

Work, Health and Safety for Business & Organisations

Work health and safety (WHS) is a key management responsibility for every business & organisation, large or small.

South Australia's WHS laws took effect on 1 January 2013 and as an operator, owner or manager, you are responsible for;

- Making your business safe
- Ensuring WHS is part of your business planning, operations and strategy

Better WHS outcomes also improve your bottom line and help make your business more successful. Albrighton Consulting can ensure your business is safe from injury and investigation by assisting you in;

- Understanding the WHS laws
- Providing policy templates and guides
- Advice on implementation and
- Business consulting to make it part of your everyday processes.
- Qualifications for key staff
- Resources to support your future planning

The Work Health & Safety Program covers the following topics which can be completed in a blended learning environment and also includes a workplace project to get you on track

- **BSBWHS402A** Assist with compliance with WHS laws
- **BSBWHS403A** Contribute to implementing and maintaining WHS consultation and participation processes
- **BSBWHS404A** Contribute to WHS hazard identification, risk assessment and risk control
- **BSBWHS405A** Contribute to implementing and maintaining WHS management systems
- **BSBWHS406A** Assist with responding to incidents
- **BSBCMM401A** Make a presentation
- **BSBPMG522A** Undertake project work
- **BSBRES401A** Analyse and present research information
- **BSBMGT401A** Show leadership in the workplace
- **BSBMGT403A** Implement continuous improvement

Book NOW for our course starting in March 2014

Come and learn with others, get ideas, learn online, face to face and by distance. Cost varies based on RPL opportunities. Full course face to face \$3450. Part payments available. Text book included.

So what are your obligations for business?

Well, the following gives you an overview of what you are meant to have in place.

Step 1

Setting up a Safe Workplace

Effective WHS management in a workplace requires strong leadership and a commitment from everyone to make the workplace as safe as it can be. To do this successfully people need to understand their responsibilities and how they can meet them.

A written policy that is simple and developed by the business owner, in consultation with the workers, will go a long way to achieving this. A policy should note the duties and responsibilities of all parties, state the commitment to improving WHS and consider how best to achieve a safe workplace, be dated and signed by the owner and displayed at the workplace, be accessible to all workers and be reviewed from time to time.

Not sure how to do this? We can provide these for you and help you set up systems.

Step 2

Consulting

Business owners must consult with workers about WHS issues. Effective consultation encourages greater awareness of issues and can lead to an improved safety culture and outcomes.

Consultation can occur through WHS committees, meetings or toolbox talks. General WHS information can be delivered through briefings, noticeboards, emails or newsletters.

Step 3

Managing hazards

The best way to prevent injuries or illness in your workplace is to find the hazards that could injure people and fix them.

A good starting point is the **S A F E** approach to hazard management.

Spot the hazard – find anything that could cause injury, illness or damage.

Assess the risk – determine the likelihood that a hazard may cause an injury, illness or death.

Fix it Early – prevention is the key. Take action to fix identified risks by trying to eliminate the hazard first or, if this is not possible, find ways to minimise it. Make sure that control measures you use to reduce the risk do not create new hazards or increase the risk of existing ones.

Step 4

Informing, training and supervising

Inform and train your workers about particular job hazards and the workplace more generally as well as the safe work procedures you use to manage hazards in your business. Make sure that new workers are correctly inducted and supervised.

Book in for our Cert IV in Work Health and Safety and get ahead of the rest.

Step 5

Maintaining a safe workplace

Maintaining a safe workplace can be achieved by carrying out regular safety checks, maintaining workplace equipment and tools, providing workers with easy to understand information and training on, how to do their job safely, having an incident/injury reporting process, planning for emergencies e.g. fire, medical or chemical leaks.

If you are not doing these 7 steps, you are at risk of being in breach of the WHS Act. And could be fined \$\$\$\$

Step 6 Keeping records

Keeping records of your WHS activities will help you to monitor the health and safety performance of your business as well as meet your legal requirements.

You will need to keep the following records:

- incidents and injuries, including near misses
- hazardous chemicals and asbestos register (if they are present at your workplace)
- plant registration documents
- tests, maintenance, inspection and other records for specific types of plant.

It may also be useful to keep records of:

- hazard identification, risk assessment and control processes
- maintenance of all plant and equipment
- **training**

Step 7 Monitoring, reviewing and improving

Managing WHS is an ongoing process. Be aware that your safety processes, operations and workers may change over time and so can the risks. After you have established your WHS management system you should regularly review and monitor how effective it is, and make any necessary adjustments to keep it up to date.

Take this quick quiz to see how your business currently rates.

Use this checklist to see how your business currently rates.

- Do you have a WHS policy?
- Do your workers know and understand their WHS responsibilities?
- Are WHS issues regularly discussed with your workers and can they contribute to decisions impacting their health and safety at work?
- Have you identified hazards and potential risks?
- Has action been taken to eliminate or minimise those hazards/risks?
- Is WHS included in all your work procedures?
- Are your workers provided with adequate information, training and supervision in order to perform their jobs safely?
- Are all your workplace equipment and tools regularly checked, serviced and maintained?
- Do you have sufficient emergency procedures and first aid provisions in place?
- Do you keep appropriate records relating to safety?
- Do you regularly review all systems and work practices?
- Do you know what your obligations are as a manager, director or business owner?

If you couldn't tick all the boxes, you need to talk to our consultants today!

Certificate IV in WHS is starting in March and can get you ahead in meeting these 7 steps.



Expand your thinking...

Many people think it just won't happen to me!

Here are the latest businesses to be penalised for non-compliance.

Thursday 23 January 2014

- Defendant fined over unsafe work practices

Thursday 23 January 2014

- South Australian company fined \$59,500 after employee sustains a workplace injury

Thursday 23 January 2014

- Defendants fined \$41,250 and \$11,250 for unsafe equipment and work practices



Don't be one of them. Invest in your business today and protect yourself, your staff and your future.

BSB41412 Certificate IV in Work Health and Safety

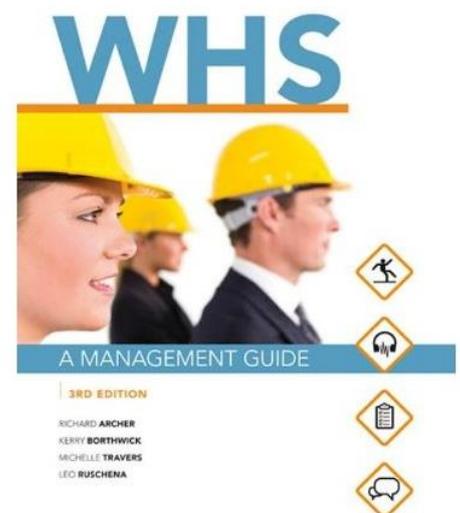
Enrolments Open

Delivery & Assessment: Training is delivered in a blended learning environment where RPL is encouraged, online options & face to face workshops available.

Qualification Cost: \$3450 (Full Course face to face) includes a Free WHS Textbook for each participant.



For more information and to register scan the QR Code or visit our website at www.albrightonconsulting.com.au



You will find us at:

Albrighton Consulting & Training Services

17 Beach Road, Christies Beach SA 5165

Telephone: (08) 8186 3600

admin@albrightonconsulting.com.au