

## RECOGNITION OF TRAINING COURSES INDUSTRIAL HAZARDOUS COATING WORKER

*Editorial Note: This version of the document includes reference to a new website and online delivery*

### 1. SCOPE

This document details the criteria for PCCP recognition of training courses for persons with responsibility for provision of training and information to all employees involved in a hazardous coatings management job.

### 2. INTRODUCTION

A PCCP accredited contractor who holds Class 5 or Class 6 Accreditation (refer PCCP Document PP-D007) is required to employ a properly qualified person to undertake inspection and control of projects involving hazardous coatings. Known as the Responsible Person, in addition to relevant experience, this person is required to have completed a formal training course on management of hazardous coatings.

Whilst the Responsible Person is involved more with compliance matters, the organisation also needs someone to pass on to other employees and contractors information and training about the risks associated with the work.

In order to ensure that courses developed and presented by individuals and companies with a wide range of backgrounds, experience and skills all have a consistent content and quality, PCCP “recognise” those courses that comply with defined minimum requirements.

### 3. AUTHORITY & RESPONSIBILITY

1. The Executive Officer, PCCP (EO) has the authority to implement the requirements of this procedure.
2. The PCCP Technical Committee retains the responsibility for the content of the procedure.

### 4. REFERENCED DOCUMENTS

This procedure makes reference to the following documents;

1. PCCP Document D001 How PCCP Operates.
2. PCCP Document D003 Schedule of Fees
3. PCCP Document D007 Categories and Classes.

PCCP documents may be downloaded from the web site at [Painting Contractor Certification Program \(csiro.au\)](http://Painting Contractor Certification Program (csiro.au))

### 5. DEFINITIONS

#### Responsible Person

A full-time employee of a painting contractor who has the required authority, skills, experience and knowledge to ensure the protection of all personnel on a site where hazardous coatings are to be disturbed and who is capable of identifying hazards and taking prompt corrective measures to eliminate them.

#### Hazardous Coating

An existing coating on a structure that has been identified as containing heavy metal/s as defined in the Uniform Paint Standard. Typically, these will be lead-based coatings but the requirements apply equally to coatings containing arsenic, chromium VI or tin.

#### Hazardous Waste

Waste from coatings that are classed as hazardous by the Environmental Protection Authority (EPA) or relevant statutory authority.

### 6. COURSE RECOGNITION PROCESS

#### 6.1 Pre-application activity

- a) Organisations considering recognition for an existing course or the development of a new course shall ensure that the course complies with all the requirements listed in Table 1 below.

#### 6.2 Application activity

- a) Each application shall;
  - i) Be on the prescribed form PCCP Form PP-F031.
  - ii) Have attached evidence of compliance to the required elements in Table 1 below – summary of course, content, certificate example etc (refer section 6 of the application form).
- b) Upon receipt of the application, the EO shall raise a Service Agreement for signature by a responsible person from the organisation. Once the signed Agreement is received by CSIRO, an invoice for the application fee as detailed in PCCP Document D003 will be raised for payment.

## RECOGNITION OF TRAINING COURSES INDUSTRIAL HAZARDOUS COATING WORKER

### 6.3. PCCP evaluation activity

- a) The Executive Officer, PCCP (EO) shall assess the application and all supporting evidence for compliance to requirements.
- b) The EO shall resolve with the Applicant any errors or omissions that may impact on the progress of the Application.
- c) The Application may be referred to the PCCP Technical Panel for adjudication if deemed necessary and appropriate by the EO.
- d) Where the EO and Applicant are unable to resolve any issues, the EO shall advise the Applicant that the application has been unsuccessful and shall include reason(s) for arriving at this decision.

### 6.4 Post evaluation activity

- a) Applications deemed to have satisfied all requirements shall be listed by the EO as Recognised.
- b) The EO shall prepare and issue a Certificate of Recognition detailing;
  - the Applicant course name and any associated unique course code
  - the name of the course provider
  - the date of recognition of the course
  - the expiry date for recognition

### 7. REFRESHER COURSES

- a) As each Participant certificate is required to be issued with a defined expiry date, the training Provider shall also provide update or refresher courses to enable Participants to maintain the currency of their training.
- b) It is the responsibility of the employer to ensure that certificate currency is maintained by booking participants into the next available refresher course.
- c) Refresher courses shall have two objectives;
  - To refresh the Participant's knowledge of the original subject matter. The refresher course shall pay particular attention to key requirements or issues
  - To advise the Participant of any changes to regulations, legislation, documentation etc since the original course.
- d) The refresher course shall be of minimum one day duration.
- e) A new certificate shall be issued by the training provider to each successful refresher course Participant at the conclusion of each course.
- f) The expiry date for refresher certificates shall not be greater than 2 years.

### 8 RE-RECOGNITION ACTIVITY

- a) Prior to the expiry of Recognition for the course, the EO shall advise the course provider that, if desired, re-Recognition for the nominated course is possible and necessary for continuing PCCP Recognition.
- b) The application for re-recognition shall comprise a declaration of changes to the Recognised course.
- c) The application for re-recognition shall be on the prescribed form PCCP Form PP-F032.
- d) The application shall be accompanied by the appropriate fee – refer PCCP Document PP-D003.
- e) The EO shall assess the changes to the course and decide whether the course continues to comply with the requirements of Table 1 below.
- f) Where doubt exists, the EO shall attempt to resolve the issue(s) with the course provider. The EO may choose to involve the PCCP Technical Panel if deemed necessary.
- g) Where the course continues to meet all requirements, the EO shall;
  - Prepare and issue a new certificate conforming to 6.4b) above
  - Update the PCCP web site listing accordingly

### 9. APPEALS & COMPLAINTS

- a) Appeals against decisions of PCCP or its officers shall be subject to the process outlined in PCCP Document PP-D001.
- b) Complaints against PCCP processes, practices or officers shall also be subject to the process outlined in PCCP Document PP-D001.

## RECOGNITION OF TRAINING COURSES INDUSTRIAL HAZARDOUS COATING WORKER

### 10. REQUIREMENTS FOR COURSE RECOGNITION

Criteria	Requirement
<b>10.1 General</b>	
a) Course developer	The developer of the course shall be person/s or organisation/s with significant knowledge of, experience and standing in, the coatings industry. Examples (non-exhaustive) of acceptable organisations are; Australasian Corrosion Association (ACA), CTI Consultants, KTA-Tator (Aust), a university or a company with extensive experience and knowledge of management of lead based coatings.
b) Training provider	The training providers shall be person/s or organisation/s with significant knowledge of, experience and standing in, the coatings industry. Examples (non-exhaustive) of acceptable providers are; Australasian Corrosion Association (ACA), CTI Consultants, KTA-Tator (Aust) or a body with extensive experience and knowledge of management of lead based coatings. Preferably the provider shall have appropriate training delivery qualifications.
c) Delivery format	The course shall be delivered by suitable and appropriate means. Examples of such means are either a DVD (computer based) learning and field based session or a class room presentation which shall include site visit(s)
d) Course presenter	The course presenter shall have at least 10 years coating industry experience and/or approved training delivery qualifications.
e) Course duration	The course shall occupy a minimum of 0.5 days of course work
f) Certificate validity	The initial Participant certificate shall be valid for a period not greater than 2 years after which a course refresher shall be undertaken. Successful completion of the refresher course shall entitle the Participant to new certificate of competency with another 2 year validity date.
g) Course recognition validity	The recognition of the course shall be for a period not greater than 3 years after which re-validation shall be required for continued Recognition.
h) Refresher course	A refresher course shall be provided to enable participants to maintain currency of training every 2 years.
<b>10.2 Course content</b>	
a) Introduction	Understanding of background to hazardous coatings; types of coatings likely to be encountered; health issues related to exposure;
b) Surface preparation	Methods and equipment typically used for Class 5 & 6 situations; development of familiarity with both; activities likely to increase exposure;
c) risk assessments & OH&S	Evaluating risks; control methods;
d) Personnel protection compliance plans	PPE including fitting & maintenance; personal hygiene practices; medical monitoring; removal from exposure plans;
e) QA	Documentation & record keeping requirements
f) Employee's rights	Right of access to records & related information
<b>10.3 Criteria related to Participants</b>	
a) Assessment of competency	Determination of satisfactory completion of the course shall be either via written or verbal assessment of participants by the course presenter
b) Recognition of completion	Satisfactory completion of all requirements shall be demonstrated by the issue of a Certificate of Achievement to each participant.
c) Criteria for certificate presentation	Examiner shall provide details of assessment & Certificate of Achievement requirements

**Table 1 Requirement for Recognition**