

Stage One

Health & Safety Course Outline

INTRODUCTION

Introduce the Course
Housekeeping
Introductions and expectations

SESSION ONE

Role of the health and safety rep

- Impact of workplace injuries and illness
- Health and safety management systems and practices
- ACC WorkSafe Cycle
- Role and functions of H&S Reps
- Principles of involving workers
- Finding and documenting information

SESSION TWO

HSE Act Overview:

- Objects of the Act
- Duties of employers
- Duties of Principals, Suppliers, and others
- Duties of employees
- Employee participation
- Duty to act with “good faith”
- Protection from discrimination and dismissal
- Health and Safety systems
- Offences, crown liability and penalties
- Working with OSH
- Case studies of prosecutions

SESSION THREE

Hazard Management

- Effective hazard management
- Key terms
- All Practicable steps
- Hazard management process
 - Identify
 - Assess
 - Control
 - Tips and tools

- What to do if the hazard management and communication process breaks down.
 - Hazard notices
 - Infringement notices
 - Working with OSH
- Approved Codes of Practice

SESSION FOUR

Training and Supervision

- What kind of training is needed
- Induction

SESSION FIVE

Emergency Preparedness

- Emergency procedures and equipment
- Example procedures

SESSION SIX

Injury reporting, recording and investigation

- Injury and incident triangle
- Overview of injury and incident reporting, recording and investigation
- Reporting
- Recording
- Investigating (including working with OSH)
- Understanding how injuries are caused
- ACC WorkSafe Injury model

SESSION SEVEN

Introduction to the IPRC Act

- Rehabilitation, Return to work and compensation
- Role-play involving returning injured worker back to work

SESSION EIGHT

Workplace planning

- Action plan

EVALUATION AND CONCLUSION