



Curriculum: Workplace Health and Safety

Course: WHS Induction

Duration

7 hours

Overview

Audience

All employees in the workplace

Prerequisites

None

Objectives

After completing this training, employees will be able to:

- Apply knowledge of employers' and employees' WHS responsibilities in the workplace
- Identify hazards and assess risks by using the Hierarchy of Controls
- Assess manual handling tasks and identify appropriate manual handling techniques
- Follow emergency and first aid procedures
- Participate in WHS consultation and resolution processes
- Identify and deal with bullying in the workplace
- Identify and manage hazardous substances

ELP WHS Curriculum

WHS Responsibilities

This course is an overview of the Workplace Health and Safety (WHS) responsibilities of employers and employees in all workplaces.

The WHS Responsibilities course covers:

- Responsibilities of Employers
- Responsibilities of Employees

Emergency Procedures

This course provides an overview of emergency procedures. A crucial element of WHS is being able to quickly and decisively respond to an emergency that threatens the safety of people, property or the environment.

The Emergency Procedures course covers:

- Evacuation Procedures
- Fire Safety
- Bomb Threat Procedure
- First Aid Procedures

Manual Handling

This course shows how to reduce the risks of manual handling. Manual handling injuries are the most common injuries suffered by workers across all workplaces in all industries.

The Manual Handling course covers:

- Definition of Manual Handling
- Manual Handling Hazard Identification
- Manual Handling Hazard Assessment
- Manual Handling Hazard Control
- Safe Lifting
- Office Ergonomics

Hazard Management

This course is an introduction to hazard management. Managing hazards effectively is the key to successful WHS.

The Hazard Management course covers:

- Four Steps of Hazard Management
- Identifying Hazards
- Assessing Risk
- Controlling Risk
- Monitoring and Reviewing Hazards

Hazardous Substances

This course explains what a hazardous substance is, and how hazardous substances must be handled in the workplace.

The Hazardous Substances course covers:

- Forms and Examples of Hazardous Substances
- Routes of Exposure and Health Effects
- Material Safety Data Sheets
- Labelling and Prevention

Consultation and Issue Resolution

This course explains WHS consultation and issue resolution, which provides opportunities to change workplace procedures that impact on health and safety.

The Consultation and Issue Resolution course covers:

- Health and Safety Representatives
- Health and Safety Committees
- Consulting Methods
- Issue Resolution

Bullying in the Workplace

This course shows how to identify and deal with bullying in the workplace. Workplace bullying is a serious health and safety hazard that adversely affects individuals and their families, and the efficient functioning of organisations.

The Bullying in the Workplace course covers:

- Definition of Bullying
- Sources and Effects of Bullying
- Reporting Bullying
- Complaints Principles and Process



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