



OHS Awareness

Aim:

To provide an introduction to the NSW occupational health and safety (OHS) legislation and an overview of OHS systems, policies and procedures at UNSW.

Program Duration:

One 2-hour session that does not include competency assessment.

Target Group:

All staff that are new to UNSW and those who have not attended a similar course at the University since the current NSW OHS legislation came into effect in 2001.

NOTE: The following alternative courses are provided for staff with specific OHS responsibilities:

- ◆ Senior Managers - "Due Diligence"
- ◆ Supervisors - "Risk Management for Supervisors"
- ◆ OHS representatives/committee members – "OHS Consultation"

Learning Outcomes:

At the end of the session participants will be able to:

- State the OHS responsibilities of the UNSW and its managers, staff, students, contractors and visitors;
- Identify hazards and risks associated with their work activities and workplace;
- Report hazards, accidents and work-related illness in accordance with UNSW requirements;
- Participate in OHS consultation processes at UNSW;
- Notify Security promptly in event of emergency;
- Access additional OHS resources when required

Training Topics

1. Overview of OHS legislation and related UNSW policies
 - OHS responsibilities - controller of premises, supervisors, staff, students and others
 - UNSW OHS policies
2. Risk management process
 - Identification of hazards/risks associates with tasks, processes or workplace
 - Assessment of risk using AS4360:1999
 - Hierarchy of risk controls including examples
3. Reporting of hazards, accidents and work-related illness
 - Report forms
 - Steps in the reporting and investigation process
4. OHS consultation
 - Requirement for employer to consult with staff on OHS matters
 - Consultation processes at UNSW
5. Emergency procedures at UNSW
6. Accessing resources such as UNSW OHS policies, procedures, training, etc