

Occupational Health and Safety

VIC, NSW, QLD



Occupational Health and Safety

The Navitas College of Public Safety is the industry's choice, supported by major employers and provides a unique range of training courses that address workplace safety. These courses are aimed at maximising your workplace effectiveness by reducing occupational health & safety risks allowing you to contribute to a safer work environment.

Established in 1990, the Navitas College of Public Safety is a specialist provider of workplace safety training courses and consultancy services. We have designed and developed a range of courses that specifically address the issue of occupational health and safety.

Our focus is on practicality and developing staff knowledge and skills to ensure the highest standards of safety are maintained in the workplace.

Our clients include the finance sector, human resource management, manufacturing, security, hospitality, transport and logistics and statutory agencies (federal, state and local government) along with a large number of public and private commercial entities.

We are a recognised leader in public safety education and training, and a multiple winner of national awards for excellence in training.

If you want to ensure that your workplace maintains the highest standards of safety and meets regulatory requirements under the provisions of occupational health and safety legislation, check out our range of training programs.

Note: our courses can be customised and delivered on site at your workplace or at our modern training facilities.

Occupational Health and Safety pathway

Certificate III in Occupational Health and Safety



Certificate IV in Occupational Health and Safety



Diploma of Occupational Health and Safety



Graduate Programs

VIC

Initial Course in OHS for Health & Safety Representatives, Supervisors & Managers



Course overview

Victorian legislation outlines a number of obligations on employers to maintain workplaces that, so far as is reasonably practicable, eliminate risks to health and safety. S.67 of the OHS Act 2004 obliges employers to allow HSRs to attend an approved initial 5 day (OHS) training course of their choice.

This initial course in OHS will enable participants to acquire the necessary skills and knowledge to perform their role as HSRs, and for supervisors and managers to understand their OHS obligations.

Aimed at

This course is suitable for elected HSR's or Supervisors and Managers with responsibilities for health and safety or persons seeking an entry level program into nationally recognised qualifications in Occupational Health and Safety.

Entry requirements

Students should possess reasonable literacy and numeracy skills with a sound grasp of spoken English. The prerequisite for entry to the Refresher program is completion of a 5 day initial WorkSafe OHS HSR course.

NCPS provides a broad range of OHS courses, from introductory short courses to diploma with an opportunity to pathway into the Bachelor of Public Safety.

Course duration

The course requires a minimum of 35 hours face-to-face delivery and is generally conducted 1 day per week over a 5 week period. Certificates of attendance can not be issued unless participants attend all 5 days.

Course content

- Introduction to OHS legislation
- Requirements of the Occupational Health & Safety Act 2004
- Roles of a Health and Safety representative
- Consultation & issue resolution
- Risk management
- Workplace inspections
- Identifying workplace hazards
- Manual handling
- Hazardous substances
- Occupational violence
- Accident reporting and investigation
- Occupational health and safety systems
- Health and safety committees
- Role of WorkSafe Inspectors

Delivery of the course is subject to the enactment of the WHS Bill and future approval provisions by WorkSafe of Navitas College of Public Safety as an approved provider of training for HSRs.

NSW

WorkCover NSW OHS Consultation Training Course (90502NSW)

WorkCover approved provider

Course overview

The course has been developed by WorkCover NSW to meet training requirements for OHS committees and OHS representatives and is accredited by the Vocational Education and Training Accreditation Board of NSW (VETAB).

Aimed at

This course is designed for OHS Committee members and OHS representatives. It aims to familiarise participants with the knowledge and skills necessary to apply the principles of workplace OHS consultation as an integral part of an effective OHS management system (OHSMS)

Entry requirements

Students should possess reasonable literacy and numeracy skills with a sound grasp of spoken English.

Course Duration

The course requires a minimum of 24 hours face-to-face delivery and is generally conducted 1 day per week over a 4 week period.



Course content

- Workplace health and safety
- The role of OHS consultation in the workplace
- Effective OHS consultation in the workplace
- Systematic management of health and safety
- Action learning exercises
- Continuous improvement of OHS systems

More Information & Course Dates

Call us on 1800 783 661 or check out our website www.ncps.edu.au

QLD

Course in functioning as a Workplace Health & Safety Representative

Course overview

Queensland legislation outlines a number of obligations on employers and employees to maintain workplaces that, so far as is reasonably practicable, eliminate risks to health and safety. Employers are also required to consult with employees and where relevant facilitate Workplace Health and Safety Officers undertaking a 7 day Workplace Health & Safety Advisor approved training program.

Aimed at

This course is suitable for elected Workplace Health & Safety Representatives, Supervisors or Managers with responsibilities for health and safety or people seeking an entry level program into higher qualifications in occupational health and safety.

Entry requirements

Students should possess reasonable literacy and numeracy skills with a sound grasp of spoken English. The prerequisite for entry to the Refresher program is completion of a 7 day Course in functioning as a Workplace Health & Safety Representative.

Course duration

The course requires a minimum of 49 hours face-to-face delivery and is generally conducted 1 day per week over a 7 week period. Refresher programs are conducted over a 2 day face-to-face delivery.

Course content

WHSR01A - Identify and apply Workplace Health & Safety information

- Common Law & Statute Law
- Workplace Health and Safety Act 1955
- Workplace Health and Safety Regulations 1997
- Ministerial notices
- Codes of practice
- Safety performance overviews
- Cost of workplace injury
- Factors contributing to poor safety performance

WHSR02A - Identify hazards and control risks in the workplace

- Concept of risk management
- Identifying workplace hazards
- Assessing risk
- Identify and recommend control measures to manage exposure to identify workplace hazards and risks
- Monitoring and reviewing control measures
- Risk assessment methods specific to workplace hazards
- Health and hygiene
- Specific workplace hazards

WHSR03A - Represent workers in workplace health and safety consultation mechanisms

- WHS Representatives – legislation and entitlements
- WHS Committees – legislation, functions and membership
- Consultation, communication and negotiating skills
- WHS reports

WHSR04A - Issuing workplace health and safety provisional improvement notices (PINS)

- Apply PINS related WHS information relevant to the workplace
- Apply consultative methods in the resolution of identified WHS issues
- Apply correct process for the issuing of PINS in the workplace





Certificate III in Occupational Health & Safety (BSB30707)

Course overview

A nationally recognised qualification that provides an introductory program suitable for people with an interest in OHS or wishing to commence formal studies in this field.

Aimed at

This course is relevant for people with an interest in workplace safety or wishing to start formal studies in the field of occupational health and safety. It is appropriate for people already in employment or those seeking employment where OHS forms an integral part of their job description and/or role.

Entry requirements

Students should possess reasonable literacy and numeracy skills with a sound grasp of spoken English. It is highly recommended that participants complete the initial course for Health and Safety Representatives as completion of that program provides significant opportunities for participants to receive recognition of prior learning.

Qualification pathway

Students who complete this qualification will be eligible to enter the Certificate IV in OHS program.

Course duration

The course is conducted using a flexible approach combining online and classroom delivery. Significant opportunities exist for recognition of prior learning for participants who have completed introductory courses in OHS. Contact Training division for more information.

Course Content

- Apply knowledge of OHS legislation in the workplace
- Participate effectively in OHS communication and consultation processes
- Contribute to OHS hazard identification and risk assessment
- Contribute to OHS hazard control
- Contribute to OHS issue resolution
- Contribute to implementing emergency prevention activities and response procedures
- Participate in OHS investigations
- Deliver and monitor a service to customers
- Work effectively with diversity
- Contribute to workplace innovation
- Write simple documents
- Process customer complaints

Certificate IV in Occupational Health & Safety (BSB41407)

Course overview

This higher level nationally recognised course is suitable for people wishing to develop specialised skills and knowledge required to coordinate and maintain an OHS program within an organisation. It is also relevant for people who may provide leadership and guidance to others with some limited responsibility for the output of persons within the workplace. This qualification would suit an OHS Officer in a full time dedicated role who works under the supervision of an OHS Coordinator or OHS Manager.

Aimed at

This course is suited to Safety Representatives whom have been active for a number of years and safety professionals without a formal qualification. It also is suitable for people employed who are seeking to further expand their competence in occupational health and safety or to gain positions where there is a requirement for competence in the area.

Entry requirements

Students should possess reasonable literacy and numeracy skills with a sound grasp of spoken English.

Qualification pathway

Students who complete this qualification will be eligible to enrol in the Diploma of OHS.

Course duration

The course is conducted using a flexible approach combining online and classroom delivery. Students should expect to complete the program in approximately 10 weeks subject to individual efforts.

Course content

- Contribute to the implementation of a systematic approach to managing OHS
- Contribute to the implementation of the OHS consultation process
- Identify hazards and assess OHS risks
- Contribute to the implementation of strategies to control OHS risks
- Contribute to the implementation of emergency procedures
- Assist with compliance of OHS and other relevant laws

- Monitor a safe workplace
- Write simple documents
- Establish effective workplace relationships

Diploma of Occupational Health & Safety (BSB51307)

Course overview

This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.

Aimed at

This program has been developed for people already employed in OHS roles however it is also suitable for safety professionals seeking a national qualification to enhance their job knowledge and prospects.

Entry requirements

Students should possess reasonable literacy and numeracy skills with a sound grasp of spoken English and have successfully completed the Certificate IV in OHS. The Certificate IV in OHS is a prerequisite for entry into the Diploma program.

Qualification pathway

Students who complete this qualification will be eligible to enrol in our Bachelor of Social Science (Public Safety) and receive some credit for their studies at diploma level.

Course duration

The course is conducted using a flexible approach combining online and classroom delivery. Students should expect to complete the program in approximately 14 weeks subject to individual efforts and Recognition of Prior Learning (RPL).

Course content

- Participate in the coordination and maintenance of a systematic approach to managing OHS
- Participate in the management of the OHS information and data systems
- Assist in the design and development of the OHS participative arrangements
- Apply principles of OHS risk management
- Manage hazards in the work environment
- Monitor and facilitate the management of hazards associated with plant
- Facilitate the application of principles of occupational health to control OHS risk
- Participate in the investigation of incidents

For more information on course costs and dates call us on 1800 783 661 or visit our website www.ncps.edu.au

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Part of the Navitas Group

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