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**Outline:**

This training course is designed to provide basic knowledge in occupational health and safety (OHS) for line management.

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**Objectives:**

At the end of this course participants should be aware of:

- the OHS legal responsibilities and related exposures to both the themselves and the organisation;
- organisational practices and their influence on an organisation's OHS management system;
- requirements for implementing OHS management systems in their area of responsibility; and
- requirements for carrying out OHS activities at the line manager level.

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**Topics:**

The course involves presentations, group discussions, and practical hazard and incident management case studies and activities. The course includes five (5) modules as follows:

- An introduction to OHS – What is occupational safety and health, what does it mean to line managers, how important is OHS to people and the business operations.
- OHS Law - Overview of OHS law including statutory law and common law, OHS statutory penalties for the corporation and individual managers, and expanded "employer duties" to contractors, leaseholders and members of the public.
- Hazards, Incidents and Injury Management - Hazard identification, risk assessment and hazard control within strategic and operational hazard management processes. Incident causation and incident investigation and management. The injury management process and links to workers' compensation in brief.
- OHS Management Systems – What is an OSH management system (OHSMS). Overview of relevant OHSMS requirements such as OHSAS 18001, AS 4801, SafetyMAP and WorkSafe Plan. OHSMS audit processes. Overview of a typical OSHMS and typical organisational OHSMS practices.
- OHS Consultation and Communication – Methods and practices for communicating and promoting OHS throughout the organisation. OHS Representatives and Committees.

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**Participants:**

Line and middle management, team leaders, and supervisors.

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**Duration:**

This course is typically run over on day (4 to 12 participants), or two days (12 to 24 participants).

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**Presenters:**

All presenters of this course hold formal nationally-recognised qualifications in OHS management and are experienced trainers and facilitators.

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**Resources:**

All participants will be supplied with a copy of the training material presented.

Typically, participants will be expected to bring any necessary writing material for note-taking.

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**Assessment:**

Participants who successfully complete the course will be issued a "Certificate of Attendance".