

Safety Management Learning Plan

Introduction

Purpose

This document provides a catalogue of safety management learning activities based on an analysis of the learning needs for all employees and contractors.

Scope

The learning activities cover all employees including Accountable Executive, Accountable Managers, all staff holding SMS Roles as well as all employees and contractors.

SMS Learning Analysis

Learning activities are defined to support implementation of the SMS. The learning analysis identifies two sets of stakeholders and defines their needs and support activity.

The following categories have been identified for the learning analysis:

1. General Employees and Contractors – Anyone in the organisation independent of whether they have specific safety accountabilities or responsibilities.
2. Managers and Supervisors – Those in the organisation that directly or in-directly manage staff.
3. Safety Team – A role that is linked directly to the activity outlined within a process and requires specific safety competence.
4. Accountable Executives and Managers – Those individuals holding defined accountability within the organisation.

For each area the following items are covered:

1. Learning Needs – the learning needs for each category.
2. Learning Activity – a set of learning activities.

This plan is based on learning rather than training. Learning activity can be achieved through a combination of activities:

1. Self-learning – Reading of good practice.
2. On-the-job-training (OJT) – Shadowing and coaching by experts.
3. E-Learning – Learning provided online.
4. Classroom Based Training – Learning provided in a classroom environment.
5. Accredited Courses – Training provided by accredited external provider.

General Staff Learning Analysis

The table below presents the learning analysis for a series of Job Types – these levels are not defined separately to other job families or job levels defined by HR. If required these can be aligned, refer to for further information and course syllabus.

Role Category	Learning Needs	Learning Activity
General Employees and Contractors	Familiarisation of the organisations safety management approach and how it applies to the delivery of the organisations services. Understand their role within the organisation and how it contributes to the delivery of safe services. Specific topics include reporting methods for incidents and improvements, safety leadership behaviours, fostering safety culture	<ol style="list-style-type: none"> 1. Review of Online SMS [Self-Learning] 2. Employee and Contractor Safety Induction [Classroom Based Training] 3. Introduction to SMS for Employees and Contractors [Classroom Based Training]
Safety Team	As per General Employees and Contractors plus: Understand the basis of the SMS Framework, its benefits and how it is applied across all SMS activities. Also, overview of compliance with national regulations and international standards. Familiar with safety tools and techniques that are applied in the implementation of the organisations processes.	<ol style="list-style-type: none"> 1. Review of Online SMS [Self-Learning] 2. Introduction to SMS for Employees and Contractors [Classroom Based Training] 3. Introduction to SMS (Intermediate) [Classroom Based Training] <p><i>Refer to SMS Role Specific Courses for each Safety Team Group.</i></p>
Managers and Supervisors	As per General Employee and Contractors plus: Familiar with Safety Leadership Behaviours, Promotion of Safety within Teams, Open Report Cultures, Employee Engagement.	<ol style="list-style-type: none"> 1. Review of Online SMS [Self-Learning] 2. Introduction to SMS for Managers and Supervisors [Classroom Based Training]. 3. Leadership Coaching by Accountable Manager [OJT].
Accountable Executives and Accountable Managers	Understand the basis of the SMS Framework, its benefits and how it is applied across all SMS activities. Also overview of compliance with national regulations and international standards. The role of the Accountable Executive and other Accountable Managers in delivering safe services through understanding of the SMS Core Objectives. Specific topics Safety Leadership Behaviours, Promotion of a positive safety culture, Safety risk ownership, Effective inter-departmental safety communication	<ol style="list-style-type: none"> 1. Review of Online SMS [Self-Learning] 2. Introduction to SMS for Accountable Managers [Classroom Based Training] 3. Leadership Coaching by Safety Manager (OJT)

Safety Team Focussed Learning Analysis

The table below presents the learning analysis for a series of Skill Areas. Skill Areas represent a group of similar activities under a common topic.

Safety Team Group	Role	Learning Needs	Learning Activity
Safety Risk Assessment and Safety Cases	Safety Risk Assessor, Safety Impact Assessor, Service Safety Specialist, Change Safety Specialist	Understand the safety risk assessment methodology and tools for implementation. Safety risk level determination and authorisation levels. Conducting multi-stakeholder workshops. Role of the safety case in delivering assurance for services and changes to services.	1. Introduction to Safety Risk Assessment and Safety Cases <i>Accredited courses should be added here.</i>
Safety Performance Analysis and Investigations	Safety Performance Coordinator, Safety Performance Analyst, Lead Investigator	Familiarisation with Safety Risk Assessment Process including Safety Performance Indicators. Understand mandatory and voluntary reporting process for events and improvements.	1. Introduction to Safety Performance Analysis 2. Introduction to Event Investigation <i>Accredited courses should be added here</i>
Safety Improvement	Safety Improvement Coordinator, Strategic Safety Improvement Coordinator	Familiarisation with Safety Risk Assessment and Safety Performance processes. Understand safety improvement mechanisms and effectiveness measures.	1. Introduction to Safety Improvement <i>Accredited courses should be added here</i>
<i>Safety Team Group A</i>	<i>Role A to Z.</i>	<i>To be defined.</i>	<i>To be defined.</i>

SMS Classroom Based Training Catalogue

The organisation has a Learning Catalogue to describe the different personal development opportunities available to support building awareness and competence of safety within the organisation. It has the following three categories:

1. General Safety Awareness Courses.
2. Skill Based Courses.
3. Accredited Training Courses.

The training courses for each category are shown below.



Structure of Training

For General Safety Awareness and Skill Based Courses the following information is included below. For Accredited Training Courses only a link to name and organisation is provided.

Course	<i>Name of course</i>
Target Audience	<i>The target audience has been based on identified skill areas to be developed and encompasses staff at varying job levels.</i>
Intended Outcomes	<i>Each training course lists the outcomes expected to be achieved at the end of the course.</i>
Delivery Method	<i>The training will be delivered through one or a combination of the following;</i> <ol style="list-style-type: none"> 1. <i>Self-learning – Reading of good practice.</i> 2. <i>On the job Training (OJT) – This covers shadowing and coaching.</i> 3. <i>E-Learning – Learning provided by online.</i> 4. <i>Classroom Based Training – Training provided in a classroom environment.</i>
Related SMS Process (if applicable)	<i>Refers to SMS Processes which are supported by the training activity. Completing the training activity will enable the student to conduct the process.</i>
Pre-requisites	<i>Identifies training activities which are recommended to be completed before participating in a given training activity.</i>
Related Training Courses	<i>Identifies other training courses that may be of interest to the participant.</i>

General Safety Awareness Courses

To be populated with course list and information tables.

Skill Based Courses

To be populated with course list and information tables.

Accredited Training Courses

To be populated with course list and information tables.