

# OHS for Supervisors

<b>Course duration:</b>	2-days
<b>Course cost:</b>	<b>\$550</b> per person (public workshops). <i>Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.</i>
<b>Unit(s) covered:</b>	BSBOHS407A Monitor a safe workplace
<b>Delivery method</b>	Face-to-face, off-the-job facilitated learning, reinforced by a practical work-based assignment completed after the workshop
<b>Who should attend?</b>	Frontline managers with responsibility for managing the health and safety of others in the workplace
<b>Pre-requisites:</b>	No qualifications or previous experience are necessary to participate in this workshop. However, participants will find it easier to address the assessment requirements if they are working in a supervisory role with some responsibility for the occupational health and safety of their staff.

## Workshop aim

This workshop is designed to assist supervisors and frontline managers develop the skills and knowledge to meet legislative requirements and ensure a safe workplace by implementing and monitoring the organisation's Occupational Health and Safety policies, procedures and programs, in their own work areas.

**Homework:** Learners may be required to complete some work at home following Day 1 of the course.

**Pre-course work** Learners are encouraged to do some research into their organisation's OHS policies and procedures before attending the workshop, and to bring:

- A copy of their organisation's OHS policy
- An example of one of their organisation's health and safety procedures
- A copy of their organisation's hazard identification, risk assessment and risk control forms
- A copy of their organisation's incident / injury report form

## Topics

### 1. INTRODUCTION

- What is OHS?
- Why is OHS important?
- An OHS focus works
- Who is responsible for OHS?

### 2. PROVIDE OHS INFORMATION TO THE WORKGROUP

- The legislative framework for OHS
- OHS policies, procedures and programs
- Identified hazards, risks and control measures
- Providing information to the workgroup

### 3. PARTICIPATIVE ARRANGEMENTS FOR THE MANAGEMENT OF OHS

- Importance of effective consultative mechanisms
- Consultative processes
- Health and safety representatives
- Health and safety committees
- Monitoring consultative processes
- Dealing with issues raised through consultation
- Recording and communicating consultation outcomes

### 4. OHS TRAINING

- OHS training needs analysis
- Arranging to meet OHS training needs of team members
- Types of OHS courses
- Induction training
- Utilising workplace learning opportunities
- Identifying and reporting training costs

### 5. IDENTIFYING HAZARDS AND ASSESSING RISKS

- Types of workplace hazards
- Hazard identification methods
- Reporting workplace hazards
- Addressing workplace hazards
- Risk assessment
- Setting timeframes for action

### 6. CONTROLLING RISKS

- Hierarchy of controls
- Monitoring and review of risk control measures
- Risk control plans
- Job safety analysis

### 7. OHS RECORDS

- Recording OHS incidents
- Other types of OHS records
- Using data to identify hazards and monitor risk control procedures

## Assessment

Most of the evidence for assessment is to be collected by the candidate, on-the-job, following training delivery. Assessment occurs when evidence is provided to assessor. This will normally be at least six to eight weeks after training delivery.

Some activities completed on the course will also contribute towards the evidence for assessment.

#	Assessment task	Assessment method
1	On-course assessment activities	Review of activities completed on-course
2	Health and safety training	Work products, simulated exercise (cost of training)
3	Workplace learning	Work products
4	Hazard identification and risk control	Work products, examples from workplace, questions
5	Health and safety record keeping	Written information, examples from workplace, questions
6	Third party (supervisor) checklist	Third party

## Skills recognition

Skills recognition / Recognition of Prior Learning (RPL) is available for an application fee of \$165 (which covers a one hour meeting with a TSA assessor) plus \$110 per additional hour required.

An application kit is available on request from Training Services Australia.

## National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework.