Work, Health & Safety in the Workplace

Course Cost

$ 375

Duration

1 Day

Locations

- Hobart
- Launceston

Course Dates

Course dates can be found on the training calendar on the NDA wesbite: **www.nda.com.au**

If there are no dates listed, please email:
bookings@nda.com.au
to express interest in the course.

More Information

For more information on any of our courses or services please email:
bookings@nda.com.au
or visit the NDA website at:
www.nda.com.au

National Competency Standard

BSBWHS411 – Implement & monitor WHS policies, procedures & programs
BSBWHS521 – Ensure a safe workplace for a work area (with post-course work)

Prerequisites

There are no pre-requisites for this course.

Course Objectives

This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation's work, health and safety (WHS) policies, procedures and programs in the relevant work area according to WHS legislative requirements.

Learning Outcomes

- Keep up-to-date with legislation and relevant publications
- Contribute to development and implementation of a WHS policy, a WHS Management System (WHSMS), and WHS plan
- Contribute to the measurement and evaluation of WHS performance
- Contribute to the review and improvement of the WHSMS
- Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks in a work area
- Provide information to the work team about WHS policies and procedures
- Implement and monitor WHS consultation and participation processes for managing WHS
- Implement and monitor organisational procedures for providing WHS training
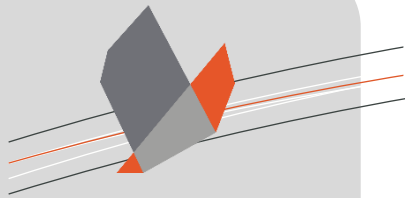- Implement and monitor organisational procedures for maintaining WHS records for the team

Optional Assessment

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activites completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.

PER UNIT FEE: $150

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Work, Health & Safety in the Workplace
Course Content

RTO Provider:60034

NDA Launceston

Level 1, 65 St John Street
Launceston TAS 7250
03 6334 4910

NDA Hobart

Level 3, 110 Collins Street
Hobart TAS 7000
03 6224 2660

NDA North West

4B, 21 Alexandra Road
Ulverstone TAS 7315
03 6423 4547

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Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delievered either on-site or at NDA.

Please contact us for further information and to be provided with a quote.

Communicate WHS policies, procedures and programs

- Legislation
- Regulations
- Codes of practice
- Identify duty holders and define WHS responsibilities
- Provide information on WHS policies, procedures and programs – ensuring staff have access and understand
- Provide information on hazards, risk assessment and control
- Control risks using the hierarchy of control
- Identify and report inadequacies in existing risk controls

Implement procedures for identifying hazards, assessing and controlling risks

- Report on hazards in work area
- Action hazard reports

Implement and monitor WHS participation

- Consultation
- Facilitate participation in managing work area hazards
- Deal with issues raised through consultation

Record and communicate outcomes of consultation of WHS issues

- Implement and monitor WHS training
- Identify WHS training needs
- Consult with individuals to meet WHS training needs
- Provide workplace learning opportunities to achieve WHS training needs
- Identify and report on costs to provide training
- Identify and approve financial and human resources
- Implement procedures for WHS records
- Complete and maintain WHS records of incidents of occupational injury and disease in work area
- Use data from work area records to identify hazards and monitor risk control procedures in work area

Evaluate and maintain the WHSMS

- Determine the form, content, purposes and functions of a WHSMS
- Communicate/contribute to development of a WHS plan
- Return to work/injury management as part of WHSMS
- Record keeping to identify patterns of injury and disease
- Communicate and contribute to, the measurement/evaluation of WHS performance
- Develop and implement improvements to the WHSMS
- Ensure compliance with the WHS legislative framework