



Stage Two Course Outline

The stage two course is for health and safety reps who have completed the stage one course. The course covers injury prevention and incident investigation.

1. The Worksafe Cycle

Review, Plan and Action

2. Body Mapping

Identifying and preventing harm

3. Why and When to Investigate

The role of the rep in investigating incidents

4. How to Investigate Incidents

Introducing the steps in an investigation

5. What Happened?

The first step: Collecting facts (using case study)

6. Why Did It Happen?

Analysis: The Worksafe Injury Model and Fault-Tree Analysis

7. What are we going to do about it?

Hazard management and control - All practicable steps

8. How are we going to keep it safe?

Developing solutions from an investigation

9. The role of the rep

Rights, responsibilities, and skills of representation

10. Presentation and feedback to workers

Preparing a report and presentation from the case study

11. Presentation and feedback

Present a report to the group