

110 Hazard Management (Assessment and Control) and Safe Work Procedures

Instructional time – full day



Target Audience

- This course is for managers, supervisors, or members of joint committees who are required to perform hazard assessment as part of their responsibilities.



Learning Outcomes

- Participants will:
 1. Know how to use the OHS Regulation and the WC Act to access health and safety requirements;
 2. Understand the basic causes of workplace injuries and illness;
 3. Learn how to implement a hazard management system;
 4. Learn how to develop a safe work procedure based on the hazard assessment;
 5. Understand how to do an incident investigation;
 6. Learn how to do an investigation report;
 7. Understand the different types of inspections; and
 8. Learn how to do an inspection report.



Delivery Method

The Hazard Management course is divided into three parts:

- Theory;
- Tabletop exercises; and
- Site inspection.



Demonstration of Skills and Knowledge

- Perform a hazard management procedure on one job;
- Develop a safe work procedure from the hazard management exercise;
- Perform a mock incident investigation; and
- Perform a formal site inspection.
- Complete an exam (75% passing grade required).



Topics

1. Use of WorkSafe OHS Regulation;
2. Define risk assessment and job hazard analysis;
3. Developing safe work procedures;
4. Hazard identification, hazard assessment and hazard controls using job hazard analysis worksheets;
5. Incident investigations; and
6. Site inspection.