



## TRAINING PROVIDED:

### Essentials for managing workplace health and safety

This is great for supervisors and managers particularly when trying to get the message across that OHS isn't the pure responsibility of the OHS department.

Course is commonly referred to as Safety For Supervisors.

Approx. 4 hours – can add or remove modules to suit.

Leaders responsibilities and powers	<ul style="list-style-type: none"> <li>– Power of the leader</li> <li>– Responsibilities of the leader</li> <li>– Influencing safe behaviour</li> </ul>
OHS legislation	<ul style="list-style-type: none"> <li>– Act – duties</li> <li>– Regs</li> <li>– Codes of Practice, Guidance notes, Australian standards</li> <li>– Penalties and breaches</li> </ul>
Bullying	<ul style="list-style-type: none"> <li>– Definition</li> <li>– what is bullying</li> <li>– behaviour that doesn't constitute bullying</li> <li>– case study</li> <li>– OHS implications</li> <li>– How to respond</li> </ul>
WHS legislation	<ul style="list-style-type: none"> <li>– Background to harmonisation</li> <li>– Act – duties of PCBU, Worker, Officer</li> <li>– Due Diligence</li> </ul>

### Responsibilities of an OHS Committee

Great for new committees, or existing ones that don't function well, or don't really know what they are meant to be doing.

Approx. 5-6 hours – can add or remove modules to suit.

OHS legislation	<ul style="list-style-type: none"> <li>– Act – duties</li> <li>– Regs</li> <li>– Codes of Practice, Guidance notes, Australian standards</li> <li>– Penalties and breaches</li> <li>– Inspectors</li> </ul>
Legislated functions of the OHS Committee	<ul style="list-style-type: none"> <li>– Functions</li> <li>– Terms of reference</li> <li>– Effective OHS committees</li> </ul>



Running the OHS Committee	<ul style="list-style-type: none"> <li>– Chairperson, secretariat</li> <li>– Managing a meeting</li> <li>– Effective meetings</li> <li>– Agenda</li> </ul>
Communication	<ul style="list-style-type: none"> <li>– Styles</li> <li>– Ways</li> <li>– Poor or good communication activity</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>– Hazard or risk?</li> <li>– Hazard identification</li> <li>– Risk assessment</li> <li>– Risk Control</li> <li>– Review</li> </ul>
WHS legislation	<ul style="list-style-type: none"> <li>– Background to harmonisation</li> <li>– Act – duties of PCBU, Worker, Officer</li> <li>– Due Diligence</li> <li>– Differences between OHSC functions in OHS and WHS legislation</li> </ul>

## Introduction to OHS

Suitable for all personnel to provide an oversight into responsibilities and how to carry out the risk assessment / management process.

Approx. 5 hours.

OHS legislation	<ul style="list-style-type: none"> <li>– Act – duties</li> <li>– Regs</li> <li>– Codes of Practice, Guidance notes, Australian standards</li> <li>– Penalties and breaches</li> <li>– Inspectors</li> </ul>
WHS legislation	<ul style="list-style-type: none"> <li>– Background to harmonisation</li> <li>– Act – duties of PCBU, Worker, Officer</li> <li>– Due Diligence</li> <li>– Differences between OHSC functions in OHS and WHS legislation</li> </ul>
Consultation	<ul style="list-style-type: none"> <li>– Committees</li> <li>– SHR's</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>– Hazard or risk?</li> <li>– Hazard identification</li> <li>– Risk assessment</li> <li>– Risk Control</li> <li>– Review</li> <li>– JSA activity</li> <li>– Emergency management / response</li> </ul>



## Risk Management and Incident Investigation

Approx. 4 hours

OHS legislation	<ul style="list-style-type: none"> <li>- Act – duties</li> <li>- Regs</li> <li>- Codes of Practice, Guidance notes, Australian standards</li> <li>- Penalties and breaches</li> <li>- Inspectors</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>- Hazard identification</li> <li>- Risk assessment</li> <li>- Risk Control</li> <li>- Review</li> </ul>
Risk Management tools	<ul style="list-style-type: none"> <li>- Types</li> <li>- JSA development</li> </ul>
Incident Investigation	<ul style="list-style-type: none"> <li>- Why</li> <li>- Steps</li> <li>- Conduct investigation</li> <li>- Report writing</li> </ul>

## WHS legislation

Summary and training of the harmonised WHS Act. Likely to be implemented into Western Australia in the coming 12-18 months.

Approx. 4 hours

Introduction	<ul style="list-style-type: none"> <li>- Background/rationale to WHS Legislation</li> <li>- Objectives of WHS legislation</li> <li>- Overview of model Act</li> <li>- overview of model Regs</li> <li>- Overview of model guidance materials</li> <li>- WA exclusions</li> </ul>
Application of Duties	<ul style="list-style-type: none"> <li>- Officer – meaning, due diligence and demonstration,</li> <li>- PCBU – differences between employer and PCBU, primary duties</li> <li>- Workers – differences between employee and worker, application of duties</li> </ul>
Enforcement	<ul style="list-style-type: none"> <li>- Reportable incidents</li> <li>- Compliance</li> <li>- Proposed penalties</li> </ul>
Actions for compliance	<ul style="list-style-type: none"> <li>- Gap analysis</li> <li>- Plan</li> <li>- Current obligations</li> <li>- Report writing</li> </ul>



## Shorter modules – 1-2 hours

<b>Bullying</b>	<ul style="list-style-type: none"> <li>– Definition</li> <li>– What is bullying</li> <li>– Behaviour that doesn't constitute bullying</li> <li>– Case study</li> <li>– OHS implications</li> <li>– How to respond</li> </ul>
<b>Incident Investigation</b>	<ul style="list-style-type: none"> <li>– Why</li> <li>– Steps</li> <li>– Conduct investigation</li> <li>– Report writing</li> </ul>
<b>JSA</b>  <i>(How to conduct and record hazard identification and risk management activities)</i>	<ul style="list-style-type: none"> <li>– Why</li> <li>– Steps</li> <li>– Developing and documenting a JSA</li> <li>– Scenario's / case study</li> </ul>
<b>Duty of Care</b>	<ul style="list-style-type: none"> <li>– Employer</li> <li>– Employee</li> <li>– Breaches</li> </ul>