

# Work Health and Safety (WHS) for Supervisors



<b>Course duration:</b>	2-days
<b>Course cost:</b>	<b>\$600</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>Workshop aim:</b>	To equip participants with the skills, knowledge and attitude to meet WHS legislative requirements and ensure a safe workplace by implementing and monitoring the organisation's WHS policies, procedures and programs, in their own work areas.
<b>Unit covered:</b>	BSBWHS411 – Implement and monitor WHS policies, procedures and programs <i>Information about the currency of this unit is available on <a href="http://training.gov.au">training.gov.au</a>.</i>
<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>	This course has been designed for supervisors and team leaders with responsibility for managing the health and safety of others in the workplace.
<b>Pre-requisites:</b>	There are no formal pre-requisites for undertaking this course.
<b>Qualification:</b>	This course can contribute to the <a href="http://training.gov.au/training/details/BSB40520">BSB40520 Certificate IV in Leadership and Management</a> . Information about the currency of this qualification is available at: <a href="https://training.gov.au/training/details/BSB40520">https://training.gov.au/training/details/BSB40520</a>
<b>Language, literacy and numeracy (LLN) requirements:</b>	To successfully complete the course, participants will need to have a <b>reasonable level of reading and writing ability</b> . Examples of activities that participants will need to perform include: <ul style="list-style-type: none"><li>• Access and read WHS information from a variety of sources, including WHS legislation</li><li>• Use the internet to locate WHS information</li><li>• Access and interpret WHS policies and procedures within their organisation</li><li>• Prepare WHS training plans</li><li>• Carry out WHS inspections and risk assessments and document the results</li><li>• Review and interpret WHS data</li></ul> Participants will also need to be capable of using word processing software (e.g., Microsoft Word) to write, edit and format documents. Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.
<b>Access to a workplace environment:</b>	To complete the assessment component of this course, participants need to be working in, or have access to, an organisation in which they are able to take responsibility for the work health and safety of a team. Ideally, this will be a workplace where they are currently a supervisor or team leader.



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**Pre-course work:** Before attending the workshop, participants are encouraged to do some research into their organisation's WHS policies and procedures, and to locate and familiarise themselves with:

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

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

## Topics

### 1. INTRODUCTION TO WHS

- What is WHS?
- Why is WHS important?
- Trends in WHS
- WHS terminology

### 2. LEGISLATIVE AND ORGANISATIONAL FRAMEWORK FOR WHS

- Background to legislative framework for WHS
- Legislative framework in Australia and WA
- WHS Act, Regulations, Codes of Practice and Guidance Materials
- Key government agencies with a role in WHS
- WHS management systems: policies, procedures and programs
- Working with the organisation's WHSMS

### 3. DUTIES AND RESPONSIBILITIES FOR WHS

- Who is responsible for WHS?
- Duty of care
- Principles that apply to WHS duties
- Other duties, rights and obligations
- Enforcement of WHS legislation

### 4. WHS COMMUNICATION AND CONSULTATION

- Providing information to the work team
- WHS consultation
- Health and safety representatives
- Health and safety committees
- Toolbox meetings
- Dealing with issues raised through consultation
- Recording and communicating consultation outcomes

### 5. WHS TRAINING

- Identifying WHS training needs
- Some specific training needs
- Arranging to meet WHS training needs
- WHS training in the workplace
- Coaching and mentoring

## 6. WHS RISK MANAGEMENT

- The risk management process
- Types of workplace hazards
- Hazard identification methods
- Recording and reporting workplace hazards
- Risk assessment
- Risk control
- Practicability of control measures
- Hierarchy of risk control measures
- Monitoring and review of risk control measures
- Risk management tools

## 7. INSPECTIONS AND INVESTIGATIONS

- Preparing for an inspection
- Conducting the inspection
- Inspection follow up
- Incidents and accidents
- Incident investigation
- Immediate causes and underlying causes
- Root cause analysis techniques

## 8. WHS RECORD KEEPING

- Types of WHS records
- Recording and reporting WHS incidents
- Writing an incident report
- Using aggregate WHS information and data

### Assessment

The assessment for this course consists of:

- Assessment questions and activities to be completed on-course
- Post-course assessment activities based around:
  - WHS training
  - WHS policies and procedures
  - Hazard identification and team consultation
  - Risk assessment and risk control
  - WHS record keeping
- Third party report from supervisor confirming practical application of competencies in the workplace

### Assessment timeframe

Participants have four months to complete their assessment after attendance at the course.

The number of hours taken to complete this assessment will vary substantially between participants. However, as a rough guide, it is recommended that participants allow approximately 15 – 20 hours to complete the assessment for this course.

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## Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- workplace work health and safety (WHS) policies, procedures and forms; training records; incident records
- an area of the workplace that they can inspect, and for which they can identify and assess risks in conjunction with others
- a team whose work health and safety they can be responsible for managing
- a supervisor / manager who can review their work and provide feedback to TSA

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

## National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved this unit and wish to have it recognised, please contact a TSA Training Advisor.