



Occupational Health and Safety	
<b>Objective</b>	Introduce participants to the concepts and importance of Occupational Health and Safety as it applies to the workplace.
<b>Benefits</b>	<ul style="list-style-type: none"><li>▪ Increased understanding of Health and Safety in the Workplace.</li><li>▪ Increased awareness of roles and responsibilities of OH&amp;S practitioners.</li><li>▪ Increased awareness of processes and procedures involved in OH&amp;S.</li></ul>
<b>Who Should Attend?</b>	This course is designed for all levels within an organisation; especially when taking into account statutory obligations that have been imposed by governments with regard to their relevant workplace health and safety acts.
<b>Course Outline</b>	Introduction to theoretical and practical topics via a series of lectures, group discussions, exercises and workshops designed to impart an understanding of the key principles of Occupational Health and Safety.



## 1.0 WELCOME AND INTRODUCTION

Welcome and introductions  
Course content  
The changing workplace  
Some interesting facts and figures  
Health and Safety at work – a definition

## 2.0 THE ACT AND REGULATIONS

The Health and Safety at Work Act  
The Regulations

## 3.0 INSPECTORS, NOTICES AND NOTIFICATION

Health and Safety Inspectors  
Notices  
Notification and recording of accidents and other matters

## 4.0 SPECIFICS

## 5.0 HAZARD IDENTIFICATION AND RISK MANAGEMENT

Introduction  
Risk management process in detail

## 6.0 H&S REPRESENTATIVES AND COMMITTEES

The Representative  
The Committee



## 7.0 DEVELOPING A HEALTH AND SAFETY PLAN

## 8.0 AUDITING AND REPORT WRITING

The Audit

Report writing