

OHS Risk Management

Monitor a Safe Workplace (BSBOHS407A)

OHS Fundamentals for Supervisors and Managers

This two day OHS Risk Management course covers essential skills and knowledge that supervisors need to know to manage OHS in their workplace and work teams. The course covers legislative requirements and implementing and monitoring OHS policies, procedures and programs.

This course is aligned to the National Competency – Monitor a Safe Workplace (BSBOHS407A). This competency is part of the Business Services Package and can be used towards qualifications such as the Certificate IV in Occupational Health and Safety, Certificate IV in Business, Certificate IV in Frontline Management and Certificate IV in Human Resources.

Course content

1. Understanding OHS legislation and codes of practice.
2. An introduction to OHS Management Systems (including OHS policies, procedures and programs.)
3. Effective Communication and OHS Consultation in the Workplace.
4. OHS Risk Management – undertaking risks and inspections.
5. Writing, reviewing and checking compliance of Safe Work Method Statements (SWMS).
6. Managing OHS Training.
7. Improving OHS performance.

Who should attend this course?

This course is designed for team leaders, managers and supervisors who are responsible for implementing and monitoring OHS policies and procedures at work.

How is course content covered?

This course is undertaken face-to-face in the classroom. Due to the interactive nature of this course, the maximum class size is 12 participants.

How long does it take to complete the course?

2 days.

Where are courses delivered?

This course can be delivered on site at your business location. Public courses will be available soon. Please visit our web site for course dates and venues.

Entry requirements

There are no pre-requisites or co-requisites for this course. Recognition of prior learning (RPL) is available. Please contact us for more information.

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How are participants assessed?

Assessment is undertaken through group discussion, questioning, workplace application and written assessment.

Qualification

A Statement of Attainment in Monitor a Safe Workplace will be issued to each participant who successfully completes the course. Participants will also receive an attendance certificate in OHS Risk Management for Managers and Supervisors.

Special Needs

PeopleSafe Australia caters where possible for any special needs. Please advise us on application and completion of enrolment processes.

How much does it cost?

Per participant (public courses)	\$650 (GST exempt).
Corporate Group Training	Please contact us for a quote.

Course fees include:

- Training and assessment. All PeopleSafe Australia trainers and assessors:
 - Have a Certificate IV in Assessment and Workplace Training (BSZ40198) or Certificate IV in Training and Assessment (TAA40104 or TAE40110).
 - Have extensive training and assessment experience.
 - Are qualified in their discipline.
 - Have a history of working in the OH&S industry.
- Course notes and learning material.
- Nationally Recognised Statement of Attainment – Monitor a Safe Workplace (BSBOHS407A).
- Certificate in OHS Risk Management for Managers and Supervisors.

Why PeopleSafe Australia?

PeopleSafe Australia is a Registered Training Organisation (RTO Provider Number: 91596). Our courses have been evaluated by industry representatives to guarantee that they meet the highest standards. We are committed to providing quality OHS training and assessment services with:

- Courses delivered and assessed by experienced trainers with real life OHS experience.
- Quality resources.
- Competitive prices.
- Excellent support.
- Personalised service.

How can I enrol?

To enrol, please view the terms and conditions in the Participants Handbook, complete the registration form and send it to us by email, mail or fax. To ensure your place, please register and

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submit payment at least 15 days prior to the course commencement date. Payment can be made by direct transfer, cheque or money order. Please contact us if alternative payment methods are required.

Refunds

A receipt will be issued for fees paid. All fees paid in advance will be held during the course and made available should a refund be required.

All requests for cancellations or transfers must be made in writing to PeopleSafe Australia prior to commencement of the course.

- A full refund will be made where Peoplesafe Australia cancels the course.
- Public courses - PeopleSafe Australia will consider a full/part refund or transfer where a participant meets with a serious misadventure and cannot continue their enrolment.
- Corporate Group Training – Postponement of a course within 5 working days of a course commencing will incur an administrative fee of 50% of the course fee. Any cancellation of a course 10 working days prior to commencement will incur a customisation fee equivalent to 100% of the nominal daily training rate for customising the course.

Refunds cannot be issued for change of mind, non attendance or not finishing a course.