

## Curriculum: Occupational Health and Safety

### Course: Generic OHS Induction

#### Duration

4 hours

#### Overview

#### Audience

All employees in the workplace

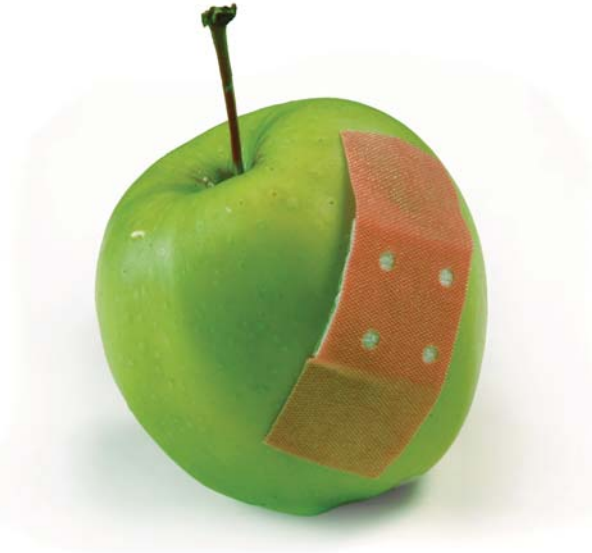
#### Prerequisites

None

#### Objectives

After completing this course, employees will be able to:

- Apply knowledge of employers' and employees' OHS responsibilities in
- Identify hazards and assess risks by using the Hierarchy of Controls
- Assess manual handling tasks and identify appropriate manual handling
- Follow emergency and first aid procedures
- Participate in OHS consultation and resolution processes
- Identify and deal with bullying in the workplace
- Identify and manage hazardous substances



### Course Content

#### Module 1 OHS Responsibilities

This module is an overview of the Occupational Health and Safety (OHS) responsibilities of employers and employees in all workplaces.

The OHS Responsibilities module covers:

- Responsibilities of Employers
- Responsibilities of Employees

#### Module 2 Hazard Management

This module is an introduction to hazard management. Managing hazards effectively is the key to successful OHS.

The Hazard Management module covers:

- Four Steps of Hazard Management
- Identifying Hazards
- Assessing Risk
- Controlling Risk
- Monitoring and Reviewing Hazards

#### Module 3 Manual Handling

This module shows how to reduce the risks of manual handling. Manual handling injuries are the most common injuries suffered by workers across all workplaces in all industries.

The Manual Handling module covers::

- Definition of Manual Handling
- Manual Handling Hazard Identification
- Manual Handling Hazard Assessment
- Manual Handling Hazard Control
- Safe Lifting
- Office Ergonomics

## Module 4 Emergency Procedures

This module provides an overview of emergency procedures. A crucial element of OHS is being able to quickly and decisively respond to an emergency that threatens the safety of people, property or the environment.

The Emergency Procedures module covers:

- Evacuation Procedures
- Fire Safety
- Bomb Threat Procedure
- First Aid Procedures

## Module 5 Consultation and Issue Resolution

This module explains OHS consultation and issue resolution, which provides opportunities to change workplace procedures that impact on health and safety.

The Consultation and Issue Resolution module covers:

- Health and Safety Representatives
- Health and Safety Committees
- Consulting Methods
- Issue Resolution

## Module 6 Bullying in the Workplace

This module shows how to identify and deal with bullying in the workplace. Workplace bullying is a serious health and safety hazard that adversely affects individuals and their families, and the efficient functioning of organisations.

The Bullying in the Workplace module covers


- Definition of Bullying
- Sources and Effects of Bullying
- Reporting Bullying
- Complaints Principles and Process

## Module 7 Hazardous Substances

This module explains what a hazardous substance is, and how hazardous substances must be handled in the workplace.

The Hazardous Substances module covers:

- Forms and Examples of Hazardous Substances
- Routes of Exposure and Health Effects
- Material Safety Data Sheets
- Labelling and Prevention



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