

SESSION PLAN

Work Health and Safety Master Class for Managers & Supervisors

Session No	Contents & Learning Outcome Covered	Times	Running Time
Day 1 (7 hrs + breaks)			
1.1	Introductions, housekeeping and overview of course	8.30 – 8.40	10 mins
1.2	LO 1.1: Historical context of employer duty of care	8.40 – 8.55	15 mins
1.3	LO 1.2: Elements of the OHS legal framework and their legal status <ul style="list-style-type: none"> • Difference between common law and statute law • Role and legal status of legislation and guidance documents • OHS Act s12 WorkSafe positions Exercise: Hierarchy of guidance documents <ul style="list-style-type: none"> • Role of WorkSafe Victoria • Penalty units and their application • OHS Act s32 Reckless endangerment 	8.55 – 9.45	50 mins
1.4	LO 1.3: Principles of health and safety protection <ul style="list-style-type: none"> • Underlying principles and objectives of the Act (s2 & s4) Exercise: What do you understand by....? <ul style="list-style-type: none"> • OHS Act s20 Reasonably Practicable 	9.45 – 10.00	15 mins
	Morning tea	10.00 – 10.10	10 mins
1.5	LO 1.4: Key sections of the OHS legislation Case study exercise: What sections might apply?	10.10 – 10.30	20 mins
1.6	LO 1.5: Requirements of the accident compensation legislation when an employee is injured at work	10.30 – 11.00	30 mins

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1.6 Con't	<ul style="list-style-type: none"> • Overview of what happens if a worker is injured • RTW plan • Suitable and pre-injury employment • Payment of workers' compensation claims • RTW co-ordinators • AC Act s198 making RTW information available <p>RTW Case Study exercise</p>		
1.7	<p>LO 1.6: Duties of employers</p> <ul style="list-style-type: none"> • OHS Act s21, s22 and s23 employers duties • OHS Act s21(3)(b) definition of an employee • Overview of the general duties of employers in the OHS Regs Chapter 2 • Key RTW obligations of employers under AC Act <p>Case Study exercise</p>	11.00 – 11.40	40 mins
1.8	<p>LO 1.7: Duties of employees</p> <ul style="list-style-type: none"> • OHS Act s25 employees' duties • RTW duties of injured employees 	11.40 – 12.05	25 mins
1.9	<p>LO 1.8: Duties and roles of other workplace parties</p> <ul style="list-style-type: none"> • OHS Act s27 duties of designers of plant • OHS Act s28 duties of designers of buildings and structures • OHS Act s29 duties of manufacturers of plant or substances • OHS Act s30 duties of suppliers of plant or substances • OHS Act s31 duties of persons installing, erecting or commissioning plant <p>Group exercise to research and report back on the above sections</p>	12.05 – 12.35	30 mins
1.10	<p>LO 1.9: Role and powers of health and safety representatives under the OHS Act, and managers' and supervisors' responsibilities towards them</p> <ul style="list-style-type: none"> • The role of the HSR 	12.35 – 1.10	35 mins

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	<ul style="list-style-type: none"> • S57 and s58 definition of the HSR and deputy HSR • S43 – 49 definition of a DWG and how a DWG can be formed • S54 and s55 election process and term of office for the HSR and deputy HSR • S57 – 59 HSR's and deputy HSR's entitlements (with ref to s57 – 58 and s74) • S60 provisional improvement notices • S76 – 78 discrimination against HSR's • S69 employer duties and manager/supervisor's delegated responsibility towards HSR's • HSR's right to review control measures under the OHS Regs 2007 • S56 Disqualification of HSR's 		
	Lunch	1.10 – 1.40	30 mins
1.11	<p>LO 1.10: Role and powers of authorised representatives of registered employee organisations under the OHS Act, managers'/supervisors' responsibilities towards them</p> <ul style="list-style-type: none"> • The role of the ARREO and how they can assist the HSR in the workplace • Part 8 – definition of an ARREO • S87 – 90 powers of an ARREO • S91 – 94 legal requirements of an ARREO, legal requirements of an employer when an ARREO attends the workplace, and managers'/supervisors' delegated responsibilities 	1.40 – 1.50	10 mins
1.12	<p>LO 1.11: Role and power of WorkSafe Victoria and a WorkSafe inspector</p> <ul style="list-style-type: none"> • The role and powers of WorkSafe Victoria • The role of the inspector, and how they can assist the manager/supervisor in the workplace • S97 – 101, s110 – 112, s119 – 120 powers of the inspector, and managers'/supervisors' delegated responsibility • S127 – 131 process for review of decisions 	1.50 – 2.25	35 mins

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	<ul style="list-style-type: none"> Role and powers of a WorkSafe RTW inspector <p>Case Study exercise</p>		
1.13	<p>LO 1.12: Framework for representation, consultation and issue resolution under the OHS Act, OHS Regs and RTW part of the AC Act</p> <ul style="list-style-type: none"> OHS Act s 35 – 36, s 73 OHS Regulations reg 2.1.5 <p>Group exercise to identify examples</p>	2.25 – 2.55	30 mins
1.14	<p>The role and responsibilities of a manager/supervisor</p> <p>LO 1.13: Importance of providing information, instruction, training, support and supervision to all employees</p> <ul style="list-style-type: none"> OHS Act s20 – 21, s26, s35 – 36, s73 Identify hazards and implement control measures Supervise and instruct employees Issue resolution Consultation with employees, HSR etc Ensure OHS policies and procedures and being followed RTW responsibilities <p>Case study exercise (OHS and RTW responsibilities)</p>	2.55 – 3.45	50 mins
1.15	<p>The role and responsibilities of a manager/supervisor</p> <p>Review Quiz – OHS & RTW Mastermind Round 1</p> <p>Any questions on material covered today?</p>	3.45 – 3.55	10 mins

Session No	Contents & Learning Outcome Covered	Times	Running Time
Day 2 (7 hrs + breaks)			
2.1	Quick Review of material covered yesterday in Day 1 Any questions on material covered yesterday? Overview of Day 2	8.30 – 8.40	10 mins
2.2	LO 1.14: Issue resolution and directions to cease work <ul style="list-style-type: none"> • Circumstances when a direction may be issued – how and when to issue 	8.40 – 8.55	15 mins
2.3	LO 1.15: Key elements of an OHS management system <ul style="list-style-type: none"> • Purpose of an OHSMS • Key elements of the OHSMS • Use as tool to assist in meeting duty of care • OHSMS does not imply OHS compliance Group exercise using the SafetyMap diagnostic quiz	8.55 – 9.25	30 mins
2.4	LO 1.16: Remaining updated on OHS and RTW <ul style="list-style-type: none"> • Importance of remaining updated on OHS and RTW • Using workplace resources: audits, investigations, injury register, claims data, HSRs, employees, RTW co-ordinators etc • Using external resources: employer associations, OHS professional bodies, unions, OHS specialists, WorkSafe Victoria, workers' compensation insurances agent, occupational rehabilitation providers, training and information sessions, journals, newsletters, the internet etc Discussion on how to develop the habit of keeping up to date	9.35 – 9.45	20 mins
2.5	LO 1.17: Risk management in the workplace NB – This LO is also covered in the Managing Workplace Risk sessions for the rest of the day <ul style="list-style-type: none"> • Different ways to identify hazards • Examples of hazards at the workplace and their effects on the human body 	9.45 – 10.00	15 mins

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	<ul style="list-style-type: none"> • Gathering information about hazards • Systematic approach to dealing with OHS issues: identify, assess, control, monitor • Definition of hazards and risks (including health and psychological hazards and risks) • Safe person vs Safe workplace • Eliminating risks • Control measures 		
	<i>Morning tea</i>	10.00 – 10.15	15 mins
2.6	Key Workplace Hazards: Manual Handling	10.15 – 10.35	20 mins
2.7	Key Workplace Hazards: Bullying	10.35 – 10.55	20 mins
2.8	Key Workplace Hazards: Plant	10.55 – 11.15	20 mins
2.9	<p>Hazard Inspection in a workplace</p> <ul style="list-style-type: none"> • Identify hazards and suggest appropriate controls • Plan site visit • Travel to and from site • Conduct site inspection <p>Alternative if it is not possible to get access to a suitable workplace:</p> <ul style="list-style-type: none"> • View video and discuss • Spot the hazard exercise using pictures or other resources • Case studies <p>Report Back</p>	11.15 – 12.00	45 mins
2.10	Key Workplace Hazards: Work Related Stress	12.00 – 12.20	20 mins
2.11	<p>LO 1.18: Causation of incidents</p> <ul style="list-style-type: none"> • Basic steps involved in investigating incidents • Why incidents can occur (in broad terms) • Why the careless worker theory is incorrect • Incidents and Notifiable incidents 	12.20 – 12.40	20 mins

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	Lunch	12.40 – 1.10	30 mins
2.12	<p>LO 1.19: Incident investigation and injury/illness/incident notification</p> <p>LO 1.20: Appropriate information relating to OHS</p> <ul style="list-style-type: none"> • OHS Act s37 – 39 employer requirements • OHS Regulations 2007 (appropriate hazard/industry content) • What should happen after an incident has occurred (recording in injury register, notifying WorkSafe if required, investigating, understanding employee's right to make workers' compensation claim) • Investigation and data collection techniques <p>Case study exercise</p>	1.10 – 1.40	30 mins
2.13	Communicating between languages	1.40 – 1.50	10 mins
2.14	Key Workplace Hazards: Chemicals	1.50 – 2.10	20 mins
2.15	<p>LO 1.21: Consultative mechanisms available to managers and supervisors</p> <ul style="list-style-type: none"> • Employee and supervisor involvement in OHS and RTW activities (inspections, audits, task modification, identification of duties, procedures for reporting of hazards, reviewing RTW plans, raising awareness etc) • Barriers to consultation • Communication methods • OHS and RTW issue resolution procedures • How to involve employees and HSRs in consultation • Workplace benefits of consultation 	2.10 – 2.30	20 mins
2.16	<p>LO 1.22: Raising OHS issues with others</p> <ul style="list-style-type: none"> • Communicating and consulting effectively • Raising OHS issues in meetings and record keeping of meetings 	2.30 – 3.05	35 mins
2.17	LO 1.23: Problem solving and conflict resolution	3.05 – 3.30	25 mins
2.18	LO 1.24: Preparing and presenting reports to senior management, OHS committees etc	3.30 – 3.55	25 mins

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2.18 Con't	Practical exercise (Report writing & Presentation)		
2.19	<p>The role and responsibilities of a manager/supervisor</p> <p>Review Quiz – OHS & RTW Mastermind Round 2</p> <p>Any questions on material covered today?</p> <p>Course evaluation</p> <ul style="list-style-type: none"> • How course will be evaluated • Completing evaluation sheets 	3.55 – 4.25	30 mins