

WHS for Managers & Supervisors

Managers, supervisors and team leaders play a key role in implementing and monitoring an employers' WHS program. This two day course has been developed to introduce managers, supervisors and team leaders to the Occupational Health and Safety Act 1991, their role and responsibilities and hazard management principles.

Course content (indicative program)

Day one

- Welcome, introductions and objective setting
- Understanding the legalities
- What's a manager/supervisor required to do?
- Health and safety representatives and their powers
- Hazard management – identification, assessment, control and review.

Day two

- Implementing WHS policies and procedures
- Provisional improvement notices
- WHS trends and latest issues
- When a Comcare investigator calls...
- Evaluation and close.

Flexible delivery and content

Arrangements can be made to deliver the course in a number of different configurations.

Options include:

- two consecutive days
- two days with a week or fortnight in between (giving participants the opportunity to undertake a practical exercise in their workplace and discuss the results on the second day)
- four half days.

Content is also negotiable, depending on the needs of the agency and participants. This can be discussed with the trainer prior to delivery.

About the trainers

All Shared Advantage Ltd trainers have completed Certificate IV in Training and Assessment and Certificate IV in Workplace Safety or equivalent, as a minimum. The trainers have experience in health and safety training, the principles of adult learning and are sensitive to cultural and literacy needs.

Training materials and methods

The course is delivered using a combination of mini-lectures, group work, guest speakers, videos, and other resources.

Extensive interactive training methods are utilised such as questions, group discussion, case studies and, if appropriate, workplace visits.

About Shared Advantage

Shared Advantage Ltd has been providing WHS training for over ten years, including Comcare accredited five day training for Health and Safety Representatives.

When and where is the course held?

The course is held monthly in both Sydney and Melbourne and can be run on demand for specific agencies for ten or more people.

For more information

Phone **1300 137 006**

Fax **02-9212 6212**

Email **whstraining@sharedadvantage.com.au**

Session dates and booking forms available from
www.sharedadvantage.com.au

