

OSH - The Safety Officer

Programme Title:	Occupational Safety and Health
Module Title:	The Safety Officer
Content Provider:	Working Safe Ltd
	Version: 1

Goal

The goal of this module is to prepare an employee to become a 'Safety Officer' for organisations with less than 30 people.

Overview

1. The Safety Officer module details the legal and practical matters concerning the establishment and maintenance of an organisational 'Hazard Management System.'
2. Under New Zealand's Health and Safety Act (May 2004 amendment), it is mandatory for organisations under 30 employees in size to appoint a Safety Officer.
 - o It is also mandatory for an organisation to have hazard management procedures in place
3. The main employee requirements in this module include:
 - o Acknowledging the personal and organisational impact of Health and Safety matters – as well as the Health and Safety environment with organisations such as ACC
 - o Analysing the essential aspects of the Health and Safety in Employment Act, 1992
 - o Identifying the steps to manage and report workplace hazards
 - o Completing the relevant forms and procedures

Considerations

The target audiences are varied - comprising school leavers and apprentices, through to administrators and business managers.
The workplace examples used in this module are centred on an 'office' setting but may be modified for other industry specific situations.

The course is offered in two ways:

1. As a stand-alone, online course involving three to four hours of unsupervised study.
2. As 3 x 2 hour classes of blended delivery – led by a competent Health & Safety trainer.

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
- The right of refusal (to work)
- Protective clothing or equipment
- Employee definitions

Training and Supervision

- Training needs and records
- Workplace checklist

Hazard Management

- Effective hazard management
- Key definitions
- All practicable steps
- Hazard Management process
- How to identify hazards
- Preventing injury and ill health – what's hurting you
- How to assess hazards

Injury and Accident Reporting – Recording and Investigating

- Key terms
 - How to report and record injury and accidents
 - Serious harm – notifying OSH
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Teaching Outcomes

The key teaching outcomes expected include:

- Creating a Health and Safety manual for a specific workplace.
- Describe legal matters that relate to workplace health and safety.
- Define and explain the roles, rights and responsibilities of employers and employees in workplace health and safety situations – in both practical and theoretical scenarios.

Learning Objectives

At the end of this module, employees will be able to:

- Complete a sample policy and write a personalised policy statement on health and safety for a workplace
- Identify and describe workplace hazards in an 'office' workplace situation
- Identify and describe their own workplace hazards and establish hazard management procedures
- Create a hazard management plan
- Complete a hazard register for OSH purposes
- Recognise the importance of and successfully complete the reporting and notification requirements for OSH purposes

Instructional Strategies

Instructional Strategies used to teach this course include:

- Text and pictorial representations of OSH-related scenarios
- Hypertext links to parts and sections in the Health and Safety in Employment Act, 1992
- Practical hazard identification within workplace scenarios
- Practical examples of official OSH documents
- Instruction on how to fill in relevant forms / registers / records etc... for use in the workplace
- Quizzes to check employee understanding

Certification/Qualifications

- The Safety Officer module can be taken as a stand-alone course
- The Safety Officer module can also be used as a pre-requisite to 'The Safety Representative', for organisations with 30 people or more
- After completing the content of this module, students will be equipped to sit NZQA unit standard 497, 'Protect Health and Safety in the Workplace'
- Students who successfully complete the online course will receive a certificate of completion

Suggested Learning Hours

Estimated time for completion of 'The Safety Officer' module is three (3) to four (4) hours.