

**Date:** 3 February 2014

## HEALTH & SAFETY TRAINING

*Training specifically tailored to meet your needs*

### Why Choose Training In Supply?

We know how critical and costly compliance is on a day to day basis and we ensure that your staff understand the relevance of health and safety knowledge to the success of your business. Training In Supply will customise the training to meet your specific needs. We will use your hotel with its rules and requirements; we will use your Health & Safety documentation and procedures and hold the training on site at times that fit with your schedules.

#### Health and Safety Representative - One Day

- An overview of the Health & Safety in Employment Act 1992 and amendments
- Understanding the employer's Health & Safety and the importance of compliance
- Hazard identification and management
- Health & Safety audits and checks
- Getting staff enthusiastic about Health & Safety
- Hazard Registers - importance of these and examples
- Accident and Near Hit reporting and management
- Emergency Management

#### Incident Investigation - One Day

- An overview of the Health & Safety in Employment Act 1992 and amendments
- Understanding the employer's Health & Safety procedures in relation to Accidents and Near Hits
- Group sessions working through eight examples of actual poor accident investigations
- How to isolate an accident site ready for investigation
- Conducting an investigation - e.g. interviewing techniques and root cause analysis
- Completion of Accident Reports and ensuring conclusions are implemented

#### Managers Seminar - 2 Hours

- An overview of the Health & Safety in Employment Act 1992 and amendments
- The Future - The Health and Safety Reform Bill
- Health & Safety processes within their organisation
- Assessing the risks in manual handling
- Incident Investigation; including Root Cause Analysis
- The roles of Workers, Health & Safety Representatives, Managers and Directors
- ACC levies and their impact on an organisation
- WSMP - requirements and benefits

#### Manual Handling - 3 Hours

- Identification and understanding of contributors to manual handling injury
- Working through main manual handling issues on this site
- Understanding the physical make-up of the spine and injuries
- Practical lifting and moving skills with written peer review to assist with retention of the principles covered.
- Manual Handling video

## Fire Warden - 3½ Hours

- Understanding the role of fire wardens in your organisation
- The duties of fire wardens and how they can prevent fires
- The triangle of fire
- How fire extinguishers work
- Emergency drills - fire and other emergencies
- Group Session - how to work with other staff to reduce fires
- Fire Management video

## Fire Suppression - 3 Hours

- Demonstrate knowledge of the basic principles of the chemistry of fire
- Demonstrate knowledge of the basic principles of the physics of fire
- Select and implement a strategy to deal with fire
- Demonstrate knowledge of the fire classes and fire suppression techniques

## Basic First Aid - 8 Hours

- Hazard assessment and response
- Casualty assessment and management
- Practical CPR on an adult, child and infant Manikin
- Practical management of choking
- Management of severe bleeding and shock
- Acquire knowledge and skills to respond and manage: wounds, anaphylaxis, diabetic emergency, breathing difficulties, soft tissue injury, fractures, burns, seizures, chest pain and stroke

## More Details

- Training In Supply course manuals are customised with a client logo on the cover, and are in colour with photos, procedures etc
- All courses can be delivered on site
- Costs are a day rate (contact us for prices) plus \$10 per person for course materials (plus GST)
- Depending on location, some travel costs may apply
- Class sizes up to 20 trainees
- Minimum course sizes may apply

