

CHEMWATCH  
TRAINING  
BRIEFING  
NOTE

COURSE IN  
**CHEMICALS MANAGEMENT**

**CHEMWATCH**

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## ABOUT TRAINING AT CHEMWATCH!

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Chemwatch is proud to present our forthcoming training course in Chemicals Management.

As a Registered Training Organisation, Chemwatch is well-equipped to provide workplace learning for organisations or businesses with the basic knowledge and understanding on:

- The benefits for improving the management of chemicals at the workplace
- What chemicals management involves
- How chemicals management can be achieved using the chemicals management cycle of change
- How to manage chemical hazards, risks, control measures and the type of control approaches
- How to manage hazardous chemical waste

This course provides learners who regularly work with and are in contact of hazardous substances, an increased knowledge and understanding of the following topics:

- chemical safety data sheets
- chemical labelling
- chemical handling and use
- safe storage of hazardous chemicals
- personal protective equipment
- transport requirements
- management of chemical risks
- hazardous waste
- and the basic principles of integrating chemicals management at the workplace.

Employees will learn and understand chemicals management change readiness, basic steps in building a chemicals management process, the purpose and importance of the manifest requirements, analysis of causes and gaps in managing chemicals, hazard and risk assessment criteria.

The course does not require any pre-requisite units and upon completion, learners will be provided with a statement of attainment for the units completed. The course will be offered as an online self-paced training course.

## ABOUT THE INSTITUTIONAL FRAMEWORK IN AUSTRALIA

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The **Chemicals management** course has been granted accreditation through ASQA. This course can serve as an entry level into managing chemicals aimed at individuals entering the chemical industry or businesses that work with chemicals or use chemicals in their work activities or improving chemicals management at the workplace. It allows individuals to gain skills and knowledge to prepare for working with chemicals. Learners may undertake a range of simple tasks that may require supervisor approval as part of the course requirements in completing specific course modules.

After completion of this course, learners will be able to adhere to basic fundamentals of chemical safety rules and principles in the management of chemicals at the workplace.

The Australian Federal Government has extensively legislated instruments and protocols to ensure that all Persons conducting a Business or Undertaking (PCBUs) meet the required application of the respective compliance requirements for chemical safety at the workplace. All users of chemicals have the responsibility to follow the rules specified in the WHS laws for the harmonisation of work health and safety.

The model WHS laws includes the model WHS Act; the model WHS Regulations; and the model Codes of Practice, and are supported by the national compliance and enforcement policy. This policy sets out principles of how regulators monitor and enforce compliance within their respective jurisdictions

in Australia. The model WHS laws have been implemented in ACT, NSW, NT, QLD, SA, TAS and the Commonwealth. The scope and application of compliance standards follows an institutional framework in chemicals management for various national chemicals schemes, such as:

- Industrial chemicals
- Domestically used chemicals
- AgVet chemicals
- Medicines and pharmaceuticals
- Chemicals used in or with food including additives, contaminants and natural toxicants.

## ABOUT COURSE COMPETENCY

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Chemwatch is ISO9001 certified and a Registered Training Organisation (RTO Code 40617). In addition, Chemwatch provides non accredited training in a range of chemicals management software programs geared towards assisting the chemical industry with database management.

### WHAT IS CHEMICALS MANAGEMENT?

Chemical management is a systematic approach to reduce the risk associated with chemical hazards throughout the chemical life cycle.

By the end of this course, the learner will learn the following:

- The chemicals management process and the assessment of risks
- How to analyse causes, control measures, safe storage of hazardous chemicals
- How to manage hazardous chemical waste

## COURSE DESCRIPTION

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### COURSE OBJECTIVES

To complete the “Course in Chemicals Management”, the learner must complete 4 core units. A Statement of Attainment will be issued upon successful completion of the course.

Unit code	Unit Title	Pre-requisite	Suggested Study Hours
Core units			
BSBWHS431	Develop processes and procedures for controlling hazardous chemicals in the workplace	Nil	50
BSBWHS531	Implement and evaluate system of work for managing hazardous chemicals	Nil	40
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control	Nil	50
NAT10895001	Manage hazardous chemical waste within a workplace	Nil	25
Total study hours up to:			165

Individual Study times for each learner will vary according to their existing experience, knowledge and skills in this area.

## PREREQUISITES

None required.

## COMPETENCY

The assessment rules of evidence for competency will be used to support the assessment methods to demonstrate competence.

Successful completion of this course will require learners to engage in unsupervised activities including:

- Completing written assignments
- Completing self-study to revise and reinforce areas of knowledge
- Workplace practice/application of skills and knowledge acquired through role plays and workplace simulations.
- Conducting research to gain up to date industry information
- Reviewing organisational policies and procedures

The time required to undertake these activities will vary between students based on their experience. On average, the unsupervised activities listed above will equate to no more than **50 hours**.

## STATEMENT OF ATTAINMENT

Successful learners who have completed the elearning content of this course as well as have submitted the learner workbook deemed competent will be issued a soft copy "Statement of Attainment" by email for the 4 core units listed in the previous section. The quizzes in the elearning will not be graded and will not contribute to the final learner score.

## ABOUT PRICING STRUCTURE

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The online course pricing will vary depending on the number of learners. The pricing is structured for individual learners or grouped learners to enable organisations and businesses to choose a cost-effective learning strategy to meet their learners' capacity building program objectives will be sent via email upon request at this time.

## PAYMENT OPTIONS

Generally, payments will be processed by Chemwatch Accounts Department upon receiving the respective purchase order from businesses or organisations or credit card information to charge for the course upon completion.

The online application form is used to collect information about the chosen payment method preferred by the learner or organisation.

Refunds are not available to learners once they are enrolled in the course.

## ABOUT LEARNER PLAN AND DELIVERY METHOD

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The online course is structured into 3 online training modules and assessment tasks to be completed. Chemwatch provides learners a 6-month period for full completion of the online course and assessment tasks. Any additional extension to this 6-month timeline may incur an administration fee.

Prospect learners will be requested to fill an application form, an enrolment form and provide their USI.

The course is available in our Learning Management System (LMS), which is a web-based platform. learners will be provided with the respective access and login and course information pack on how to use the LMS, reference course learner guide, learner workbook and course outline with the learning objectives and outcomes.

## COMPUTING AND IT REQUIREMENTS

**Software:** The software requirements include: Microsoft Office 2010 or equivalent, adobe reader XI or equivalent and internet connection. The recommended web browsers are the latest version of internet explorer, firefox, safari or google chrome. The best size view for the LMS elearning mode is to set the screen resolution of your desktop to a minimum screen resolution of 1024x768.

**Hardware:** A desktop (pc) or laptop can be used to run the course until completion. The LMS works on both Windows 7 or higher PC and Mac OSX version 10.5 or higher.

**Audio Connectivity:** The course contains audio narration in each module slide mapped to the content. It is required to have an audio connection through headphones/earphones for listenership across the entire course. The quizzes do not require audio listenership; however, a learner will be guided all through the course topics and multiple-choice questions on what to do next.

## NAVIGATION

The LMS constitutes navigation tools; 'play and pause', menu, progress bar, mute and maximize screen options and resources tab for more information.

## CONTACTS IN AUSTRALIA

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For more information, contact us!

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