

**Course Topics for CERTIFICATE in
Occupational Health & Safety RISK MANAGEMENT
(2 Day Full Program or 1 Day Awareness)**

TOPIC	LEARNING AIM	2 day	1 day
Topic 1 – OHS Legislation in NSW	<ul style="list-style-type: none"> – Define occupational health, safety and welfare – Identify the legislation that governs OHS in NSW – Identify the key elements of the NSW OHS Act, 2000 – Outline the support/compliance role of WorkCover NSW 	120 mins	120 mins
Topic 2 – OHS Management Systems (OHSMS)	<ul style="list-style-type: none"> – Explain the employer’s ‘Duty of Care’ responsibility – Outline the role and responsibilities of supervisors/managers – Describe the OHS Management System (OHSMS) approach and different models – Outline the systematic management of OHS 	105 mins	50 mins
Topic 3 – Managing Health and Safety in the Workplace	<ul style="list-style-type: none"> – Explain the process for the development and implementation of an OHS policy and programs in the workplace – Describe the consultative mechanisms available to supervisors and managers – Explain the role of the OHS committee/OHS representative as a mechanism for consultation – Explain the importance of providing information, instruction, training and supervision to all employees 	60 mins	50 mins
Topic 4 – Implementing OHS Risk Management in the Workplace	<ul style="list-style-type: none"> – Describe the key elements of OHS risk management – Explain the process for identifying hazards in the workplace – Describe the process of risk assessment – Identify steps for controlling and monitoring risks – Discuss what is meant by ‘safe systems of work’ and ‘continuous improvement’ 	195 mins	90 mins
Topic 5 – OHS Performance Review	<ul style="list-style-type: none"> – Describe the process of promoting, maintaining and improving OHS management systems in the workplace – Describe the different tools that are available to measure OHS performance – Examine the practical application of a sample audit tool 	105 mins	
Topic 6 – Workplace Injury Management and Workers Compensation	<ul style="list-style-type: none"> – Discuss the aims of Workplace Injury Management and Workers Compensation legislation in NSW – Explain the employer’s obligations – Describe the worker’s obligations and entitlements – Identify the key elements of injury management 	75 mins	60 mins
Topic 7 – Summary and Conclusion	<ul style="list-style-type: none"> – Discuss key elements of the systems approach to OHS – Describe features of an effective OHSMS 	30 mins	30 mins