

OSH - The Safety Representative

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

Goal

The goal of this course is to prepare an employee to become a Health and Safety Representative for organisations with more than 30 people.

Overview

1. The Safety Representative module details the legal and practical matters concerning the establishment and maintenance of the H&S Representative.
2. Under New Zealand's Health and Safety Act (May 2004 amendment), it is mandatory for organisations of more than 30 employees in size to appoint a Health and Safety Representative.
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 and applying them to their own workplace
 - o Identifying the steps to manage and report workplace hazards
 - o Completing the relevant forms and procedures

Considerations

The target audience is varied but assumes a reasonable level of literacy, organisational and team leading skills.

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 12-16 hours of unsupervised study.
2. As a blended course programme (classroom plus online learning) led by a competent Health & Safety trainer.

Content Outline

Role of the H&S Rep

- Introduction
- Intro to H&S Management
- ACC WorkSafe Cycle
- Accident Trend Data
- Working Together
- Information Resources

Overview of Health and Safety in employment legislation

- H&S in Employment Act 1992
- Regulations 1995
- Amendment Act 2002
- Goals and objectives of the Act
- Employer Duties
- Employee Duties
- Key Definitions
- H&S Systems
- Legal Consequences

Emergency Response Planning and Preparedness

- Intro
- Emergencies
- Evacuation
- Roles

Accident/Injury Reporting, Recording and Investigation

- Intro
- Injury/Incident Pyramid
- Key Definitions
- Creating a System

Rehabilitation

- Intro
- Key Definitions
- Employers Rights
- Rehabilitation and the Act
- The Rehab Team
- The Rehab Process

Hazard Identification and Risk Management

- Intro
- Key Definitions
- Process
- Hazard Notice
- Infringement Notice

The Health & Safety Representative role implementation into the workplace

- Intro
- Worksheets
- Selection of forms

Training and Supervision

- Intro
- Induction
- Ongoing Training
- Role of the Rep

Teaching Outcomes

The key teaching outcomes expected include:

- Describe and create the necessary range of documentation for Health and Safety workplace requirements.
- 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:

- Itemise what actions are needed to fulfil the role of H&S Rep in their workplace
- List what needs to be addressed in their workplace in light of the various Acts and prioritise each item
- List the items needed to be addressed regarding hazard identification and risk management
- Detail the aspects of training and supervision that need to be addressed in your workplace
- Describe how Emergency Response Planning procedures can be implemented in the workplace
- Itemise all the issues relating to accident reporting and investigation that need to be addressed in their workplace
- Recognise and provide solutions to any shortfalls regarding rehabilitation in their workplace

Instructional Strategies

Instructional Strategies used to teach this course include:

- Text and pictorial representations of OSH-related scenarios
- Interactive media and animations to engage student and maximise learning
- 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
- Quizzes to check employee understanding

Certification/Qualifications

- The Health and Safety Representative module can be taken as a stand-alone course
- 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 Health and Safety Representative' module is twelve (12) to sixteen (16) hours.