oil and gas industry operates, helping avoid duplicate training.



## BOSIET - BASIC OFFSHORE SAFETY INDUCTION AND EMERGENCY TRAINING

### INCLUDING HUET

<b>DURATION</b>	2 days
<b>LOCATION</b>	Fremantle
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The aim of this course is to provide participants with an understanding and awareness of the hazards encountered when working on offshore installations and the safety regime and safety management systems in place to control and mitigate those hazards. This course also provides participants with the knowledge, skills and confidence to respond appropriately in the event of an emergency whilst offshore, and to enhance their survivability in the event of an emergency through proper use of emergency equipment and procedures.

### DESIGNED FOR

This course is designed for those who require an OPITO approved BOSIET course in order to work in the Offshore and Maritime Industry.

### PRE-REQUISITES

A valid medical that meets IFAP's guidelines must be presented prior to undertaking the practical components of the course, to prove participants are medically and physically capable to do the training required. (Please contact IFAP to enquire about accepted medicals).

**NOTE:** IFAP can assist non-swimming participants with basic water skills training prior to the course, however this must be arranged in advance.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Receive a safety induction covering:
  - Industry and installation overview
  - Offshore hazards
  - Managing offshore safety
  - Controlling offshore hazards
  - Regulating offshore safety
  - Living and working offshore
- > Understand what actions to carry out in preparation for a helicopter ditching
- > Take appropriate actions following:
  - A controlled emergency descent to a dry landing
  - A controlled ditching on water
  - A partial submersion of an aircraft
  - An aircraft capsize in water

- > Correctly use an Emergency Breathing System (Rebreather) and transit suit for helicopter travel
- > Prepare for the abandonment of the offshore facility and manage the survival process
- > Carry out correct actions when mustering and boarding as a passenger of a TEMPSC (Totally Enclosed Motor Powered Survival Craft) during launch operations
- > Correctly fit a helicopter strop and adopt correct body posture during winching
- > Correctly use hand-held portable fire extinguishers
- > Correctly use small bore fire hoses and fire blankets
- > Use appropriate self rescue techniques using a smoke hood

### REFRESHER TRAINING

OPITO will allow an individual to refresh a BOSIET course within a four-year period. However, this duration is a maximum time frame and the actual refresher period is still dictated by each country's legislation or company requirements. The BOSIET Refresher course is the OPITO approved FOET (Further Offshore Emergency Training).

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with an IFAP photo ID card, Registration onto the OPITO database, an OPITO certificate and a Statement of Attainment in the following units of competence:

- > PMAOHS215B Apply offshore facility abandonment and sea survival procedures and practices
- > PMAOHS214B Undertake helicopter safety and escape
- > MSAPMOHS212A Undertake first response to fire incidents

### OTHER

- > Photo identification must be provided - Passport, Australian Driver's Licence or Proof of Age Card only will be accepted.
- > Participants must bring a swimming costume.
- > Overalls, shoes and boots for wet and dry practical exercises are provided together with towels for showers. Lockers are also available.
- > For the in-class session, clean casual clothing is required and covered footwear is essential (no high heels). It is requested that where possible jewellery is not to be worn and valuables not brought to the centre.
- > IFAP holds no responsibility for lost or stolen valuables. We also recommend that participants do not wear contact lenses (or glasses) in the pool, therefore suitable containers should be brought to store lenses.

**NOTE:** IFAP's BOSIET course exceeds the standard OPITO course in some content in order to meet Australian regulations and company requirements.



## CA-EBS - COMPRESSED AIR EMERGENCY BREATHING SYSTEM **NEW**

### INITIAL DEPLOYMENT TRAINING

<b>DURATION</b>	1.5 hours
<b>LOCATION</b>	Fremantle
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The objective of this training is to ensure that the participants gain the required knowledge and understanding of the particular hazards and properties of a Compressed Air Emergency Breathing System (CA-EBS) and appropriate practical emergency response actions to take should the requirement for emergency deployment arise.

#### DESIGNED FOR

This course is designed for Oil and Gas industry workers required to travel offshore by helicopters which have CA-EBS units onboard.

#### PRE-REQUISITES

Participants must possess a valid BOSIET/FOET/HUET or TBOSIET/T-FOET/T-HUET Certificate prior to attending the OPITO Compressed Air Emergency Breathing System (CA-EBS) Initial Deployment Training course.

#### EXPECTED OUTCOMES

This training course provides participants with knowledge and understanding of particular hazards and properties of a Compressed Air Emergency Breathing System (CA-EBS) and appropriate emergency response actions to take should the emergency arise.

#### ON COMPLETION

On successful completion of this course, participants will receive an OPITO Certificate.



## CERTIFICATE OF SAFETY TRAINING (CoST)

<b>DURATION</b>	7 days + 2 days for First Aid
<b>LOCATION</b>	Fremantle & North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course is designed to meet the mandatory minimum requirements for seafarers for familiarisation, basic training and instruction in accordance with the STCW Convention, as amended.

The Certificate of Safety Training (CoST) is made up of five short courses as follows:

- > Personal survival techniques (PST)
- > Personal safety and social responsibilities (PSSR)
- > Fire prevention and fire fighting (FPFF)
- > Security awareness training (SAT)
- > Elementary first aid (EFA)\*\*

**NOTE:** Participants who don't hold a Workplace Level 2 or a Senior First Aid Certificate issued within the last two years by a Nationally Recognised Training (NRT) provider, will need to complete a First Aid course at any NRT provider of their choice. Participants who have completed their First Aid, will need to bring the original First Aid Certificate or a Certified copy to be sighted by the Course Facilitator.

### DESIGNED FOR

This course is designed for those who intend to work in the Maritime Industry where a Certificate of Safety Training (CoST) is required.

### PRE-REQUISITES

Must be over 16 years of age and be in good health.

### EXPECTED OUTCOMES

On completion of this course, participants should be provided with the skills and knowledge to:

- > Carry out the required duties during an onboard emergency situation
- > Use life saving equipment and implement survival techniques both in the water and in survival craft
- > Use life saving equipment to assist in rescuing a person from the water
- > Identify potential hazardous situations arising in the work environment, and take appropriate action to minimize risk of injury and pollution
- > Develop communication skills and contribute to effective workplace relationships
- > Contribute to the enhancement of maritime security through heightened awareness

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with the opportunity to apply to AMSA for the issue of a Certificate of Safety Training (STCW Convention, as amended).

### OTHER

- > Photo identification must be provided - Passport, Australian Driver's Licence or Proof of Age card only will be accepted. Also bring your valid Senior First Aid Certificate.
- > Participants must bring a swimming costume.
- > For the in-class session, clean casual clothing is required and covered footwear is essential (no high heels).
- > It is requested that where possible jewellery is not to be worn and valuables not brought to the centre, IFAP holds no responsibility for lost or stolen valuables. We also recommend that participants do not wear contact lenses (or glasses) in the pool; therefore suitable containers should be brought to store lenses.
- > For days 6-7 participants are required to be clean shaven as per the national competency package for this subject requirement of Australian Standard 1715.
- > It is also highly recommended that participants have a appropriate fitness level.



## CONTINUED COMPETENCE (CERTIFICATE OF SAFETY TRAINING)

DURATION	2 x ½ days
LOCATION	Fremantle & North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Those who successfully complete this course should be able to demonstrate the minimum standard of competence required to contribute to the enhancement of sea survival and fire fighting.

### DESIGNED FOR

This course is designed for those candidates who need to meet AMSA requirements for seafarers to demonstrate STCW short course continued competence ashore in sea survival and fire fighting for seafarers with sea service in the preceding five (5) years.

### PRE-REQUISITES

Participants must already hold a Certificate of Safety Training.

Seafarers with no qualifying sea service in the preceding five (5) years will be required to complete the full AMSA approved STCW short course in Fire Prevention & Fire Fighting and Personal Survival Techniques.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Survive at sea in the event of vessel abandonment
- > Minimise the risk of fire and maintain a state of readiness to respond to emergency situations involving fire
- > Fight and extinguish fires

### ON COMPLETION

On successful completion of this course, participants will be issued with an AMSA approved Course Completion Statement in accordance with AMSA requirements.



## CONTINUED COMPETENCE (OFFICERS, ENGINEERS AND CHIEF INTEGRATED RATINGS)

DURATION	2 days
LOCATION	Fremantle & North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Those who successfully complete this course will be able to demonstrate the minimum standard of competence required to contribute to the enhancement of sea survival and fire fighting.

**NOTE:** Assessment is based on practical demonstration.

### DESIGNED FOR

This course is designed for those candidates who need to meet AMSA requirements for seafarers to demonstrate STCW short course continued competence ashore in sea survival and fire fighting for seafarers with sea service in the preceding five (5) years.

### PRE-REQUISITES

Participants must already hold a Certificate of Competency or a Chief Integrated Rating Certificate of Proficiency. Masters and Deck and Engineer Officers with no qualifying sea service in the preceding five (5) years will be required to complete at an AMSA approved college an AMSA approved revalidation course of the required discipline, which includes the full Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats and Advanced Fire Fighting courses.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Survive at sea in the event of vessel abandonment
- > Take charge of a survival craft or rescue boat during and after launch
- > Use location devices including communication and signalling apparatus and pyrotechnics
- > Minimise the risk of fire and maintain a state of readiness to respond to emergency situations involving fire
- > Fight and extinguish fires
- > Control fire fighting operations aboard ship
- > Organise and train fire parties
- > Investigate and compile reports on incidents involving fire

### ON COMPLETION

On successful completion of the course, participants will be issued with an AMSA approved Course Completion Statement in accordance with AMSA requirements.





## CONTINUED COMPETENCE (RATING)

DURATION	1.5 days
LOCATION	Fremantle & North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Those who successfully complete this course should be able to demonstrate the minimum standard of competence required to contribute to the enhancement of sea survival and fire fighting.

### DESIGNED FOR

This course is designed for those who need to meet AMSA requirements of demonstrating STCW short course continued competence ashore in sea survival and fire fighting for seafarers with sea service in the preceding five (5) years.

### PRE-REQUISITES

Participants must already hold a Certificate of Proficiency of Rating.

A Seafarer with no qualifying sea service in the preceding five (5) years will be required to complete the full AMSA approved STCW short course in Fire Prevention & Fire Fighting and Certificate of Proficiency in Survival Craft.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Survive at sea in the event of vessel abandonment
- > Take charge of a survival craft or rescue boat during and after launch
- > Use location devices including communication and signalling apparatus and pyrotechnics
- > Minimise the risk of fire and maintain a state of readiness to respond to emergency situations involving fire
- > Fight and extinguish fires

### ON COMPLETION

On successful completion of the course, participants will be issued with an AMSA approved Course Completion Statement in accordance with AMSA requirements.



## CSTP - COMMON SAFETY TRAINING PROGRAM

DURATION	3 days
LOCATION	North Lake
DATES	Every Second Monday
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The mandated Common Safety Training Program (CSTP) is an industry requirement for all newly employed or contracted entrants into the offshore oil and gas industry. The introduction of a common safety training model for the oil and gas industry has been an initiative of CEO's from operating companies acting through the APPEA CEO Safety Leadership Forum.

The course comprises of a hands-on training course followed by a period of workplace behaviour demonstration. The program is focused on the demonstration of safety behaviours identified by oil and gas industry leaders as being essential.

### DESIGNED FOR

Everyone working on offshore production and drilling facilities must now have a CSTP card or be working towards obtaining one.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to have the skills and knowledge in the following subjects:

- > Work within safety systems and processes
- > Hazard identification and risk management
- > Contribute to safe working practices
- > Respond to workplace incidents

### ON COMPLETION

On successful completion of the course and workplace assessment, lodged within 12 Months, a Common Safety Training Program Card will be issued through APPEA (Australian Petroleum Production and Exploration Association).

**NOTE:** If not already employed in the oil and gas industry, course participants have 12 months from the completion of training to have started the workplace demonstration component. If the participant has not found work in the oil and gas industry after 12 months they will be required to undertake the one-day CSTP refresher course.



## CSTP - COMMON SAFETY TRAINING PROGRAM AND BOSIET

DURATION	3 + 2 days
LOCATION	Fremantle & North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The mandated Common Safety Training Program (CSTP) is an industry requirement for all newly employed or contracted entrants into the offshore oil and gas industry. To gain a basic level of understanding and an awareness of the hazards encountered when working on offshore installations and the safety regime and safety management systems in place to control and mitigate those hazards.

### DESIGNED FOR

Everyone working on offshore production and drilling facilities must now have a CSTP card or be working towards obtaining one.

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with an IFAP photo ID card, registration onto the OPITO database and a Statement of Attainment in the following units of competency:

- > PMAOHS214B Undertake helicopter safety and escape
- > PMAOHS215B Apply offshore facility abandonment and sea survival procedures and practices
- > MSAPMOHS212A Undertake first response to fire incidents

**NOTE:** If not already employed in the oil and gas industry, course participants have 12 months from the completion of training to have started the workplace demonstration component. If the participant has not found work in the oil and gas industry after 12 months they will be required to undertake the one-day CSTP refresher course.



## CSTP - COMMON SAFETY TRAINING PROGRAM AND TBOSIET

DURATION	3 + 2 days
LOCATION	Fremantle & North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The mandated Common Safety Training Program (CSTP) is an industry requirement for all newly employed or contracted entrants into the offshore oil and gas industry. To gain a basic level of understanding and an awareness of the hazards encountered when working on offshore installations and the safety regime and safety management systems in place to control and mitigate those hazards.

### DESIGNED FOR

Everyone working on offshore production and drilling facilities must now have a CSTP card or be working towards obtaining one.

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with an IFAP photo ID card, registration onto the OPITO database and a Statement of Attainment in the following units of competency:

- > PMAOHS214B Undertake helicopter safety and escape
- > PMAOHS215B Apply offshore facility abandonment and sea survival procedures and practices
- > MSAPMOHS212A Undertake first response to fire incidents

**NOTE:** If not already employed in the oil and gas industry, course participants have 12 months from the completion of training to have started the workplace demonstration component. If the participant has not found work in the oil and gas industry after 12 months they will be required to undertake the one-day CSTP refresher course.



## CSTP - COMMON SAFETY TRAINING PROGRAM FOR EXPERIENCED WORKERS

DURATION	1 day
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course is designed for those experienced workers actively engaged in the Oil and Gas drilling or production industry working towards attaining a CSTP and meeting the requirements of one year active engagement within the last two years.

### PRE-REQUISITES

Persons wishing to undertake the CSTP for Experienced Workers must meet the requirements of an experienced worker.

**NOTE:** An experienced worker is "anyone who has been actively engaged in the oil or gas drilling or production industry for at least one year within the last two years, and who has been through a site induction process and undertaken formal safety training."

### EXPECTED OUTCOMES

The program focuses on the demonstration of safety behaviours identified as being essential in the oil and gas industry.

- > The Safety Case and Safety Management Systems
- > Work under an issued Permit
- > Identify hazards and risks
- > Contribute to safe working practices
- > Control minor incidents
- > Respond to an emergency

### ON COMPLETION

On successful completion of the course and workplace assessment a CSTP Card will be issued by APPEA.

**NOTE:** If not already employed in the oil and gas industry, course participants have 12 months from the completion of training to have started the workplace demonstration component. If the participant has not found work in the oil and gas industry after 12 months they will be required to undertake the one-day CSTP refresher course.



## CSTP - COMMON SAFETY TRAINING REFRESHER

DURATION	1 day
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course is designed for CSTP participants who have passed the 12 month cut-off period without having completed their workplace observations.

### PRE-REQUISITES

Persons wishing to undertake the CSTP Refresher must have completed the initial full three day CSTP course.

### EXPECTED OUTCOMES

On the completion of this course, participants should be able to have the skills and knowledge in the following subjects:

- > Work within safety systems and processes
- > Hazard identification and risk management
- > Contribute to safe working practices
- > Respond to workplace incidents

### ON COMPLETION

On successful completion of the course and workplace assessment, lodged within 12 months, a Common Safety Training Program card will be issued through APPEA (Australian Petroleum and Exploration Association).

**NOTE:** If not already employed in the oil and gas industry, course participants have 12 months from the completion of training to have started the workplace demonstration component. If the participant has not found work in the oil and gas industry after 12 months they will be required to undertake the one-day CSTP refresher course.



## FAST RESCUE BOAT OPERATOR (FRB)

<b>DURATION</b>	2 days
<b>LOCATION</b>	Fremantle
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course introduces participants to the techniques, methods and problems associated with the launch, operation and recovery of fast rescue boats including rescue techniques for personnel in the water. It meets the requirements of the International Maritime Organisations (IMO) model course "1:24 Proficiency In Fast Rescue Boats".

### DESIGNED FOR

This course is designed for those persons working in the Offshore and Maritime Industry and are charged with the responsibility of operating and crewing a Fast Rescue Boat.

### PRE-REQUISITES

There are no pre-requisites for this course, however to receive an additional STCW AMSA approved certificate, participants must hold a current First Aid Certificate and a Certificate of Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats.

Participants must be fit to undertake the physical components of the training and will be asked to sign a medical declaration upon registration.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Maintain the fast rescue boat for operations
- > Prepare fast rescue boat and crew for operations
- > Take charge of a fast rescue boat
- > Respond to boat, equipment and crew emergencies or malfunctions
- > Locate and retrieve casualties
- > Recover the fast rescue boat

### ON COMPLETION

On successful completion of the course, participants will be issued with a Certificate of Attendance. Maritime personnel will be issued with a certificate showing compliance with the requirements of the STCW Convention, as amended.

### OTHER

- > Trainees must bring a swimming costume for day one. Overalls for wet and dry practical exercises are provided.
- > For the in-class session, clean casual clothing is required and covered footwear is essential (no high heels).
- > It is requested where possible jewellery is not to be worn and valuables not brought to the centre. IFAP holds no responsibility for lost or stolen valuables.



## FAST RESCUE BOAT OPERATOR (FRB) REVALIDATION

<b>DURATION</b>	1 day (2 days if additional First Aid training is required)
<b>LOCATION</b>	Fremantle
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to refresh participants with the techniques, methods and problems associated with the launch, operation and recovery of fast rescue boat including rescue techniques for personnel in the water.

### DESIGNED FOR

Designed for those working in the Offshore and Maritime Industry and are charged with responsibility of operating and crewing a Fast Rescue Boat.

### PRE-REQUISITES

Participants must have completed the Fast Rescue Boat Operator course prior and must be fit to undertake the physical components of the training as they will be asked to sign a medical declaration upon registration.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Maintain the fast rescue boat for operations
- > Prepare fast rescue boat and crew for operations
- > Take charge of a fast rescue boat
- > Respond to boat, equipment and crew emergencies or malfunctions
- > Locate and retrieve casualties
- > Recover the fast rescue boat

### ON COMPLETION

On successful completion of the course, participants will be issued with a Certificate of Attendance. Maritime personnel will be issued with a certificate showing compliance with the requirements of the STCW Convention, as amended.



## FOET - FURTHER OFFSHORE EMERGENCY TRAINING

### INCLUDING HUET

DURATION	1 day
LOCATION	Fremantle
DATES AND PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The objective is to provide refresher training for a previously completed OPITO BOSIET course and to assess knowledge retention in the following areas: helicopter underwater escape theory and practical, first response fire fighting theory and practical and self rescue from smoke theory and practical. The training strategy includes assessment of retained knowledge, brief classroom training followed by practical exercises.

### DESIGNED FOR

This course is designed for those who already hold an OPITO approved BOSIET and require refresher training.

### PRE-REQUISITES

Participants will be required to provide evidence of successfully attending the OPITO approved BOSIET within the required time frame. A valid medical that meets IFAP's guidelines must be presented prior to undertaking the practical components of the course, to prove participants are medically and physically capable to do the training required.

**NOTE:** IFAP can assist non-swimming trainees with basic water skills training prior to the course, however this must be arranged in advance.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Describe and carry out appropriate actions in preparation for a helicopter ditching
- > Take appropriate actions following:
  - A controlled emergency descent to a dry landing
  - A controlled ditching on water
  - A partial submersion of an aircraft
  - An aircraft capsize in water
- > Correctly use an Emergency Breathing System (Rebreather) and transit suit for helicopter travel
- > Correctly fit a helicopter strop and adopt correct body posture during winching
- > Correctly use hand held portable fire extinguishers
- > Correctly use small bore fire hoses and fire blankets
- > Use appropriate self rescue techniques wearing a smoke hood

### ON COMPLETION

On successful completion of the course, participants will be issued with a numbered photo ID card, registration onto the OPITO database and an OPITO Certificate of Attendance for the course Further Offshore Emergency training.

### OTHER

- > Photo identification must be provided - Passport, Australian Driver's Licence or Proof of Age Card only will be accepted.
- > Trainees must bring a swimming costume. Overalls, shoes and boots for wet and dry practical exercises are provided together with towels for showers.
- > For the in-class session, clean casual clothing is required and covered footwear is essential (no high heels).
- > IFAP holds no responsibility for lost or stolen valuables. We also recommend that participants do not wear contact lenses (or glasses) in the pool, therefore containers should be brought to store lenses.





## FREE FALL LIFEBOAT PASSENGER

DURATION	½ day
LOCATION	Fremantle
DATES & PRICES	Corporate Course on request
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course provides participants with the skills, knowledge and confidence to carry out actions to be taken prior to, during and after the evacuation or abandonment from a vessel or installation. The course includes an introduction, craft overview, crew roles and responsibilities, mustering, boarding and strapping in followed by a lifeboat launch.

### DESIGNED FOR

This course is designed for those who work on vessels or offshore facilities that have a free fall life boat.

### PRE-REQUISITES

Participants must be fit to undertake physical components of the training and will be asked to sign a medical declaration upon course registration.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Respond to emergency alarms, muster and prepare for boarding
- > Board lifeboat, secure harness, follow coxswain and crew instructions

### ON COMPLETION

On successful completion of the course, participants will be issued with a Certificate of Attendance.

### OTHER

Morning, afternoon tea and overalls for practical exercises are provided. A maximum of ten participants per course program.

## FREE FALL LIFEBOAT TRAINING

DURATION	1 day
LOCATION	Fremantle
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to provide participants with the skills, knowledge and confidence to safely launch, operate and recover a Freefall Lifeboat using the appropriate systems and procedures. It also aims to provide knowledge of Muster Checker and Bowman duties.

### DESIGNED FOR

This course is designed for those who are or will be on-board ships with, and responsible for the operation of Freefall Lifeboats.

### PRE-REQUISITES

In order to be issued with a Certificate of Attendance the attendee must be at least 18 years old and must hold a current AMSA endorsed Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats certificate. The original PSC certificate must be produced at the training centre before the Free Fall Life Boat certificate can be issued.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Control Muster
- > Conduct organised deployment of lifeboat (Totally Enclosed Motor Powered Survival Craft)
- > Provide Leadership in lifeboat deployment and welfare of personnel
- > Recover TEMPSC

### ON COMPLETION

On successful completion of the course, participants will be issued with a Certificate of Attendance for Freefall Lifeboat Training that satisfies the requirements laid down in the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978, as amended, (STCW Section BI/14) and in accordance with Marine Order 28.

## HEALTH AND SAFETY REPRESENTATIVE – MARITIME INDUSTRY

<b>DURATION</b>	5 days
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course is approved by the SeaCare Authority and applies to Health and Safety Representative from the Maritime Industry operating under the Seafarers Rehabilitation and Compensation Act 1992, Occupational Health and Safety (Maritime Industry) Act 1993 and associated Regulations 2003.

### DESIGNED FOR

This course is designed for those who have been elected to represent the employees in their designated work group on matters of health and safety.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to understand:

- > The objectives of the OHS(MI) Act and their importance to the health and safety of employees
- > The duty of care and related provisions as they apply to operators and employees
- > Workplace arrangements including designated work groups, HSRs and HSCs
- > The distinction between legislation, codes of practice, relevant industry standards and agency policy, and know their relationship to each other
- > The duties of manufacturers, repairers, installers and suppliers within the context of the OHS(MI) Act
- > The links between OHS, workers compensation and rehabilitation of injured workers
- > The role of trade unions, employee representatives and consultants in dealing with health and safety issues in the context of the OHS(MI) Act
- > The role of management in relation to the objectives of the OHS(MI) Act

### ON COMPLETION

On successful completion of the course, participants will be issued with a Certificate of Attendance.



## HEALTH AND SAFETY REPRESENTATIVE - OFFSHORE OIL AND GAS INDUSTRY

<b>DURATION</b>	5 days
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course is approved by NOPSEMA and applies to all elected Health and Safety Representatives from the Oil and Gas Industry operating under the Offshore Petroleum and Greenhouse Gas Storage Act 2006 (OPGGSA 2006) and the associated OPGGSA (Safety) Regulations 2009.

This course aims to give the Health and Safety Representative the basic knowledge and skills to effectively perform their roles and functions under the legislation.

### DESIGNED FOR

This course is designed for those elected Health and Safety Representatives in the offshore oil and gas industry.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Apply knowledge of legislation in the role of a Health and Safety Representative
- > Identify and locate information from a variety of sources
- > Identify and evaluate hazards in the workplace and recommend control methods
- > Conduct an effective inspection of their workplace
- > Conduct an effective investigation into workplace illness/ injuries and accidents
- > Communicate on Health and Safety matters and represent employees
- > Describe the functions, make up and roles of a Health and Safety Committee
- > Resolve conflict and issue Provisional Improvement Notices (PINs) when appropriate

### ON COMPLETION

On successful completion of the course, participants will be issued with a Certificate of Attendance.

## HUET - HELICOPTER UNDERWATER ESCAPE TRAINING

DURATION	6 hours
LOCATION	Fremantle
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

Participants will develop hands-on experience training in submerged helicopter simulators, and learn essential sea survival techniques including life jacket and life raft training. The training is designed to heighten safety procedures, danger awareness and operational standards for flights over or near water.

### DESIGNED FOR

This course is beneficial for air crews, marine pilots, firefighters and aviation medical professionals.

### ON COMPLETION

Successful completion of the course, participants will be issued with a Statement of Attainment for PMAOHS214B Undertake helicopter safety and escape.



## ISPS - DESIGNATED SECURITY DUTIES

DURATION	2.5 days
LOCATION	Fremantle
DATES & PRICES	Call for available dates & prices
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

An AMSA approved training course that meets the requirements for Seafarers with Designated Security Duties and complies with requirements of STCW Reg V1/6.

### DESIGNED FOR

This course is aimed towards all seafarers and security personnel who will have designated security duties under the Ship Security Plan, including anti-piracy and anti-robbery related activities.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Contribute to the enhancement of maritime security through heightened awareness
- > Have an understanding of the need for and methods of maintaining security awareness and vigilance
- > Maintain the conditions set out in a ship security plan
- > Recognise security risks and threats
- > Undertake regular security inspections of the ship
- > Deploy proper use of security equipment and systems

### ON COMPLETION

On successful completion of this course, participants will be issued with an AMSA approved Course Completion Statement and be able to apply for AMSA endorsement of their Certificate of Competency.



## ISPS - SHIP SECURITY OFFICER

DURATION	2.5 days
LOCATION	Fremantle
DATES	Call for available dates
PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to provide participants with the skills and knowledge to carry out a ship security plan, assessment and actions, security responsibilities, training and equipment, maritime security policy and participate in emergency preparedness, drills and exercises.

### DESIGNED FOR

This course is designed for those Masters and Mates of offshore and foreign going vessels to comply with the requirements of the International Ship and Port Facility Security (ISPS) Code. This is a mandatory requirement for all designated Ship Security Officers.

### PRE-REQUISITES

To be eligible for a certificate of proficiency as a Ship Security Officer, a person must have completed approved seagoing service of at least 12 months or AMSA approved equivalency.

### EXPECTED OUTCOMES

To provide the necessary knowledge and competence to undertake the duties and responsibilities as a Ship Security Officer, including:

- > Maintain and supervise the implementation of a ship security plan
- > Assess security, risk, threat and vulnerability
- > Undertake regular inspections of the ship to ensure that appropriate security measures are implemented and maintained
- > Ensure that security equipment and systems are properly operated, tested and calibrated
- > Encourage security awareness and vigilance

### ON COMPLETION

On successful completion of this course, participants will be issued with an AMSA approved Course Completion Statement and are able to apply for AMSA endorsement of their Certificate of Competency.



## LIFEBOAT OPERATOR – SINGLE DAVIT, TWIN DAVIT, FREE FALL AND SWING ARM

DURATION	2 days
LOCATION	Fremantle
DATES & PRICES	Corporate Course on request
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to provide participants with the knowledge, skills and confidence to safely launch, operate and recover the lifeboat using the systems and procedures appropriate to the particular craft. It also aims to provide knowledge of Muster Checker and Bowman duties.

### DESIGNED FOR

This course is designed for those who are charged with the responsibility of operating the Lifeboat. Lifeboat operator training can be undertaken in either: Free Fall Lifeboat, Twin Davit Lifeboat, Single Davit Lifeboat or Swing Arm Lifeboat.

### PRE-REQUISITES

Participants must be fit to undertake the physical components of the training and will be asked to sign a medical declaration upon registration.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Control muster
- > Conduct organised deployment of lifeboat (Totally Enclosed Motor Powered Survival Craft)
- > Provided leadership in lifeboat deployment and welfare of personnel
- > Control hazards
- > Respond to problems

### ON COMPLETION

Successful completion of the assessment requirements will provide participants with a Statement of Attainment for PMAWHS312 Command the operation of survival craft.



## REFRESHER

DURATION	1 day
LOCATION	Fremantle
DATES & PRICES	Corporate Course on request
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to refresh participants with the knowledge, skills and confidence to safely launch, operate and recover the lifeboat using the systems and procedures appropriate to the particular craft. It also aims to refresh the knowledge of Muster Checker and Bowman obtained from previous lifeboat Operator qualifications.

### DESIGNED FOR

This course is designed for those who are already trained and experienced in the use of the lifeboat and require refresher training in order to maintain their competency. Lifeboat operator training can be undertaken in either: Free Fall Lifeboat, Twin Davit Lifeboat, Single Davit Lifeboat or Swing Arm Lifeboat.

### PRE-REQUISITES

Participants must have completed a Life Boat Operator course within the past two (2) years.

Participants must be fit to undertake the physical components of the training and will be asked to sign a medical declaration upon registration.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to refresh their knowledge in the following:

- > Carry out coxswain duties
- > Operate lifeboat equipment
- > Perform advanced craft handling
- > Recover lifeboat
- > Carry out muster checker duties
- > Carry out bowmans duties

### ON COMPLETION

On successful completion of the course, participants will be issued with a Certificate of Attendance.

## PILOT ROPE LADDER

DURATION	½ day
LOCATION	Fremantle
DATES & PRICES	Corporate Course on request
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The pilot rope ladder course with fall arrester training has been specifically tailored to meet the training needs of companies where the climbing of a pilot rope ladder with the use of a fall arrest system is required.

This course is tailored to the operating procedures for each individual company. Generic training can also be provided.

### DESIGNED FOR

This course is designed for those who are required to safely ascend and descend a pilot ladder with the use of a fall arrest system.

### PRE-REQUISITES

Participants must be fit to undertake the physical components of the training and will be asked to sign a medical declaration upon registration.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Identify hazards associated with climbing a pilot rope ladder with a fall arrest system
- > Safely and effectively climb a pilot ladder with the use of a fall arrest system
- > Safely and effectively operate the Type 3 fall arrest with a built in recovery mechanism
- > Correct use of the Type 3 fall arrest recovery system
- > Understand the procedure for climbing a pilot rope ladder with a fall arrest system
- > Transfer to and from a launch vessel via a pilot rope ladder

### ON COMPLETION

On successful completion of this course, participants will be issued with a Certificate of Attendance.



## PROFICIENCY IN SURVIVAL CRAFT (PSC)

DURATION	4 days
LOCATION	Fremantle
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This STCW course aims to introduce participants to the skills and knowledge required to operate life saving appliances and take charge of a survival craft or rescue boat during and after launch.

### DESIGNED FOR

This course is designed for those who are required to perform survival craft operations during shipboard emergency response situations.

### PRE-REQUISITES

A person is eligible to be issued with a certificate of proficiency in survival craft and rescue boats other than fast rescue boats if that person:

- > Is 18 years of age or more
- > Has completed at least 6 months sea service on ships carrying SOLAS survival equipment. Evidence of sea service is to be provided on an original company letter

**NOTE:** It is possible to complete the training without holding the pre-requisite sea service, and be issued with a certificate at a later date when qualifying sea service requirements are satisfied.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Take charge of a survival craft or rescue boat during and after launch
- > Operate a survival craft
- > Manage survivors and survival craft after abandoning ship
- > Apply first aid to survivors

### ON COMPLETION

On successful completion of this course and with the required pre-requisites, participants will be issued with an AMSA approved Course Completion Statement.



## SAFE TRANSFER AT SEA

DURATION	1 day
LOCATION	Fremantle
DATES & PRICES	Corporate Course on request
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The Transfer Safely at Sea course is developed based upon the International Marine Contractors Association (IMCA) Guidance Document "Transfer of Personnel to and from Offshore Vessels". Special emphasis has been placed on the safe transfer of personnel by pilot ladder. The course will consist of both theory and practical training.

### DESIGNED FOR

This course is designed for those who will be involved in, and responsible for, personnel transfer at sea between vessel-to-vessel and vessel-to-offshore facility.

### ENTRY REQUIREMENTS

Participants must be fit to undertake physical components of the training and will be asked to sign a medical declaration upon course registration.

### EXPECTED OUTCOMES

Participants will gain a basic level of understanding and awareness of the hazards encountered when transferring between vessels and offshore structures.

### ON COMPLETION

On successful completion of the course, participants will be issued with a Certificate of Attendance.

## SECURITY AWARENESS TRAINING (SAT)

DURATION	1 day
LOCATION	Fremantle
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

This course aims to provide participants with the skills and knowledge to carry out a ship security plan, assessments and actions, security responsibilities, training and equipment, preparedness drills and exercises.

The training will include security-related familiarisation in:

- > Reporting a security incident, including a piracy or armed robbery threat or attack
- > The procedures to follow when a security threat is identified
- > Security-related emergency and contingency procedures

### DESIGNED FOR

This course is designed for seafarers employed or engaged in any capacity on board a ship which is required to comply with the provisions of the International Ship and Port Facility Security (ISPS) Code on the business of that ship as part of the ship's complement without designated security duties.

The SAT course is recognised by AMSA as meeting the requirements of Table A-VI/6-1 of STCW 78, as amended.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Contribute to the enhancement of maritime security through heightened awareness
- > Have the ability to recognise security threats
- > Respond to security threats appropriately

### ON COMPLETION

On successful completion of the course, participants will be issued with an AMSA approved Course Completion Statement.



## SSCP - SAFE SUPERVISOR COMPETENCE PROGRAM

DURATION	3 days
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The Safe Supervisor Competence Program (SSCP) is established as an entry-level program, providing a benchmark for common safety leadership skills across the Australian oil and gas industry. Companies can also use it to help select personnel best suited to move into more extensive in-house supervisory training.

SSCP is available to any prospective and existing supervisors or frontline leaders in the oil and gas industry – it is not limited to the offshore construction and installation sector.

To obtain an SSCP card, participants must now demonstrate safety leadership behaviours in a work-simulated training environment with an approved SSCP training organisation

### DESIGNED FOR

This course is designed for those supervisors or frontline leaders who are required to meet the Australian oil and gas industry standard of competence necessary for attaining a SSCP card.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to have skills and knowledge in the following subjects:

- > Managing safety
- > Leading and developing teams
- > Hazard and risk management
- > Reporting and investigating incidents and initial emergency
- > Understanding and influencing safe behaviours

### ON COMPLETION

On successful completion of the course, a certificate of attendance and a Safe Supervisor Competence Program Card will be issued.



# TBOSIET - TROPICAL BASIC OFFSHORE SAFETY INDUCTION AND EMERGENCY TRAINING

## INCLUDING HUET

DURATION	2 days
LOCATION	Fremantle
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

IFAP's TBOSIET course has been developed to be an internationally accepted warm water course covering Helicopter Underwater Escape Training (HUET), related sea survival and an introduction to offshore work (permit-to-work, IHS regulations, first aid reminder etc). The TBOSIET is also recognised and accepted as the 'Fit for Purpose' internationally recognised standard in most SE Asian and Middle Eastern countries (Brunei, Philippines, Indonesia, Singapore, Malaysia, Abu Dhabi, Azabyjan). An IFAP issued TBOSIET is recognised by all OPITO approved training centres worldwide.

TBOSIET certificate holders can also easily upgrade to the BOSIET qualification required for the North Sea and other cold water areas. Participants upgrading will need to complete additional HUET simulator exercises while wearing a transit suit and using an emergency breathing system. This upgrade course is available at IFAP and most other OPITO approved facilities who hold both the BOSIET and TBOSIET approvals.

This course is designed to equip offshore personnel with the knowledge, skills and confidence to respond appropriately in the event of an emergency whilst offshore and to enhance their survivability in the event of an emergency through the proper use of emergency equipment and procedures.

## DESIGNED FOR

This course is designed for those who require an OPITO approved TBOSIET course in order to work in the Offshore and/or Maritime Industry.

## PRE-REQUISITES

A valid medical that meets IFAP's guidelines must be presented prior to undertaking the practical components of the course, to prove participants are medically and physically capable to do the training required. (Please contact IFAP to enquire about accepted medicals).

**NOTE:** IFAP can assist non-swimming participants with basic water skills training prior to the course, however this must be arranged in advance.

## EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Receive a Safety Induction covering:
  - Industry Overview and Installation Overview
  - Offshore Hazards
  - Managing Offshore Safety
  - Controlling Offshore Hazards
  - Regulating Offshore Safety
  - Living and Working Offshore
- > Understand what actions to carry out in preparation for a helicopter ditching
- > Take appropriate actions following:
  - A controlled emergency descent to a dry landing
  - A controlled ditching on water
  - A partial submersion of an aircraft
  - An aircraft capsize in water
- > Prepare for the abandonment of an offshore facility and manage the survival process
- > Carry out correct actions when mustering and boarding as a passenger of a TEMPSC (Totally Enclosed Motor Powered Survival Craft) during launch operations
- > Correctly fit a helicopter strop and adopt correct body posture during winching
- > Correctly use hand-held portable extinguishers
- > Correctly use small bore fire hoses and fire blankets
- > Demonstrate appropriate self rescue techniques using a smoke hood

## REFRESHER TRAINING

OPITO will allow an individual to refresh a BOSIET or TBOSIET course within a four-year period. However, this duration is a maximum time frame and the actual refresher period is still dictated by each country's legislation or company requirements. The TBOSIET refresher course is the OPITO approved Tropical Further Offshore Emergency Training (TFOET).

## ON COMPLETION

Successful completion of the assessment requirements will provide participants with an IFAP photo ID card, registration onto the OPITO database, an OPITO Certificate, and a Statement of Attainment in the following units of competence:

- > PMAOHS215B Apply offshore facility abandonment and sea survival procedures and practices
- > PMAOHS214B Undertake helicopter safety and escape
- > MSAPMOHS212A Undertake first response to fire incidents

**NOTE:** IFAP's BOSIET course exceeds the standard OPITO course in some content in order to meet Australian regulations and company requirements.

## TFOET - TROPICAL FURTHER OFFSHORE EMERGENCY TRAINING

### INCLUDING HUET

<b>DURATION</b>	1 day
<b>LOCATION</b>	Fremantle
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b> <b>www.ifap.asn.au</b>

The objective is to provide refresher training for a components of previously completed OPITO TBOSIET course and to assess knowledge retention in the following areas:

- > Helicopter underwater escape theory and practical
- > First response fire fighting theory and practical
- > Self rescue from smoke theory and practical

The training strategy includes assessment of retained knowledge, brief classroom theory followed by practical exercises.

### DESIGNED FOR

This course is designed for those who already hold an OPITO approved TBOSIET and require refresher training.

### PRE-REQUISITES

Participants will be required to provide evidence of successfully attending the OPITO approved Tropical Basic Offshore Safety Induction and Emergency Training course (TBOSIET) within the required time frame.

A valid medical that meets IFAP's guidelines must be presented prior to undertaking the practical components of the course, to prove participants are medically and physically capable to do the training required. (Please contact IFAP to enquire about accepted medicals).

**NOTE:** IFAP can assist non-swimming participants with basic water skills training prior to the course, however this must be arranged in advance.

### EXPECTED OUTCOMES

On completion of this course, participants should be able to:

- > Describe and carry out appropriate actions in preparation for a helicopter ditching
- > Take appropriate actions following:
  - A controlled ditching on water
  - A partial submersion of an aircraft
  - An aircraft capsize in water
- > Correctly fit a helicopter strop and adopt correct body posture during winching
- > Correctly use hand held portable fire extinguishers
- > Correctly use small bore fire hoses and fire blankets
- > Use appropriate self rescue techniques using a smoke hood

### ON COMPLETION

On successful completion of this course, participants will be issued with a photo ID card, registration onto the OPITO database and an OPITO Certificate of Attendance for the course Tropical Further Offshore Emergency Training.

### OTHER

- > Photo identification must be provided - Passport, Australian Driver's Licence or Proof of Age Card only will be accepted.
- > Participants must bring a swimming costume on day of training.
- > Overalls, shoes and boots for wet and dry practical exercises are provided together with towels for showers. Lockers are also available.
- > For the in-class session, clean casual clothing is required and covered footwear is essential (no high heels). It is requested that where possible jewellery is not to be worn and valuables not brought to the centre.
- > IFAP holds no responsibility for lost or stolen valuables. We also recommend that participants do not wear contact lenses (or glasses) in the pool, therefore suitable containers should be brought to store lenses.







# Safety Leadership

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[www.ifap.asn.au](http://www.ifap.asn.au)



# Safety Leadership

Cutting-edge safety leadership courses and human factors suite of programs are delivered in partnership with Connect. Training can be conducted at IFAP centres or in-company anywhere in Australia or overseas.

## SAFETY ENGAGEMENT

DURATION	1 day
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b>

This workshop will identify the factors that drive engagement. It will address the key role managers and supervisors play in increasing the level of safety engagement and the skills they need to do so.

### DESIGNED FOR

This workshop will benefit managers and supervisors who are increasingly responsible for the safety and wellbeing of their team members.

### EXPECTED OUTCOMES

- On completion of this workshop participants should understand:
- > The importance of addressing employees' engagement as a significant step to improving safety and the key role leadership plays in this process
  - > How to implement a strategy that will help increase the levels of engagement in the workplace

### ON COMPLETION

On successful completion of the course, participants will be issued with a Connect SL approved Certificate of Attendance.



## SAFETY LEADERSHIP SKILLS INVENTORY

DURATION	1 day
LOCATION	North Lake
DATES & PRICES	Refer to 2017 IFAP Training Planner or website
BOOKINGS	Telephone <b>1300 IFAP 00</b>

This workshop provides a unique opportunity for managers and supervisors to audit and review their safety leadership skills. It will also guide participants in their endeavour to bridge any gaps identified as a result of the Safety Leadership Skills audit.

### DESIGNED FOR

This course is designed for managers and front line supervisors who want to ensure they have the supervisory skills to fulfil their safety requirements.

### EXPECTED OUTCOMES

- On completion of this course:
- > Participants will be provided with an overall statement of their safety supervisory skills
  - > A gap analysis will indicate areas of strengths and weaknesses and guidance will be given to establish personal development plans

### ON COMPLETION

On successful completion of the course, participants will be issued with a Connect SL approved Certificate of Attendance.



## STRESS AND SAFETY - A COSTLY RELATIONSHIP

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b>

This workshop will identify the sources of individual stress and will discuss practical stress management strategies including how to increase resilience. It will also explore the role of managers and supervisors in identifying and mitigating job-related stress.

### DESIGNED FOR

This course will benefit individual workers at all levels and managers and supervisors who are increasingly responsible for the safety and wellbeing of their team members.

### EXPECTED OUTCOMES

On completion of this course participants should have an understanding of:

- > The origin of stress, how to recognise stress in themselves and others and how to address it
- > Their role in managing stress and how to implement strategies to avoid creating unnecessary levels of stress

### ON COMPLETION

On successful completion of the course, participants will be issued with a Connect SL approved Certificate of Attendance.



## TEAM BASED SAFETY - SAFETY FROM THE GROUND UP

<b>DURATION</b>	4 hours
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b>

This course provides leaders and supervisors with a clear and practical strategy/pathway to involve employees at team level in the safety decision making process. This empowers team members to respond to safety campaigns and to identify specific safety issues relevant at their level of activity.

### DESIGNED FOR

This course is designed for managers and supervisors.

### EXPECTED OUTCOMES

On completion of this workshop participants should understand:

- > How to implement a structured safety decision making process at their team level
- > The leadership skills they need to effectively implement the process

### ON COMPLETION

On successful completion of the course, participants will be issued with a Connect SL approved Certificate of Attendance.



## THE PSYCHOLOGY OF SAFETY - WHAT MAKES PEOPLE DO WHAT THEY DO

<b>DURATION</b>	1 day
<b>LOCATION</b>	North Lake
<b>DATES &amp; PRICES</b>	Refer to 2017 IFAP Training Planner or website
<b>BOOKINGS</b>	Telephone <b>1300 IFAP 00</b>

This workshop will explore key underlying factors that can contribute to unsafe behaviour. It will discuss proven strategies that contribute to changing workers' safety mindset and encourage safer behaviour.

### DESIGNED FOR

This workshop is designed for managers and supervisors who want to go beyond compliance as a step to improving safety. It will also benefit individuals who want to reflect on their own safety behaviour both in the workplace and outside the work environment.

### EXPECTED OUTCOMES

On completion of this course participants should have an in-depth understanding of:

- > The underlying triggers that can lead to unsafe behaviour. Managers and supervisors will acquire practical skills they can apply in the workplace to improve safety behaviour

### ON COMPLETION

On successful completion of the course, participants will be issued with a Connect SL approved Certificate of Attendance.



# myosh Your online OSH management system

## INTRODUCTION TO myosh

DURATION	2.5 hours
LOCATION	North Lake
DATES & PRICES	Corporate Course on request
BOOKINGS	Telephone +61 8 9333 9928

This course is designed to provide users with the knowledge and understanding of myosh online OSH management system using best practice methods within their workplace.

### DESIGNED FOR

The course is designed for users of the myosh online OSH management system.



## myosh ADMINISTRATORS

DURATION	8 hours
LOCATION	North Lake
DATES & PRICES	Corporate Course on request
BOOKINGS	Telephone +61 8 9333 9928

This course is designed to provide Administrators of the myosh online OSH management system with best practice methods for implementation and management of myosh within their workplace.

### DESIGNED FOR

This course is designed for administrators of the myosh online OSH management system.

### KEY SUBJECT AREAS

- > Navigation and concept understanding of myosh
- > Action, Hazard and Incident management
- > OSH system issues and the best fit of myosh
- > Training and competencies of myosh



## myosh FOR POWER USERS

DURATION	4 hours
LOCATION	North Lake
DATES & PRICES	Corporate Course on request
BOOKINGS	Telephone +61 8 9333 9928

This course is designed to provide Power Users with the knowledge and understanding of myosh online OSH management system using best practice methods within their workplace.

### DESIGNED FOR

The course is designed for power users of the myosh online OSH management system.

### KEY SUBJECT AREAS

- > Navigation and concept understanding of myosh
- > Action, Hazard and Incident management
- > OSH system issues and the best fit of myosh
- > Training and competencies of myosh
- > Investigation process used within myosh



For a FREE trial, visit:  
[www.ifap.asn.au/myosh](http://www.ifap.asn.au/myosh)



## IFAP Members List - As at 31/12/2016

### Life Members

B Bunning  
I Burston, AM  
G Greig  
B King, AM MBE  
W Murphy  
N Scott

### Honorary Members

D Beedham  
M Gillespie  
N Mackinnon  
L Morony  
M Ralph  
A Smith  
A Whiteley  
C Williams  
L Young

### Associate

Australian Nursing Federation IUWP  
Australian Safety Engineers  
Civil Contractors Federation - WA Branch  
Clayton Utz Lawyers  
Coal Miners Industrial Union of Workers  
Department of Corrective Services  
HBF Health Limited  
Injury Control Council of WA  
Iprintplus  
KPMG  
Master Builders Association of WA  
Miffa Consultancy and Training Services Sdn. Bhd.  
Mindarie Regional Council  
PBF Australia Ltd  
PT. Alkon Trainindo Utama  
Quadriplegic Centre  
Royal Agricultural Society Western Australia  
Salt Lake Mining Pty Ltd  
Spine & Limb Foundation Inc.  
Willis Temby Insurance Brokers (WA) Pty Ltd

### Corporate

4DGeotechnics  
ABM Envirosafe  
Action Industrial Catering Pty Ltd  
Add Isrm Pty Ltd  
Air Liquide WA Pty Ltd  
Airpac Bukom Oilfield Services  
Aker Solutions Australia  
Alcoa World Alumina Australia  
All Mine & Construction Training Pty Ltd  
AMC Management (WA) Pty Ltd  
American Bureau of Shipping  
AMI Sales  
Analytical Reference Laboratory (WA)  
Anglo American Exploration  
AngloGold Ashanti Australia Limited  
Antiskid Industries Pty Ltd  
API Management Pty Ltd  
Applus RTD Pty Ltd  
Apprentice and Traineeship Company  
APTS  
Aquip Systems Pty Ltd  
ARB Corporation Ltd  
Archer Well Company (Australia) Pty Ltd  
ATCO Australia  
ATCO Power Karratha  
Atkins Australasia Pty Ltd  
Atteris Pty Ltd  
Atwood Oceanics Australia Ltd  
AUSBLAST  
Ausdrill  
Ausjet  
Austal Ships  
Austral Bricks  
Australian International Petroleum Consultants  
Australian Maritime Safety Authority - Maritime Operations West  
AWH Pty Ltd  
B & J Catalano Pty Ltd  
Babcock Pty Ltd  
Baker Hughes Australia Pty Ltd  
Balco Australia Pty Ltd  
Benthic Geotech Pty Ltd  
BGC Contracting Pty Ltd  
BHP Billiton Iron Ore  
BIE International (Aust) Pty Ltd  
Biosymm Workplace Injury Management  
BIS Industries Limited

BMT JFA Consultants Pty Ltd  
 Boral Australian Construction Materials WA T/A Boral Resources (WA) Ltd  
 Boskalis Australia Pty Ltd  
 BP Refinery (Kwinana)  
 Brikmakers  
 Bristow Helicopters Australia Pty Ltd  
 Brunel Technical Services Pty Ltd  
 Buckby Contracting Pty Ltd  
 Budget Forklifts  
 Bulwer Island Energy Partnership  
 Busselton Water  
 Byrnecut Australia Pty Ltd  
 Callidus Group  
 Caltex Australia Petroleum Pty Ltd  
 Cape Preston Port Company  
 Castrol Australia Pty Ltd  
 CBI Constructors Pty Ltd  
 Cebas Pty Ltd (IKEA)  
 Central Institute of Technology  
 CGG Aviation (Australia) Pty Ltd  
 CGU Workers Compensation  
 Challenger Institute of Technology  
 CHEP Australia  
 Chevron Australia Pty Ltd  
 Christ Church Grammar School  
 Christmas Island Phosphates  
 CITIC Pacific Mining Management Pty Ltd  
 City of Kalgoorlie-Boulder  
 City of Melville  
 City of Stirling  
 Coates Hire Operations Pty Ltd - Industrial Services  
 Coffey Environments Pty Ltd  
 Coffey Geotechnics Pty Ltd  
 Coffey Testing Pty Ltd  
 Colin Wilkinson Developments Pty Ltd  
 Compass Group (Australia) Pty Ltd  
 Connect SL Pty Ltd  
 ConocoPhillips Australia Pty Ltd  
 Coogee Chemicals Pty Ltd  
 Co-Operative Bulk Handling Limited  
 Core Laboratories Australia Pty Ltd  
 Corinthian Industries Australia Pty Limited - WA Division  
 Corporate Aircraft Charter Pty Ltd  
 Corridors College  
 Corrocoat Engineering (Aust) Pty Ltd  
 CPC Ravensthorpe  
 Cristal Pigment Australia Ltd  
 Crown Perth  
 Crushing Services International Pty Ltd  
 CSBP Limited  
 Cummins South Pacific Pty Ltd - Kalgoorlie  
 Dampier Salt Ltd  
 Decmil Australia  
 Delmere Holdings T/A DTMT Construction Company  
 Department of Fisheries WA  
 Department of Mines and Petroleum  
 Dodd and Dodd Group Pty Ltd T/A C D Dodd Scrap Metal Merchants  
 DOF Subsea Australia Pty Ltd  
 DORIC Contractors Pty Ltd  
 Downunder Mining Pty Ltd  
 E D Oates Pty Ltd  
 EGS Survey Pty Ltd  
 Electek Electrical and Communications  
 Electrical Group Training Ltd  
 EMGI (Australia) Pty Ltd  
 Emas Laut SDN BHD  
 Emergency Management Consultancy Services Pty Ltd  
 EnerMech Pty Limited  
 EPM Pty Ltd  
 Eric Hood Pty Ltd  
 Ertech Geomarine  
 Evolution Mining - Edna May Operation Pty Ltd  
 Expro Group Australia Pty Ltd  
 Extension Hill Pty Ltd  
 Falck Pty Ltd  
 Ferguson Group Australia Pty Ltd  
 FMC Technologies Australia Ltd  
 Franklin Offshore Australia  
 Fremantle Port Authority  
 Fugro Holdings (Australia) Pty Ltd  
 Fugro-TSM Pty Ltd  
 Fulton Hogan Services  
 Gardline Marine Sciences Pty Ltd  
 GE Oil & Gas Australia Pty Ltd  
 Georgiou Group Pty Ltd  
 Glass Co. Metro Pty Ltd  
 Global Advanced Metals Pty Ltd  
 Global Resources  
 Go Offshore Pty Ltd  
 Halliburton Australia Pty Ltd  
 HBJ Minerals Pty Ltd

Hertel Modern Pty Ltd	Mitre 10 Australia Pty Ltd
Highbury Homes	MMA Offshore Limited
Holcim (Australia) Pty Ltd	Multi-Chem   Mintech
Horizon Power	NALCO Champion
Hydratight (Asia Pacific) Pty Ltd	National Offshore Petroleum Safety and Environmental Management Authority
Hy-Gen Holdings Pty Ltd	Neptune Asset Integrity Services Pty Ltd
Icon Engineering Pty Ltd	Norton Goldfields Limited - Paddington Operations
IFAP	NRG Global Power
IKAD Engineering Pty Ltd	Oceaneering Australia Pty Ltd
Iluka Resources Ltd	OH&S Consulting
Industrial Hygiene Management Pty Ltd	OneSubsea Australia Pty Ltd
Injury Prevention Plus Pty Ltd	ORONTIDE Group Limited
Innovative Asset Solutions Pty Ltd	Orora Beverage Cans
INPEX Operations Australia Pty Ltd	Osborne Cogeneration Pty Ltd
Interlec Pty Ltd	Peak Well Systems Pty Ltd
Interquip Construction Pty Ltd	Petroleum & Mining Engineering
Intertek	PGS Industries
Intervention Engineering Pty Ltd	PIHA Pty Ltd
IPM Operation and Maintenance Kwinana Pty Ltd	Pilbara Ports Authority
Jandakot Airport Holdings Pty Ltd	Polaris Metals Pty Ltd
Joe White Maltings	Polaris Metals Pty Ltd
Joyce Corporation Ltd	Port Hedland Pilots
K.A. Cooper T/a CFT Coating & Equipment Consultant	Portacomm SX5 Building Systems Pty Ltd
Kaefer Novacoat Pty Ltd	Portavin Integrated Wine Services
Kimberley Ports Authority	Premium Casing Services Pty Ltd
Kott Gunning Lawyers	Prime Civil Pty Ltd
Labrador Petro-Management Pty Ltd	Process Minerals International
Laing O'Rourke Australia Construction Pty Ltd	Programmed Marine Pty Ltd
Layne Drilling Pty Ltd	PTTEP Australasia (Ashmore Cartier) Pty Ltd
Legeneering Australia Pty Ltd	Public Transport Authority of Western Australia
Lend Lease Engineering Pty Ltd	Quadrant Energy Pty Ltd
Liebherr-Australia Pty Ltd	R & D Solutions Pty Ltd
Lime Industries Pty Ltd	Railtrain Pty Ltd
Lloyd's Register Drilling Integrity Services Australia Pty Ltd	Relines Australia
Lloyd's Register International	Rio Tinto Exploration Pty Limited
London Offshore Consultants (Australia) Pty Ltd	Rocla Pipeline Products
Lynas Mt Weld Mining Pty Ltd	Rolls-Royce Marine Australia Pty Ltd
Main Roads Western Australia	Roofeze Pty Ltd
Marine Plant Systems Pty Ltd	RPS Energy Pty Ltd
Matrix Composites & Engineering Ltd	RPS MetOcean Pty Ltd
Maxx Engineering Pty Ltd	S & L Engineering (WA) Pty Ltd
Medibank Health Solutions (Gorgon Project)	SafeSearch
MESA Minerals	Saipem (Portugal) Comercio Maritimo
Minara Resources Pty Ltd	Sandvik Mining and Construction Manufacturing Pty Ltd
Mineral Resources Limited	Santos Limited - Perth Office
Mineral Services	

Schlumberger Australia Pty Ltd  
 Schweppes Australia  
 Scomi Oiltools Pty Ltd  
 Scope Resources (WA) Pty Ltd  
 Screwpile Australia  
 Semco Maritime Pty Ltd  
 Shire of Bruce Rock  
 Shire of East Pilbara  
 Sinwa Australia Pty Ltd  
 SKILLED Group Limited  
 Skilled Offshore (Australia) Pty Ltd  
 Sodexo Remote Sites Australia Pty Ltd  
 South West Irrigation Management Cooperative T/O  
 Harvey Water  
 Southern Cross Care (WA) Inc.  
 Southern Cross Electrical Engineering Pty Ltd  
 Southern Metropolitan Regional Council  
 Southern Ports Authority  
 Southwest Occupational Health Services  
 Sparrows Services Pty Limited  
 Specialised Reline Services  
 Spectrolab  
 Stena Drilling Australia Pty Ltd  
 Stork Technical Services Australia Pty Ltd  
 Subsea7 Australia Contracting Pty Ltd  
 SUEZ Recycling & Recovery Australia  
 Sugar Australia  
 Sulzer Pumps ANZ Pty Ltd  
 Superior Energy Services (Australia)  
 Surtech Systems Pty Ltd  
 SVITZER Australia Pty Limited  
 Swire Pacific Ship Management  
 Synergy  
 Talison Lithium Limited  
 TAM International Asia Pacific  
 Tamboritha Consultants Pty Ltd  
 Tasman Oil Tools Pty Ltd  
 TDC Drilling  
 TEC Operations Pty Ltd  
 Technip Oceania Pty Ltd  
 Teck Australia Pty Ltd  
 Teekay Shipping (Australia) Pty Ltd  
 The Griffin Coal Mining Co Pty Ltd  
 The Laminex Group  
 The Perth Mint  
 Tidewater Marine Australia Pty Ltd

Total E & P Australia  
 Total Marine Technology Pty Ltd  
 Trac Oil & Gas Pty Ltd  
 Trainright Industrial Services (Aust) Pty Ltd  
 Tronox  
 TSS Australasia Pty Ltd  
 University of Western Australia - Sea Serpent Project  
 UTEC Survey Australia Pty Ltd  
 Vanguard Solutions Pty Ltd  
 Vermilion Oil and Gas Australia Pty Ltd  
 Vertech Group  
 Viscount Plastics (Australia) Pty Ltd  
 WA Salt Koolyanobbing Pty Ltd  
 WARP Pty Ltd  
 Water Corporation  
 Watpac Civil and Mining Pty Ltd  
 Weatherford Australia Pty Ltd  
 Weir Minerals Australia  
 Wesfarmers LPG  
 Westerfeld Engineering Pty Ltd  
 Western Plant Hire  
 Western Power  
 Westpork Pty Ltd  
 WesTrac Pty Ltd  
 Westsea Marine Pty Ltd  
 Wild Geese International Pty Ltd  
 Wiltrading (WA) Pty Ltd  
 Woma (Australia) Pty Ltd  
 Wood Group Kenny Australia Pty Ltd  
 Wood Group PSN  
 Woodside Energy Ltd  
 Worklink Occupational Health & Rehabilitation Service  
 WorleyParsons  
 Wormald  
 Xodus Group

## Contact Details

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### IFAP Centres

#### IFAP North Lake

##### Centre for Workplace Safety Solutions

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128 Farrington Road, North Lake WA 6163  
PO Box 339, Willetton WA 6955  
**P** +61 8 9333 9999 **F** +61 8 9332 3511

North Lake is IFAP's head office and primary administration centre. It features purpose-built facilities including training rooms, a fire training ground and skills training warehouse.

- > Work Health and Safety Training
- > Injury Management and Workers' Compensation
- > Skills Training
- > Fire and Emergency Response Training
- > Consulting Services

#### IFAP Fremantle

##### Offshore and Maritime Training Centre

---

12 Rous Head Road, North Fremantle WA 6159  
PO Box 339, Willetton WA 6955  
**P** +61 8 9333 9999 **F** +61 8 9430 6093

IFAP Fremantle provides world-class training and practical experience for a variety of life-threatening emergencies. This high-class facility is located on the water and has an international standard METS helicopter simulator, heated indoor pool, life rafts and boats, a fire training ground and four training rooms. Australia's first free fall life boat training facility was opened at IFAP Fremantle in October 2010.

### Customer Service Centre

For all your public course bookings and enquiries  
Phone **1300 IFAP 00/1300 4327 00** or visit  
**www.ifap.asn.au** to book online.

### Work Safely Centre

#### North Lake

##### Centre for Workplace Safety Solutions

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128 Farrington Road, North Lake WA 6163  
PO Box 339, Willetton WA 6955  
**P** +61 8 9333 9999 **F** +61 8 9332 3511

IFAP's Work Safely Centre provide a range of practical hands-on training programmes that align with the 'Work Safely' competencies that are common to most industry training packages. The suite of courses that can be delivered from the Work Safely Centres have been developed to suit new job starters and entrants to the workplace or those who need their skills refreshed.

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# Bookings & General Information

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Phone bookings are an indication only and must be confirmed in writing. IFAP will require the name of the person attending, the course name, date and an indication of the method of payment. Arrangements for customised and onsite training are made after discussion with an IFAP Consultant and will be confirmed in a written IFAP proposal. Early bookings will ensure places are available.

NOTE: Units may change from time to time, please contact course coordinator for unit details.

## Online Booking

Booking a course has never been easier; clients can access an array of courses with a touch of their finger tips. And with the new automated service, you can book just yourself, yourself and others or just others.

## Recognition of Prior Learning

As a Registered Training Organisation (RTO) (Code 1907), IFAP offers Recognition of Prior Learning (RPL) for all the courses offered under the Australian Qualifications Framework (AQF). In addition, IFAP recognises the AQF certification issued by any other RTO.

## Medical Clearance

Some IFAP training may require the participants to prove they are medically and physically capable to undertake the training required. These details are provided on enrolment. NOTE: IFAP can assist non-swimming participants with basic water skills training prior to the course, however this must be arranged in advance.

# Terms & Conditions

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## Payment Terms

All bookings must be confirmed with payment in full, at least five days prior to the commencement of the course. Members and account customers can confirm with a Purchase Order (a copy of the Purchase Order is required prior to commencement of the course. Terms of payment 14 days from date of invoice). IFAP reserves the right to withdraw any participant from a course if payment has not been received in accordance with our Payment Terms. IFAP reserves the right to alter any price, service, condition or the availability of any service or item without further notice.

## Cancellation By IFAP

IFAP will refund in full, any deposits/payments received for any course that it cancels. IFAP reserves the right to cancel courses without notice. IFAP will not be liable for any claims arising from course cancellation.

## Cancellation / Variation Policy

All cancellations or variations to course bookings must be received in writing. No refunds will be given for cancellation of a booking received in less than three working days of course commencement. A change to another course date may be made at no additional charge, if more than three working days notice is given. Any changes made in less than three working days will incur an Administration Fee. A substitution can be made prior to course commencement at no additional charge. Should a participant fail to attend or complete a course for which they have been enrolled, 100% payment is required.

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