



Date		Fax To	
To		Company	
From			
Course Date(s)		Bookings	
Message			

## OHS General Induction Course for Employees

This course in OHS General Induction was originally developed by WorkCover NSW to meet the training requirements for employees in all types of business.

Employers have a legal obligation to provide OHS training under the NSW OHS Act 2000 Section 8 as follows:

*“An employer must ensure the health, safety and welfare at work of all the employees of the employer.*

*That duty extends (without limitation) to the following:*

*Part (d) providing such information, instruction, training and supervision as may be necessary to ensure the employees’ health and safety at work”*

### This course

- ✚ Provides participants with the knowledge & skills to apply the principles of risk management as an integral part of an effective OHS management system.
- ✚ Addresses the provisions of the OHS Workplace Injury Management and Workers Compensation Legislation
- ✚ Assists in the development of appropriate attitudes to enable employees to effectively participate in the prevention of workplace injuries and illnesses.

### Nominal course duration

- ✚ 4 – 5 hours (can be tailored to specific business type)

### Course content

- ✚ OH&S legislation in the Workplace
- ✚ Communication and Consultation in OH&S
- ✚ Implementing OH&S Risk Management
- ✚ Emergencies & First Aid in the Workplace
- ✚ Workplace Injury Management and Workers Compensation

### Course cost

- ✚ Quote provided on request for group bookings
- ✚ Payment options are by Cheque, EFT, Cash, Eftpos, MC, Amex, Diners, Visa Card or by invoice to approved accounts.

### Certification

- ✚ Successful participants will receive a Statement of Completion.
- ✚ Training methods place an emphasis on group discussion, group exercises and the interaction of course participants.

## Course in OHS Induction for Employees

TOPICS	LEARNING OUTCOMES	TIME
Topic 1: OHS Legislation in the Workplace	<ul style="list-style-type: none"> <li>- Define what is meant by the terms 'health', 'safety' and 'welfare'               <ul style="list-style-type: none"> <li>- <i>Identify the key elements of OHS legislation</i></li> <li>- <i>Explain the health and safety responsibilities of the employer, supervisor/ manager and those supplying plant and substances to the workplace</i></li> <li>- <i>Explain the responsibilities of employees</i></li> <li>- <i>Explain the role of WorkCover</i></li> </ul> </li> </ul>	60 mins
Topic 2: Communication and Consultation in OHS	<ul style="list-style-type: none"> <li>- <i>Explain the importance of effective OHS communication systems in the workplace</i> <ul style="list-style-type: none"> <li>- Explain OHS consultative processes</li> </ul> </li> <li>- Discuss the role of the OHS committee/OHS representative as a mechanism for consultation</li> </ul>	45 mins
Topic 3: Implementing OHS Risk Management	<ul style="list-style-type: none"> <li>- <i>Describe the key elements of OHS risk management</i></li> <li>- <i>Explain the process for identifying hazards in the workplace</i></li> <li>- Describe the process of risk assessment</li> <li>- <i>Identify steps for controlling and monitoring risks</i></li> <li>- Outline the elements of a safe system of work</li> </ul>	50 mins
Topic 4: Emergencies and First Aid in the Workplace	<ul style="list-style-type: none"> <li>- Explain the need for workplace emergency planning</li> <li>- Identify the elements of an emergency response plan</li> <li>- <i>Identify the elements of a site evacuation procedure</i></li> <li>- <i>Outline emergency procedures for fire and hazardous substances</i></li> <li>- Outline the legal and workplace requirements for first aid</li> </ul>	45 mins
Topic 5: Workplace Injury Management and Workers Compensation	<ul style="list-style-type: none"> <li>- Identify the aims of workplace injury management and workers compensation legislation</li> <li>- Describe an injured worker's obligations and benefits</li> <li>- Identify the elements of workplace injury management, including rehabilitation</li> </ul>	40 mins