



WHAT EVERY SUPERVISOR SHOULD KNOW ABOUT.... OCCUPATIONAL HEALTH AND SAFETY

Duration:-

Two Days

Who should attend:

All personnel with responsibility for the supervision of employees or sub-contractors.

Objectives:

To provide participants with:

- An overview of the legislative responsibilities of supervisors;
- Detailed information on how to implement company policies and procedures to meet these responsibilities.



Content

- About the law:
 - Review of legal responsibilities for employees and “other persons”.
- About employees and subcontractors:
 - Induction;
 - Consultation;
 - Discipline and counselling.
- About risk management:
 - Preparing risk assessments;
 - Video: “Job Safety Analysis”;
 - Hazardous Substances;
 - Hazard inspection.
- About what to do when things go wrong:
 - Accident investigation;
 - Injury management.



CHRIS JONES RISK MANAGEMENT

Course Schedule

Day 1

Time	Topic
8:30 AM	Course commences; Introduction
8:45 AM	About the law: <ul style="list-style-type: none">• OHS legislation
10:00 AM	Break
10:15 AM	About employees & contractors: <ul style="list-style-type: none">• Contractors and subbies on our premises• Consultation – Toolbox meetings; the role of the OHS committee and OHS representatives• Discipline and counselling
12:30 PM	Lunch
1:15 PM	About risk management: <ul style="list-style-type: none">• Introduction to risk management• All risks & risk identification – hazard inspection
2:45 PM	Break
3:00 PM	Preparing risk assessments and JSAs: <ul style="list-style-type: none">• Risk assessment; JSA; and safe work method statements.• DVD – “Job Safety Analysis”• Case study: preparing a JSA
4:30 PM	Course Close

Day 2

8:30 AM	Course commences; <ul style="list-style-type: none">• Review the previous day – Quiz
9:00 AM	Risk management continued: <ul style="list-style-type: none">• Plant and safe work procedures• Manual handling• Hazardous substances
10:00 AM	Break
10:15 AM	Risk management continued: <ul style="list-style-type: none">• Case studies
12:30 PM	Lunch
1:15 PM	About when things go wrong: <ul style="list-style-type: none">• Legislative responsibilities for:<ul style="list-style-type: none">○ Reporting to regulatory authority○ Workers compensation• Injury management
2:45 PM	Break
3:00 PM	When things go wrong: <ul style="list-style-type: none">• Incident investigation• Case study – accident investigation
4:30 PM	Course Close