



# CTU/ACC WORKSAFE Health & Safety Course Outline

## **INTRODUCTION**

Introduce the Course  
Housekeeping  
Introductions and expectations

## **SESSION ONE**

### **Role of the health and safety rep**

- Impact of workplace injuries and illness
- Health and safety management systems and practices
- ACC WorkSafe Cycle
- Role and functions of H&S Reps
- Principles of involving workers
- Finding and documenting information

## **SESSION TWO**

### **HSE Act Overview:**

- Objects of the Act
- Duties of employers
- Duties of Principals, Suppliers, and others
- Duties of employees
- Employee participation
- Duty to act with "good faith"
- Protection from discrimination and dismissal
- Health and Safety systems
- Offences, crown liability and penalties
- Working with OSH
- Case studies of prosecutions

## **SESSION THREE**

### **Hazard Management**

- Effective hazard management
- Key terms
- All Practicable steps
- Hazard management process
  - Identify
  - Assess
  - Control
  - Tips and tools

- What to do if the hazard management and communication process breaks down.
  - Hazard notices
  - Infringement notices
  - Working with OSH
- Approved Codes of Practice

#### **SESSION FOUR                      Training and Supervision**

- What kind of training is needed
- Induction

#### **SESSION FIVE                      Emergency Preparedness**

- Emergency procedures and equipment
- Example procedures

#### **SESSION SIX                      Injury reporting, recording and investigation**

- Injury and incident triangle
- Overview of injury and incident reporting, recording and investigation
- Reporting
- Recording
- Investigating (including working with OSH)
- Understanding how injuries are caused
- ACC WorkSafe Injury model

#### **SESSION SEVEN                      Introduction to the IPRC Act**

- Rehabilitation, Return to work and compensation
- Role-play involving returning injured worker back to work

#### **SESSION EIGHT                      Workplace planning**

- Action plan

### **EVALUATION AND CONCLUSION**

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