

MODULE SUMMARIES – MARCH 2012

On-Hired Employment Safety

This module provides an introduction to “on-hired employment”, sometimes known as ‘temping’, ‘contracting’ and labour hire.

The module provides a general overview of:

- Responsibilities in on-hired employment
- A definition of unsafe work
- What to do if the person encounters an unsafe work environment, particularly when on an on-hire assignment
- The steps to take if the person is injured

It also outlines incident management, including Emergency Management, and the actions to take in the event of an injury.

Discrimination, Harassment and Bullying

This module examines workplace discrimination, harassment and bullying, and how to prevent it. The module includes:

- Definitions of discrimination, harassment, and bullying
- Information to assist you in identifying discrimination, harassment and bullying and how it might affect others
- Information on how to prevent discrimination, bullying and harassment
- Details of what to do if you feel you experience discrimination, harassment or bullying at work.

Safety and Discrimination in the Workplace (PowerPak)

This module combines on-hired employee safety and discrimination, bullying and harassment information, and is the basis for further induction. It addresses:

- Definition of the person’s role
- The person’s role in an on-hire assignment when it comes to safety and discrimination, harassment and bullying
- People’s workplace safety responsibilities
- Definition of unsafe work
- Common hazards and risks
- What to do if the person encounters unsafe work
- Emergency Management
- Definitions of discrimination, bullying and harassment
- Options and avenues to respond to discrimination, harassment and bullying

Office Worker Safety

This module provides an overview of Office Safety Procedures and requirements, including:

- An examination of Emergency Response
- Office ‘Housekeeping’
- Workstation set-up
- Manual Handling
- Office Security
- Aggression Response

Manufacturing Worker Safety

This module outlines the risks and controls associated with manufacturing, including:

- Being trapped by machinery
- Being struck by a forklift or load
- Falls and uses of hazardous substances

It also provides information on the appropriate ways to maintain safety in a general manufacturing environment.

Store Worker Safety

This module provides an overview of storage and manual order picking risks and controls, including:

- Sprains and strains within the 'best working zone'
- Optimum method when reaching to lift and/or handle objects
- Moving to the picking pallet
- Rules around stretch wrapping
- Packaging Information
- Handling empty pallets
- Preventative measures for falling stock

Call Centre Worker Safety

This module outlines Call Centre risks and controls, and office safety procedures and requirements. It includes:

- An examination of Emergency Response
- Office 'Housekeeping'
- Workstations
- Manual Handling
- Office Security
- Aggression Response
- Fatigue
- Earphone 'Acoustic Shock'
- 'Hot-desking'
- Headset Hygiene

Working Alone

This module provides information for those individuals who work alone regularly and in an unfamiliar environment the majority of the time. The module includes:

- A definition, in the context of the modules content
- Types of working alone environments
- Types of jobs performed in working alone environments
- The importance of communication for lone workers, and a recommended communication plan, and possible communication systems that can be used
- Identifying and assessing risks
- A working alone safety plan

Forklift Operator Safety

This module has been developed to remind individuals of some of the most important elements of safe forklift operations. It does not replace formal training to gain a forklift licence. The module includes:

- Forklift Hazards and Risks
- Forklift instability and how to manage it
- Reminders about forklift speed and braking distances, and how to reduce the risk associated with forklift speed
- Handling loads, including falling loads
- Cabin information and potential risks and hazards and how to manage these
- Typical sprains and strains involved in operating a forklift
- Forklift Maintenance and operator checklists
- Pedestrians and traffic management planning

Nursing Worker Safety (v.2)

This module covers:

- The most common hazards and risks in nursing work.
- What the individual can do to prevent these risks injuring them or someone else, as well as how to prevent illness, and
- Broader safe work principles.

The module topics include:

- Manual Handling, including:
 - Some of the most common handling risks
 - Explanation of Minimal or 'No Lift Policy'
 - Safe Lifting Techniques
- Infection Control, including:
 - Use of gloves and hand washing
 - Cleaning blood and bodily fluids
 - Appropriate response to exposure
- Sharps
- Hazardous substances and the MSDS
- Identifying and preventing occupational violence and an occupational violence plan
- Fire and Emergency Response Procedure

Emergency Management in Nursing

This module provides general emergency management information and training for individuals working in health care facilities. The topics covered include:

- The most common emergencies in health care facilities;
- The colour codes assigned to each type of emergency;
- The emergency response procedure for each code;
- Portable Fire Extinguisher Guide

CPR & Basic Life Support

Designed as a theoretical module that complements practical training, this module has been developed for those individuals who work in health-care facilities. It includes:

- Current guidelines for CPR compression location and technique;
- Current guidelines for compression and breath ratios when performing CPR;
- Use and correct application of Automated External Defibrillators (AED)
- Managing an Emergency
- Moving a Victim
- Airway Management, including obstructions
- Rescue Breathing Methods

Construction Worker Safety

This module covers the following:

- the most common hazards and risks in general construction;
- what an individual can do to prevent these risks injuring someone or making them ill; and
- broad safe work principles.

This module focuses specifically on safety elements for general construction activities therefore it does not cover all aspects of construction or site specific requirements and does not replace formal safety training. This module focuses on the following general risks and hazards:

- Manual handling and how to prevent manual handling injuries
- Working at Heights
- Passive Fall Prevention controls

- First Aid and First Aid Response
- Managing Mobile Plant in a Construction environment
- On site Emergency Response and evacuation procedures
- Personal Protective Equipment (PPE)
- Skin Protection and Sun (UV)
- Licenced, Ticketed and Certificated work
- Electrical Hazards and Residual Current Devices (RCD)
- Working with power tools and electrical equipment
- Permit Work (Confined spaces, Hot and cold work)

Retail Worker Safety

This module is a general introduction to safety for retail workers, including:

- Manual Handling
- Slips and Trips
- Standing Fatigue
- Machinery and Equipment
- Sharp Equipment and Tools
- Electrical Hazards
- Security, including procedures for handling security issues
- Handling Cash
- Opening & Closing Procedures

Hospitality Worker Safety

This module provides a general overview of the risks and hazards involved in hospitality work and an overview of general safety procedures, including:

- Manual Handling
- Security, including tips for reducing security incidences and safety procedures for handling security breaches
- Electrical hazards
- Chemicals and other hazardous substances
- The Material Safety Data Sheet
- Burns and Scalds
- Storage Area Safety
- Slips and Trips
- Biological waste and sharp

Permanent Employee Safety and EO Training

This module can be used by Organisations who require a comprehensive safety and EEO training module for their own employees. It can also be used by Organisations who permanently place employees with another organisation, but continue to payroll the individual. This course takes approximately 50 minutes and includes:

- WHS Definitions
- The job seekers responsibility relating to WHS
- What to expect from a safety induction
- Common workplace hazards
- Action to take upon identifying a hazard
- Manual handling and safe lifting techniques
- Personal Protective Equipment (PPE)
- Ergonomics
- Slips, trips and falls
- Discrimination overview
- Sexual Harassment definition and overview

- Bullying overview
- Victimisation overview
- Responding to Discrimination, Harassment and Bullying in the workplace
- Seeking internal and external advice on discrimination, harassment and bullying

Information & Communication Technology (ICT) Worker

This module is specifically built for IT workers, whether permanent employees, on-hired or contracted. It covers:

- The workers and employers role and responsibility in work health and safety
- Typical risks associated with IT work in an office environment
- Risk management, consultation and issue resolution
- Safety and health expectations in the working environment
- Emergency Planning and Management
- Stress and Fatigue and how to prevent these issues as an IT worker
- Bullying and how to manage and address bullying
- Slips, trips and falls
- Electrical safety
- Manual Tasks and safe lifting technique
- Occupational Overuse
- Workstation ergonomics, including keyboard, mouse, computer screens and notebooks and laptop

