

MAINTAIN OCCUPATIONAL HEALTH, SAFETY AND GENERAL HOUSEKEEPING

OUTLINE

MODULE 1 - Identify hazards

- ✓ Different hazards are identified and categorised according to specific area, job category, work procedure, machinery or substances used.
- ✓ Workplace inspections are undertaken in specific work areas/procedures.
- ✓ Information on specific Occupational Risk Exposure Profiles is contributed (OREP) in reports.
- ✓ Individual and categories of employees are assisted in contributing to their OREPs.
- ✓ Employees are assisted in hazard identification (informal on the job hazard education/training for other employees).
- ✓ Hazard identification is communicated in specific areas and jobs with employees and management.
- ✓ The links between work, health, safety and the environment are explained (public safety).

MODULE 2 - Evaluate and report hazards.

- ✓ Hazards are evaluated and prioritised (in particular area, work procedures and job categories) according to the risk of exposure and the risk of detrimental health outcome (occupational injury or disease).
- ✓ Recommendations on hazards drafted in H&S structures are reported on and discussed.
- ✓ Participation in incident investigations is secured.
- ✓ Incident investigation outcomes are communicated with employees.
- ✓ A rudimentary knowledge of Risk Assessment (R.A.) and ability to contribute information to R.A is displayed.
- ✓ Employees are informed of hazard evaluation activities, results and R.A. reports.

MODULE 3 - Apply preventative measures (including training) in the workplace

- ✓ Control measures in place are identified and explained.
- ✓ The principle of the hierarchy of control measures to the workplace are applied.
- ✓ Hazard control measures are communicated, in specific areas and jobs with employees and management.
- ✓ The control measures in place for particular area, work procedure, machinery or substance are described, evaluated and reported on.
- ✓ Informal, on the job peer learning is facilitated from shared experiences.
- ✓ Useful OH&S training materials and resources are identified and evaluated.
- ✓ Relevant OH&S training is undertaken.
- ✓ OH&S training needs are identified.

MODULE 4 - Explain, use and comply with relevant legislation and regulations.

- ✓ The responsibilities, duties and rights of individuals in the workplace and the relevant internal and external bodies are described correctly.
- ✓ The OH&S information relevant to the workplace are located and explained.
- ✓ Relevant COID Act rights and procedures are explained and interpreted.

- ✓ Employees are informed of their OH&S rights.
- ✓ Employees are advised of the duties, functions and responsibilities of the employer and the H&S role players in the workplace.
- ✓ Information is utilised from the legislation to perform responsibilities/duties to engage.
- ✓ Employers' representatives on OH&S related issues are identified.
- ✓ The Department of Labour (DoL) representatives, OH practitioners and occupational hygienists responsible for measuring or undertaking surveillance programmes are engaged with
- ✓ Workplace compliance with regulations and legislation is assessed and reported on.

MODULE 5 - Gather and organise OHS information from the workplace

- ✓ Meetings and interviews with employees are conducted to gather OH&S needs and information.
- ✓ Information from reports, meetings and inspections is summarised to address H&S issues with affected employees.

DURATION:

Theoretical training: 2 days