



<i>Date</i>		<i>Fax To</i>	
<i>To</i>		<i>Company</i>	
<i>From</i>			
<i>Course Date(s)</i>		<i>Bookings</i>	
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OHS Risk Management Certificate Course Business Owners, Supervisors and Managers

Course Purpose

- ✚ The NSW OHS Act 2000 and OHS Regulation 2001 require employers to provide training and instruction as necessary to fulfil OHS obligations.
- ✚ The Regulation also states that risk management must be undertaken to ensure the health, safety and welfare of employees and others at the workplace.
- ✚ This course was developed by WorkCover NSW and industry groups to assist employers meet their OHS obligations and to provide people with supervisory or managerial responsibilities the ability to implement OHS risk management in the workplace.

This Occupational Health & Safety Risk Management course

- ✚ Is relevant to supervisors, foreman, leading hands, safety officers, project managers, business owners and managers in all industries
- ✚ Provides supervisors and managers with the knowledge, skills and attitudes necessary to enable them to contribute to, and implement, their organisation's OHS and workplace injury management system, within their defined limits of authority.

Nominal course duration

- ✚ 1 day awareness program (optional 2nd day program for full qualification certificate)
- ✚ Includes OHS Manual with Act, Regulation, Guides, Codes, Templates & documents on CD disk. (Course materials allow for course duration to be extended if required)

Course content

- ✚ OHS legislation in NSW
(Acts, Regulations, Australian Standards & Codes of Practice)
- ✚ OHS management systems
- ✚ Managing OHS in the workplace
(Responsibilities of Supervisors & Managers)
- ✚ Implementing OHS risk management in the workplace
- ✚ Reviewing OHS management systems
- ✚ Workplace injury management and workers compensation.

Course cost

- ✚ Public Courses - \$220 inc gst for 1 day. Cost includes lunch and refreshments.
- ✚ Payment by Chq, EFT, Cash, Eftpos, MC, Visa, Amex, Diners or on invoice to approved accounts.
- ✚ Private Courses also available – please call for a quote

Certification

- ✚ Successful participants will receive a Certificate in OHS Risk Management
- ✚ Training methods place an emphasis on group discussion, group exercises and the interaction of course participants.



CERTIFICATE COURSE
in
Occupational Health & Safety RISK MANAGEMENT
(1 Day Awareness Course)

TOPIC	LEARNING AIM	1 day
Topic 1 – OHS Legislation in NSW	<ul style="list-style-type: none"> – Define occupational health, safety and welfare – Identify the legislation that governs OHS in NSW – Identify the key elements of the NSW OHS Act, 2000 – Outline the support/compliance role of WorkCover NSW 	120 mins
Topic 2 – OHS Management Systems (OHSMS)	<ul style="list-style-type: none"> – Explain the employer’s ‘Duty of Care’ responsibility – Outline the role and responsibilities of supervisors/managers – Describe the OHS Management System (OHSMS) approach and different models – Outline the systematic management of OHS 	50 mins
Topic 3 – Managing Health and Safety in the Workplace	<ul style="list-style-type: none"> – Explain the process for the development and implementation of an OHS policy and programs in the workplace – Describe the consultative mechanisms available to supervisors and managers – Explain the role of the OHS committee/OHS representative as a mechanism for consultation – Explain the importance of providing information, instruction, training and supervision to all employees 	50 mins
Topic 4 – Implementing OHS Risk Management in the Workplace	<ul style="list-style-type: none"> – Describe the key elements of OHS risk management – Explain the process for identifying hazards in the workplace – Describe the process of risk assessment – Identify steps for controlling and monitoring risks – Discuss what is meant by ‘safe systems of work’ and ‘continuous improvement’ 	90 mins
Topic 5 – OHS Performance Review	<ul style="list-style-type: none"> – Describe the process of promoting, maintaining and improving OHS management systems in the workplace – Describe the different tools that are available to measure OHS performance – Examine the practical application of a sample audit tool 	Only in 2 day program
Topic 6 – Workplace Injury Management and Workers Compensation	<ul style="list-style-type: none"> – Discuss the aims of Workplace Injury Management and Workers Compensation legislation in NSW – Explain the employer’s obligations – Describe the worker’s obligations and entitlements – Identify the key elements of injury management 	60 mins
Topic 7 – Summary and Conclusion	<ul style="list-style-type: none"> – Discuss key elements of the systems approach to OHS – Describe features of an effective OHSMS 	30 mins