

5 Day Course Occupational Health & Safety Course for Reps, Supervisors and Managers

Course Outline: This OH&S 5 day OHS Safety course is suitable for all sites who are setting up a Safety Committee. The course is an ideal method for Management to discharge certain responsibilities under relevant State Occupational Health and Safety Act 10190-2004 Duty of Care. **This course can be undertaken on your own site or at our training rooms in Oakleigh.**

This course provides an introduction to occupational health & safety legislation and practices that will assist Management, Supervisors and Health and Safety Representatives to perform their role in the workplace

Designed For: Managers, Supervisors, Reps and other persons involved in health and safety in the workplace would also benefit from this course.

COURSE CONTENT

Session 1 Day 1

- ✓ Understanding OHS Act, Regulations, Codes of Practice and Australian Standards.
- ✓ Function of OHS Representatives
- ✓ Problem solving & Issue Resolution

Session 2 Day 2

- ✓ Understanding Elements of Health & Safety
- ✓ Management Systems – Policies & Procedures
- ✓ Implementation, Measurement and Implications of Non Compliance.

Session 3 Day 3

- ✓ Creating effective Health & Safety Committees.
- ✓ Hazard identification
- ✓ Basic Risk Assessment

Session 4 Day 4

- ✓ Manual Handling.
- ✓ Hazardous Substances,
- ✓ Noise, Plant & Equipment

Session 5 Day 5

- ✓ Accident Investigation.
- ✓ Practical Risk Assessments,
- ✓ Risk Control
- ✓ Competency Based Assessment.

Course Outcomes: On completion of this course, participants should be able to:

- ✓ Apply knowledge of occupational health and safety legislation, codes of practice and standards.
- ✓ Identify assess and control hazards present in the workplace or associated with occupations or tasks
- ✓ Investigate injuries, illnesses and incidents;
- ✓ Communicate effectively with all parties involved in occupational health & safety:

Duration: 5 days

ASSESSMENT

Practical & Theoretical demonstration by participants.

Certificate:

Participants who complete this course will receive an Accreditation Certificate on completion as recognition of their participation.

Course cost = POA

KEEP YOURSELF SAFE TO HELP OTHERS

RTW Solutions Training Department Confirmation Purchase Order Request Form

Phone No. 03 9563 2122

Fax No. 03 9563 1833

FROM:-Stephen Yeats 0418 373504

DATE:

COMPANY: _____

ATTENTION: _____

ADDRESS: _____

PHONE NO: _____ FAX NO: _____

EMAIL: _____

Purchase Order No.: _____

Preferred Training Dates/Times: _____

Training Facilities and Equipment – Can your company provide:

Training Room Yes No

TV/Video Yes No

I would like to provide our staff training and instruction in the following:-

OHS 5 day Course for Managers, Supervisors and OHS Representatives.

Other i.e safety equipment etc.....

Additional Overtime Rate for Instructors Provided

Weekday - After 7pm a minimum charge of 1.5 hours will apply at a rate of \$80.00 per hour per instructor

Weekend - A minimum charge of 2 hours will apply at a rate of \$100.00 per hour per instructor.

Additional costs will be incurred for country, regional and national sites, i.e. travel, accommodation & expenses if applicable. P.O.A.

Please contact our training department for further details of these and other courses that we can design & develop for your needs.

Commercial In Confidence

If notice of cancellation is not forwarded within 7 days prior to date of training, a cancellation fee may be incurred.

For your convenience we have Credit Card facilities - should you wish to avail yourself of these a 5% surcharge on the total cost will apply.

I wish to pay by credit card Yes Card Type: Mastercard Visa Bankcard

Card Number: Exp.Date: