

MODULE SUMMARIES – OCTOBER 2010

On-Hired Employment Safety

An introduction to “on-hired employment”, otherwise known as ‘temping’ and labour hire. The module provides a general overview of:

- Who is responsible for workplace health and safety
- A definition of unsafe work
- What to do if you encounter an unsafe work environment

It also explains 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.

PowerPak – Safety and Discrimination in the Workplace

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

- Definition of your role
- Your role as a temporary contractor
- Who is responsible for your workplace safety
- Definition of unsafe work
- Common hazards and risks
- What to do if you encounter 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 you with an overview of Office Safety Procedures and requirements, including:

- An examination of Emergency Response
- Office ‘Housekeeping’
- Safety in the Office
- Workstations
- 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

Provides you with 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'
- Safety within the Office
- 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 modules 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, 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 individual's of some of the most important elements of safe forklift operations, it is not designed as 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)

- 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

Construction Worker Safety

This module covers the following:

- the most common hazards and risks in general construction;
- what you 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.

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 will be used by Organisations who require a safety and EO training module for their own employees. It can also be used by Job Services Australia providers, to deliver a comprehensive and practical training course to their clients prior to marketing them to Organisations. This course will take individuals approximately 50 minutes.

The content includes:

- OHS Definitions
- The job seekers responsibility relating to OHS
- 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

