

Occupational Health & Safety Manuals

What is Occupational Health and Safety?

Occupational health and safety covers a broad range of workplace health and safety issues. These issues relate to the workplace itself, the work undertaken in the workplace and people involved in or affected by work activities. OHS law requires employers, workers, contractors and the self-employed to ensure their own health and safety as well as the health and safety of others affected by their work activities.

Our Manuals deal with various issues including:

- Types of risks which must be controlled.
- How risk management is to be undertaken.
- Specific requirements for particular types of workplace. machinery, substances and operations.
- Appointment of OHS officers and committees.
- Structure and powers of regulatory bodies responsible for administering OHS law.
- Penalties for breaching OHS provisions.

The Concept of Due Diligence

Due diligence means taking care in the workplace, it means taking every precaution reasonable in the circumstances to protect the health, safety and welfare of all employees. The purpose of health and safety legislation is to ensure the protection of the health and safety of workers while at work.

Why Business Should Have a OHS Manual

A formal Health and Safety Manual that is inclusive of policies and procedures, is a fundamental requirement of standards, regulations and legislation. The Victorian OHS Act 2004, Accident Compensation Act 1985, OHS Regulations 2007, Australian Standards, Codes of Practice and Compliance Codes, Local Government laws and by laws all share a common theme in REQUIRING appropriate documentation and process for workplace safety.

The question is not only whether you have such a document (or indeed set of documents) but whether it is of the required quality and content. Do you have the procedures, forms, policies, etc?

Fortunately, an outstanding pre-written **Occupational Health & Safety Manual** is now easily obtainable - one that is current and of quality made organisation specific to compliment your own policies and procedures.

In addition to forming a complete manual, the various segments can readily be copied and used as stand alone.

OHS Auditing

OHS Advice

OHS Policy and Procedures

Risk Assessment Risk Management

- | | |
|------------------------------|---------------------------|
| • Safety Management Systems | • Risk Profiling |
| • Risk Management Evaluation | • On-line Risk Manager |
| • Work From Home Inspection | • Risk Management Package |

Managing your business risks is vital to any organisation's health and growth. to help control your business risks RTW Solutions has qualified staff with a diverse range of industry experience and expertise, in areas including:

- | | |
|--------------------------------------|------------------------------------|
| • Health & Safety Inspection - Audit | • Workers Compensation Claims |
| • Aged Care & Rehabilitation | • Risk Management Surveys & Audits |
| • Administration | • Human Resources |
| • First Aid & CPR Training | • Food Services Training/Audits |

What ever your problems are staff at **RTW Solutions** has an extensive variety of Risk Management and Health and Safety Services that can not only assist your business in achieving Scheme and Legislative Compliance, but will also enhance and improve your productivity and reduce lost time injury frequency rates. This is a saving not only in your premiums but also pain and suffering to all your staff.

Price On Application due to wants and needs.

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:-

Occupational Health & Safety Manuals

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: