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OHS Initial Course Information

This course is based on the Victorian Workcover Authority Learning outcomes for the traditional 'five-day course' for Health and Safety Representatives. It is a suitable introductory OHS course for:

- Health and Safety Representatives
- Health and Safety Committee Members
- Supervisors and Managers

Each module is available separately. The program includes online learning, a paper-based workbook and workplace activities. Students gain a broad understanding of key OHS topics and develop OHS management skills with the overall aim of improving their current workplace safety culture.

OHS LEGISLATION

In this module you will develop an understanding of the OHS Act and the broader framework of which it forms a part. Specifically you will learn:

- what the OHS Act is about and its key objectives
- what the roles, functions and responsibilities of the various parties are.

OHS MANAGEMENT SYSTEMS

Once you understand the legal foundation of OHS you will learn how this framework is represented in management systems. Specifically you will learn:

- what an OHS management system (OHSMS) is and how it applies across an organisation
- about OHS policies and procedures and how they contribute to effective OHS management
- how to keep OHS records
- how to contribute to the effective management of an OHSMS
- how to assist with the development of OHS policies and procedures.

OHS RISK MANAGEMENT

Once you understand how an OHSMS works you will look at a key function within the system called risk management. Specifically you will learn how to:

- contribute to risk consultation and management
- identify hazards and undertake workplace inspections
- assess and classify risks
- recommend and implement control measures
- review risks and their controls.

OHS INCIDENT MANAGEMENT

Having explored risk management, you will examine another key function of OHS management; what to do when something goes wrong. In incident management you will learn:

- who needs to be notified and when if an incident occurs
- how to effectively investigate injuries, illnesses and incidents
- how to identify causes, take corrective action and make recommendations.

OHS CONSULTATION

Wrapping the learning up in this last module, you will develop skills critical to effectively and fairly executing your OHS duties. Specifically you will learn:

- about your responsibility to consult others
- formal consultation strategies and structures
- how to effectively communicate and participate in meetings
- how to negotiate and resolve conflict.

COURSE COMPLETION

On finishing an individually purchased module or the full course you will complete a final review. At the end of this review you will be able to generate a Certificate of Completion.

REGISTRATION

Registration is online. The 'How to enrol' page on our website www.icourses.com.au includes an automatic calculator which reduces price per head as registration total increases. The 'Course list' provides current prices and volume discounts. For further enquiries email info@icourses.com.au or call 61 3 8620 6211.