
OSH – Health & Safety for Employees

Programme Title:	Occupational Safety and Health
Module Title:	Health & Safety for Employees
Content Provider:	Working Safe Ltd
	Version: 1

Goal

The goal of this module is to provide all employees with an understanding of the basic requirements for Health and Safety in any workplace.

Overview

1. The H&S for Employees module teaches all employees what they are responsible for, what their employer is responsible for, and how to work together to create a safe workplace.
2. The main employee requirements in this module include:
 - Acknowledging the impact of Health and Safety matters to personal and workplace situations
 - Analysing the essential aspects of the Health and Safety in Employment Act, 1992
 - Identifying the steps to manage and report workplace hazards

Considerations

The target audience is very broad and covers school leaver and apprentices through to senior management.

The workplace examples used in this module are centred on an 'office' setting but the principles can be adapted for other industry specific situations.

The course is offered as a stand-alone, online course involving two hours of unsupervised study.

Content Outline

Overview

- Impact of workplace injury
- Number of deaths and injury

Health and Safety Act

- Overview of Health and Safety in employment legislation
- Objectives of the Act
- Duties
- Co-operation
- Protective clothing or equipment
- Obligations
- Employee participation
- Key principal
- Company Policy Statement

Training

- Training needs and responsibilities

Hazard Management

- How to identify hazards
- Hazard terminology
- How to assess hazards
- Examples
- The Hazard Register

Accident and Incidents

- Procedures
- Terminology
- First Aid tips

Health and Safety Manual

- Your company's Health and Safety manual
 - Conclusion
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Teaching Outcomes

The key teaching outcomes expected include:

- Describe the overall impact of Health and Safety issues
- Describe the basic workplace requirements of the Health and Safety Act
- Identify and assess workplace hazards in a clear and precise manner
- Describe the use of the Hazard Register
- Describe their responsibilities in training and accident/incident reporting

Learning Objectives

At the end of this module, employees will:

- Have a clear understanding of how the Health and Safety Act affects them
- Understand the impact of hazards in the workplace
- Be able to clearly identify and assess workplace hazards in an 'office' workplace situation and communicate them to management
- Understand the importance and use of the Hazard Register
- Understand their responsibilities in training and accident/incident reporting

Instructional Strategies

Instructional Strategies used to teach this course include:

- Text and interactive media representations of OSH-related scenarios
- Hypertext links to parts and sections in the Health and Safety in Employment Act, 1992
- Multichoice quizzes for key learning areas
- Practical hazard identification within workplace scenarios

Certification/Qualifications

- The H&S for Employees module can also be used as a pre-requisite to 'The Safety Officer', for organisations with 30 people or more
- Employees who successfully complete the online course will receive a certificate of completion

Suggested Learning Hours

Estimated time for completion of 'Staff Induction' module is two (2) hours.