

# THE S.A.F.E. OH&S AUDIT SYSTEM

**A certification program designed to help individuals to utilise one of the best OH&S audit/assessment processes in the world**

*This 2-day workshop program is a wide ranging thorough and highly concentrated learning experience which draws on the extensive practical experience of the trainers as OH&S audit and assessment practitioners.*

*The program includes case studies, role plays, practical tips, tools and techniques to utilise the SAFE OH&S audit system, in order to create a solid foundation for better future safety performance.*

*In addition, the course offers the opportunity for individuals to fully experience the dedicated SAFE electronic web site, including the Enterprise Pulse™ SAFE assessment survey tool.*



**T**his highly practical two-day certification program provides a thorough explanation of the SAFE OH&S system and equip individuals to effectively apply it, with the skills necessary to deploy the system successfully at a team, department or organisation wide level. The program will specifically:

- **Explain the entire paper-based SAFE system, which consists of three 3-ring binders, five safety intervention improvement booklets and the SAFE assessment questionnaire.**
- **Explore in detail the web-based system containing all relevant support documentation in electronic/Internet form for viewing on a browser. This includes demonstration of the fully searchable information available in either HTML or PDF format.**
- **Demonstrate the use of the web-based SAFE assessment system for utilisation by teams, departments or the entire organisation. This consists of an 80 question on-line assessment (ten of which can be tailored) and the survey aggregate reports (including free form comments).**
- **Review the complete set of generic OH&S forms, procedures templates and checklists in both Word and PDF format.**
- **Deliver a range of summary skill development modules relevant to carrying out a successful OH& S audit and managing the resultant improvement process effectively.**

## **To book a place on our next public course:**

- Phone + 61 7 5593 4350 now to reserve your place
- To pay by credit card complete the booking form and card details on the back page of this brochure and fax it to 07 5593 4377 OR
- To pay by cheque complete the booking form and post it with a cheque to the address provided

# The S.A.F.E. OH&S On-line Survey System

One of the strongest aspects of the SAFE system is its on-line survey process. Every individual in a team, department, division, location or the entire enterprise can participate in the survey by taking the questionnaire on line. Not only does this immediately offer every survey participant an immediate output report recording their own opinions about current OH&S performance in the 10 categories of the SAFE system, but an overall summary is also created for the entire group.



The SAFE OH&S survey plots the results on a circular profile (such as the one illustrated above).

This quickly shows the degree to which people in any one team or group (on a collective basis) feel that OH&S performance in their organisation is positive, within individual clusters and specific categories on the overall wheel. Effort to improve can therefore be concentrated on those areas in which the category scores are lowest.

# THE S.A.F.E. OH&S

## THE S.A.F.E. OH&S AUDIT SYSTEM

**“You can only manage what you can measure... and what gets measured gets done”**

The SAFE system is a comprehensive, easy to follow, multi-part assessment process that involves all employees in an enterprise (of any type or size) in helping to bring about long term occupational health and safety improvement. The system has an extensive suite of paper based support materials, which are also available on the easy to navigate web-site. This site contains more than 1000 pages of useful information, in addition to a world class on-line OH&S survey process.

The SAFE system provides a sophisticated but easy to use audit framework to help organisations of all kinds to assess their current occupational health and safety performance and make targeted plans for improvement. For this reason, the SAFE system is just as relevant for those organisations already using an OH&S management system (who want to improve it) as those that have no OH&S systems. The SAFE system is unique in that it suggests that OH&S assessment is conducted from two perspectives – ‘top down’ and ‘bottom up’.

In the ‘top-down’ system, trained assessment teams are asked to audit OH&S performance under five clusters and ten individual categories in order to discover where improvement is most required.

In the ‘bottom up’ system, individuals at the bottom of the enterprise (front-line or ‘sharp-end’ staff) make an assessment of what they see to be the major occupational health and safety issues, goals, challenges, problems etc. The basic framework shown below is utilised for both processes.

<b>Safety Behaviour</b>	Building commitment to safety Building skills and competence
<b>Safety Design</b>	Safe systems design Risk management strategy
<b>Safety Systems</b>	Process management Deficiency rectification
<b>Safety Quality</b>	Control of documentation Continuous improvement
<b>Asset Safety</b>	Purchasing and material control Monitoring standards



# SAFE AUDIT SYSTEM

## THE PROGRAM

The SAFE system can be deployed in any enterprise ranging in size from 25 to 25,000 employees or more. This is due to the carefully designed but comprehensive framework that allows organisations of any size or type to establish a solid and accurate OH&S assessment process.

In order to effectively utilise the SAFE system it is highly recommended that managers, supervisors and/or those individuals who will be strategically involved in the audit process, complete this 2-day accreditation program. The training consists of:

### DAY 1

- Overview of the SAFE system
- The 5 clusters/10 category audit framework model
- Bronze, Silver and Gold levels of assessment
- Skill building to manage the SAFE process

### DAY 2

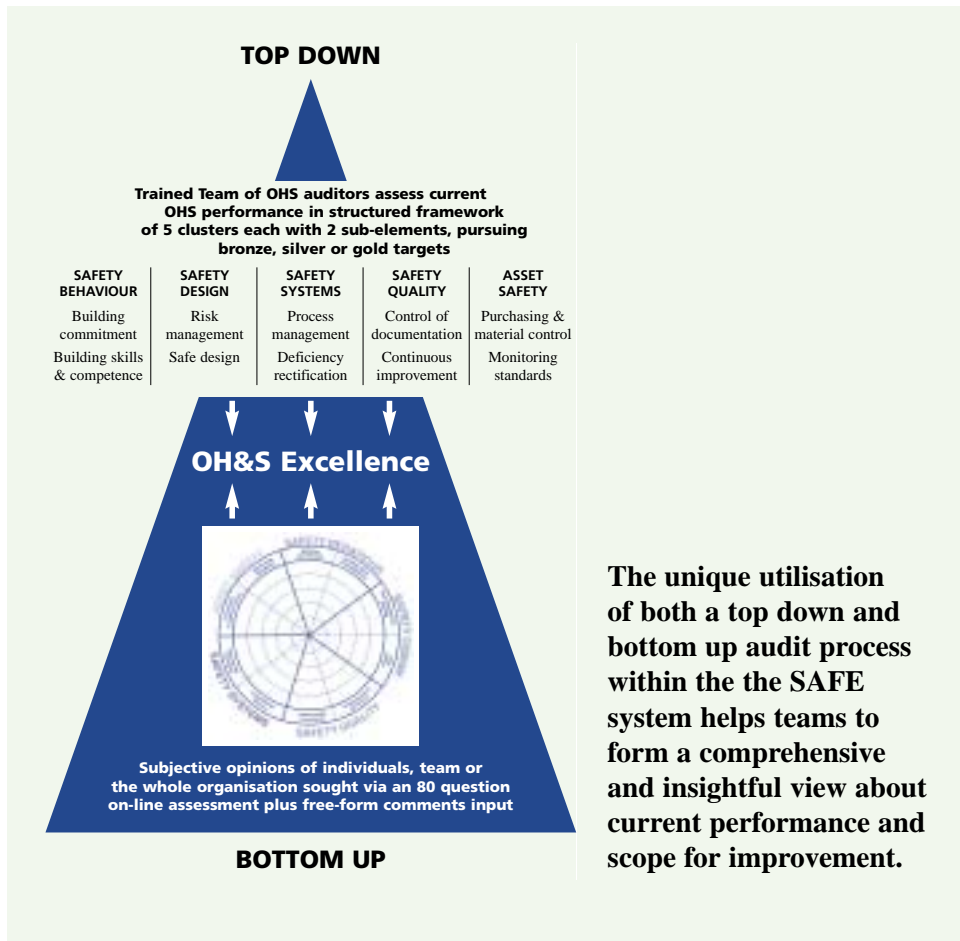
- OH&S audit methods and techniques
- SAFE system measurement and results
- OH&S improvement interventions and action planning
- Use of the web-based support resources and on-line survey system

Every participant attending the SAFE course will receive an extensive suite of support materials FREE OF CHARGE. Significant discounts will also be given on future purchases of either paper based or electronic materials.

## WORKSHOP AIMS

By participating in this workshop managers will be able to:

- Appreciate the structure and content of the SAFE OH&S audit system
- Understand and apply the 10 category SAFE audit framework model
- Use the key interpersonal and project management skills that are necessary to apply the SAFE system successfully at any level of an enterprise
- Deploy a number of effective OH&S audit methods, tools and techniques
- Apply the most appropriate OH&S improvement intervention strategies as a result of audit activity
- Utilise the on-line SAFE assessment system



**YES** I want to register for the SAFE OH&S Audit System program. Enrol me today.

- ① Phone (+617) 5593 4350 NOW to reserve your place.
- ② Complete the Booking Form and attach your cheque (made payable to the Pacific Centre for Organisational Development).
- ③ Mail the Booking Form and cheque to: **Pacific Centre for Organisational Development, PO Box 652, Mudgeeraba, Gold Coast, Queensland 4213.**

## REGISTRATION DETAILS

**Fee:** The SAFE program runs as a complete workshop for up to 20 people at a fixed price of \$9,500 plus GST. Alternatively, individuals can attend public workshops at \$1,500 + GST per person, which includes comprehensive documentation, free on-line feedback profiles, lunch and refreshments. A tax invoice will be issued and fees are payable in advance.

**Save further with our in-house training:** We would be pleased to run a two-day SAFE program for your staff anywhere in Australia or New Zealand. Simply phone one of our staff to discuss your specific needs on (+617) 5593 4350.

## CANCELLATIONS

If you are unable to attend, a substitute delegate is very welcome. We will make a full refund (less \$100 + GST administration fee per delegate) for cancellations received in writing (letter or fax) at least 14 days prior to the course start date. Alternatively you may choose a 100% credit note for the full value of the paid registration fee to apply towards a future course. For cancellations or postponements received in writing at least seven days prior to the course we will give you a 50% credit note for a future course. Unfortunately, no refund can be made for

cancellations or postponements received less than seven days prior to the program start date or for delegates who fail to attend the course. The Pacific Centre for Organisational Development reserves the right to change the program, venue and tutors without notice. In the event that a course is cancelled, the Pacific Centre for Organisational Development's liability is limited to the return of the course fees only. Credit notes are valid for 12 months.

## FUTURE DATES

Information about our training and certification workshop programs is available on our website [www.OD-centre.org](http://www.OD-centre.org). Click on the Training/Certification link or download our latest brochures.

## VENUE

The Pacific Centre for Organisational Development is based near Burleigh Heads on the Gold Coast. Situated a few hundred metres from the Pacific Highway and only 15 minutes by car from Coolangatta Airport (or an hour from Brisbane Airport), the centre is ideally placed for visitors and accreditation course attendees to not only gain valuable training, but also to experience the many attractions of the beautiful Gold Coast.

## BOOKING FORM: SAFE OH&S Audit System (Please print clearly. Photocopy to register more than one delegate.)

First name: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Surname: Mr/Ms \_\_\_\_\_

Approving Manager (print): \_\_\_\_\_

Job title: \_\_\_\_\_

Their position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Method of payment:  Cheque  Credit Card

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Visa  Mastercard  Amex  Bankcard

Email: \_\_\_\_\_

Card No.

Postal address: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

\_\_\_\_\_

Name on card: \_\_\_\_\_

To confirm your registration, mail this Booking Form with your cheque, or for credit card payment fax it to (+617) 5593 4377.