

Occupational Safety and Health Department Training Schedule January – March 2017

Title of Course	Target Group	Objectives	Topics/Outline	Date	Time	Session Facilitator
<i>Basic First Aid</i>	<ul style="list-style-type: none"> • Managers • Supervisors • Safety Committee Members 	<p>On completion of this course trainees should have a:</p> <ul style="list-style-type: none"> • Knowledge of Basic First Aid Procedures 	<p><u>Session 1 and 2</u></p> <ul style="list-style-type: none"> • Theory and Practical <p><u>Session 3</u></p> <ul style="list-style-type: none"> • Exam 	See Attached Schedule	9:00 a.m. -2:00 p.m.	External Facilitator
<i>Influencing and Improving Safety Behaviour and Actions</i>	<ul style="list-style-type: none"> • Managers and Supervisors 	<p>On completing this workshop the main objectives are for managers and supervisors to:</p> <p>A. Comprehend</p> <ul style="list-style-type: none"> • Why focus on unsafe behaviours and actions? • Why do people behave and act unsafely? • How can unsafe behaviour and action be prevented? • How can improvements in safety behaviour and action be achieved and sustained? <p>B. Appreciate the elements of an excellent safety culture.</p> <p>C. Be motivated to provide the leadership and commitment to promote safe behaviours and actions.</p>	<ul style="list-style-type: none"> • The impact of culture and climate on the safety behaviours and actions. • Responsibilities and leadership for promoting safe behaviours and actions. • Capturing involvement and commitment for sustaining safe behaviours and actions. • Achieving safe behaviours and actions operational plans. 	See Attached Schedule	9:00 a.m.-12:00 noon	External Facilitator

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<p><i>Duties/Responsibilities/ Penalties under the OSH Act</i></p>	<ul style="list-style-type: none"> • Managers • Supervisors 	<p>On completion of this course trainees should:</p> <ul style="list-style-type: none"> • Understand the duties of the employer and employees under the OSH Act • Understand the Penalties and legal proceedings under the OSH Act 	<ul style="list-style-type: none"> • Summary of OSH Act • Duties of the employer and employees under the OSH Act • Summary of Offences, Penalties and Legal Proceedings under the OSH Act 	<p>See Attached Schedule</p>	<p>9:00 a.m.-12:00 noon</p>	<p>OSH Officer</p>
<p><i>Management of Personal Protective Equipment</i></p>	<ul style="list-style-type: none"> • Individuals who purchase, issue and use Personal Protective Equipment 	<p>On completion of this course trainees should be:</p> <ul style="list-style-type: none"> • Able to select personal protective equipment appropriate to the task • Familiar with different types of personal protective equipment • Able to effectively manage personal protective equipment. 	<ul style="list-style-type: none"> • The requirement for Personal Protective Equipment • Importance of Personal Protective Equipment • Selection and Use of Personal Protective Equipment • Maintenance of Personal Protective Equipment • Training Employees in the proper use of Personal Protective Equipment <p>Types of Personal Protective Equipment.</p>	<p>See Attached Schedule</p>	<p>9:00 a.m.-12:00 noon</p>	<p>OSH Officer</p>

- **Courses will be conducted at the OSH Department Training Room, Spring Garden**
- **Courses will be run for the period of January–March 2017 (See Attached Schedule)**
- **Certificate on completion**
- **A maximum of 40 people per group**
- **Refreshments will be provided**