

Develop & Maintain a Safe Workplace



OUTLINE

This unit involves the skills and knowledge required to develop and maintain a safe workplace, including

1. Providing and informing personnel about OH&S legislation, codes and standards;
2. Planning and implementing safety requirements in accordance with regulations;
3. Monitoring, adjusting and reporting safety performance;
4. Investigating and reporting non-conformance; and
5. Evaluating the OH&S system and related policies, procedures and programs.

CONTENT

- Relevant OH&S and environmental protection policies and procedures.
- Workplace protocols and procedures for the management of personal work priorities and professional development.
- Hazards and associated safety risks that exist in the workplace.
- The range of control measures available for these safety risks.
- Considerations for choosing between different control measures.
- Elements of an effective OH&S management system.
- Principles of risk management.
- Appropriate links to other management systems, for example contractors, maintenance and purchasing.
- The role of technical information and experts in designing hazard control measures, monitoring systems and health surveillance procedures.
- The hierarchy of hazard and risk control measures.
- Arrangements for participation and consultation over OH&S.
- Incident and accident investigation arrangements.
- Training, coaching and mentoring approaches appropriate for use in OH&S training programs.
- Typical problems that can occur when managing OH&S systems and related action that can be taken.
- Complete documentation related to developing and maintaining a safe workplace

Units of competency

TLIF4014 Develop and maintain a safe workplace

Application of Training

Work involves discretion and judgement in developing and maintaining a safe workplace.

Work is performed under minimum supervision with general guidance on progress and outcomes of work.

A range of opportunities may be used to develop awareness and practice of OH&S policies and procedures, to support the development of OH&S and risk management systems, and to encourage the achievement of the organisation's OH&S goals and related key performance objectives.

Duration

4 hours

Cost

Cost on Application

Day rates may be available. For more information, please call 1300 554 077.