

EXPERIENCE—27+



Kirwan & Associates have been providing training for over 27 years and our experience enables us to enhance the learning experience. **We have operated in a wide spread of Industry sectors, ranging from Abalone Diving to Cable Logging.** The firm

holds Registered Training Organisation (RTO) under the Australian Quality Training Framework (AQTF) and this is an indicator of the quality approach that we provide.

John Kirwan is a Fellow of the Safety Institute of Australia and holds Certificate IV in Workplace

WHY?

Your statutory obligation under the general duty of care will be addressed if you can show (prove) that:

Information
Instruction
Training

have been provided to your employees (and contractors).

Our training courses will provide a solution.



CUSTOMISED AVAILABLE

If you need a special course or mix of modules we can provide a solution.

Safety Legislation

Aim: An overview and background to occupational health and safety legislation

Objectives:

Gain an understanding of:

- Scope of workplace safety legislation
- Legal perspective of legislation
- Employer responsibilities
- Employee responsibilities
- Committees
- Functions & roles of safety representatives
- Functions & roles of inspectors
- Resolve issues within your workplace
- Accident Reporting

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day

Training Courses

Hazard Identification & Risk Assessment

Aim: Provide a methodology for identifying & recording workplace hazards & assessing & controlling the risks

Objectives:

Gain an understanding of:

- Explain the difference between “hazard” and “risk”
- Identify hazards
- Appropriate classification
- Recording hazards on a day-to-day basis
- Requirements of relevant OH&S legislation
- Conduct risk assessments
- Justify the chosen risk controls
- Prepare an Action Plan
- Hierarchy of risk control
- Risk registers

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day — Introductory
2 Days — Advanced

Training Courses

Responsible Officers

Aim: Training of supervisory personnel to implement & maintain appropriate safety management systems

Objectives:

Gain an understanding of:

- Provide an understanding of workplace safety principles & techniques for implementation of workplace safety programs
- Explain the responsibilities of employers & employees under relevant workplace safety legislation
- Identify causes of workplace accidents
- Utilise procedures for identifying, recording & analysing accidents and incidents
- Implement effective procedures for hazard identification & risk assessment
- Key principles of effective workplace safety risk management
- Scope & philosophy of workplace safety

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

MASTER Approach

Duration: 2 Days

Training Courses

Managers Workplace Safety

Aim: An understanding of workplace safety, philosophy and legal requirements

Objectives:

Gain an understanding of:

- Basic understanding of the size of the problems in workplace safety
- Legal requirements for employees and managers
- Relationship between system failures & immediate causes of accidents
- Identify hazards & assess risks
- A hierarchy of controls
- Systematic risk management principles

Additional Information:

Can be mixed/matched with other modules.

Available online subject to criteria.

MASTER Approach

Duration: 2 Days

Employee Safety Awareness

Aim: An Introduction to Workplace Safety and a Systems Approach

Objectives:

Gain an understanding of:

- Basic understanding of the challenges of controlling workplace safety
- Responsibilities relating to the employer, the employee and safety committee
- Causes of accidents
- How to identify hazards & assess risk in the workplace
- Means of controlling risk using a hierarchy control & evaluate success
- Accident reporting, hazard reporting
- Risk assessment & standard work practices.

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day

Training Courses

Safety Representatives

Aim: An understanding of their role, powers and safety aspects in industry

Objectives:

Gain an understanding of:

- Workplace safety problem/legislation
- Causes of accidents, injury & dangerous occurrence recording requirements
- Accident investigation, hazard identification, assessment & control
- Joint consultation, function/role of inspector-ate
- Codes of Practice, Australian Standards
- Communications & human relations
- Safety inspections
- Health & Safety Committees
- Safety Officers
- Assist organisations to meet their obligations under legislation

Additional Information:

Combines with Safety Committee course.
Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 4 Days

Safety Committees

Aim: Ensure the effectiveness of your safety committee

Objectives:

Gain an understanding of:

- Development and implementation of policies
- Functions of a Safety Committee
- Risk assessment tools
- Risk Control
- The role, functions & powers of a Health & Safety Representative
- Recognise workplace hazards & understand how those hazards can be contained

Additional Information:

Combines with Safety Representative course.
Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day

Training Courses

Chemical Management

Aim: Understand the relationship of Hazardous Substances & Dangerous Goods Legislation, Codes of Practice & Advisory Standards

Objectives:

Gain an understanding of:

- Identify key elements in the Hazardous Substances & Dangerous Goods legislation
- Evaluate the standard of current labels & Materials Safety Data Sheets
- Prepare a Hazardous Substances Register & Emergency Services Manifest
- Describe the steps in assessing health risks in the workplace
- Describe approaches to controlling the hazardous substances based on the hierarchy of control

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day

Training Courses

SafetyMAP

Aim: An understanding of the SafetyMAP Audit Criteria to improve health & safety performance

Objectives:

Gain an understanding of:

- Explain SafetyMAP
- What makes a successful workplace safety system
- 12 key elements of SafetyMAP
- Staged achievement levels
- Auditing and continuous improvement
- SafetyMAP to Best Practice Systems
- Relationship to Quality Assurance

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day

Training Courses

Manual Handling

Aim: Provide practical skills & awareness to meet obligations under legislation.

Objectives:

Gain an understanding of:

- Define manual handling
- Anatomy of the spine
- Effects on the body
- Contributing risk factors
- Assess & implement safe manual handling
- Prevention of manual handling injuries
- National Manual Handling Standard
- Identify, assess, control, monitor & review hazards
- Conduct a manual handling risk assessment

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day

Manual Handling for Supervisors

Aim: Provide an understanding of their obligations & responsibilities with regard to manual handling legislation

Objectives:

Gain an understanding of:

- ➔ Significance of back injuries in the workforce
- ➔ Obligations of employers
- ➔ Identification & assessment of manual handling
- ➔ Control measures for manual handling
- ➔ Back injuries, the cost
- ➔ Anatomy & biomechanics of the spine
- ➔ Identification & assessment of risks
- ➔ Control measures
- ➔ Treatment of back injuries
- ➔ Rehabilitation

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day

Training Courses

Fall Prevention

Aim: Provide practical skills to those who have obligations under Prevention of Falls Regulations philosophy and legal requirements

Objectives:

Gain an understanding of:

- ➔ Legislation
- ➔ Issues related to prevention of falls
- ➔ Hazard identification
- ➔ Risk assessment & control
- ➔ Prevention of falls while working at heights
- ➔ Management plans in the workplace
- ➔ Compliance to regulations
- ➔ Practical methodologies for implementation

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day

Training Courses

WSE Induction— Office Edition

Aim: Generic outline that provides an introductory level awareness of office workplace safety aspects

Objectives:

Gain an understanding of:

- ➔ Application of legislation
- ➔ Role of WorkCover
- ➔ Employer obligations
- ➔ Consultation on workplace safety
- ➔ Employee obligations
- ➔ General safety aspects
- ➔ Ergonomics in the workplace
- ➔ Workers' compensation
- ➔ Injury management
- ➔ Reporting details

Additional Information:

Can be mixed/matched with other modules.

Available online subject to criteria.

Duration: 1/2 Day

Training Courses

WSE Induction— Manufacturing Edition

Aim: Generic outline on workplace safety aspects for new employees relevant to manufacturing

Objectives:

Gain an understanding of:

- ➔ Application of legislation
- ➔ Role of WorkCover
- ➔ Employer obligations
- ➔ Consultation on workplace safety
- ➔ Employee obligations
- ➔ General safety aspects
- ➔ Plant safety aspects
- ➔ Workers' compensation
- ➔ Injury management
- ➔ Reporting details

Additional Information:

Can be mixed/matched with other modules.

Available online subject to criteria.

Duration: 1/2 Day

Training Courses

WSE Induction— Contractor Edition

Aim: Ensure contractors have an understanding of their obligations/role in workplace safety

Objectives:

Gain an understanding of:

- ➔ Role of Principal
- ➔ Reporting obligations
- ➔ Workplace Safety issues
- ➔ Legislative requirements
- ➔ Safety Management System
- ➔ Workers' compensation
- ➔ Injury management
- ➔ Plant safety
- ➔ Emergency requirements

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1/2 Day

Training Courses

WSE Induction - Forestry Edition

Aim: Provides an overview of the risks and hazards that new forestry employees will face in

Objectives:

Gain an understanding of:

- ➔ Employer Obligation
- ➔ Employee Duties
- ➔ Legislative Requirements
- ➔ Reporting Obligations
- ➔ Hazard Management
- ➔ Plant Safety
- ➔ Competency
- ➔ Workers' compensation
- ➔ Emergency Plans
- ➔ Plant Safety

Additional Information:

FPIOHS1A Qualification
Available online subject to criteria.

Duration: 1/2 Day

Training Courses

Introduction to Ergonomics

Aim: Provide an understanding of the principles of ergonomics

Objectives:

Gain an understanding of:

- ➔ Scope of ergonomics
- ➔ Ergonomics analysis techniques
- ➔ Use a checklist
- ➔ Conduct a job analysis
- ➔ General workstation assessment
- ➔ Principles of workspace & equipment design
- ➔ Anthropometrics, biomechanics, posture & work
- ➔ Manual materials handling
- ➔ Equipment & tools
- ➔ Displays, controls & signs
- ➔ Environmental factors
- ➔ Workstation & job analysis

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1 Day

Training Courses

Personal Protective Equipment (PPE)

Aim: Understanding what PPE is all about and how it fits into a SMS and statutory requirements

Objectives:

Gain an understanding of:

- The choices
- Design—suitability
- Legislative considerations
- Ongoing management
- Training issues
- Compliance
- Maintenance
- Legal implications

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1/2 Day

Training Courses

Respiratory Protection

Aim: Provide an outline on the aspects of the workplace that create this hazard and how to effectively manage that exposure

Objectives:

Gain an understanding of:

- ➔ Nature of exposures
- ➔ Measurement of exposure
- ➔ Health effects
- ➔ Statutory requirements
- ➔ Medical aspects
- ➔ Role of PPE
- ➔ Safety System approach
- ➔ Record keeping

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1/2 Day

Hearing Conservation

Aim: Develop an understanding of the statutory requirements and how the workplace can be managed to reduce exposure

Objectives:

Gain an understanding of:

- Noise exposures
- Noise Measurement
- Health effects
- Measuring exposure
- Role of PPE
- Statutory obligations
- Medical surveillance
- Record keeping
- Safety system requirements

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1/2 Day

Training Courses

Machine Guarding

Aim: Develop an understanding of guarding principles the underlying control mechanisms and statutory requirements

Objectives:

Gain an understanding of:

- ➔ Plant definition
- ➔ Legislative requirements
- ➔ Hazards created
- ➔ Managing hazards
- ➔ Maintenance issues
- ➔ Competency requirements
- ➔ Effective management
- ➔ Purchasing controls

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1/2 Day

Training Courses

Emergency Response

Aim: Provide knowledge and skills necessary to enable personnel to effectively manage emergencies

Objectives:

Gain an understanding of:

- Emergency situations
- System approach required
- Legislative requirements
- Roles of personnel
- Roles of authorities
- Reporting requirements

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1/2 Day

Dangerous Goods

Aim: How to control your exposure & understand your legislative obligation

Objectives:

Gain an understanding of:

- Identify and assess dangerous goods
- Implement control measures to reduce potential exposure
- Program to safely maintain the dangerous goods
- Storage of dangerous goods
- Control options
- Health surveillance
- Training
- Transportation requirements

Additional Information:

Web-based delivery is available subject to certain guidelines

Can be mixed/matched with other modules.

Available online subject to criteria.

Duration: 1 Day

Training Courses

Blood Borne Pathogens

Aim: Provide an understanding of the exposure and mechanisms that can result in these exposures in the workplace

Objectives:

Gain an understanding of:

- ➔ Exposures in the workplace
- ➔ Health effects
- ➔ Managing exposures
- ➔ Hazard management
- ➔ Reporting requirements

Additional Information:

Can be mixed/matched with other modules.
Available online subject to criteria.

Duration: 1/2 Day

Training Courses

Safety Auditor

Aim: Provides knowledge & skills necessary to carry out audits of safety systems against defined audit standards

Objectives:

Gain an understanding of:

- Types of audits undertaken by organisations
- Scope of an occupational health & safety audit
- Key areas for evaluation
- Essential components of an audit
- Internal or external
- Using a developed audit standard
- Prepare written reports
- Systems identify workplace hazards
- Assess risks of those hazards
- Develop control strategies for measurement of safety performance
- Positive performance measures
- Training methods & aids
- Group discussion, role plays, video, syndicate exercise
- Case studies
- Practical exercises
- Lecture & report writing

Additional Information:

Can be mixed/matched with other modules.

Available online subject to criteria.

Duration: 5 Days

Introduction to Risk Management

Aim: Provides an understanding of the basic principles for Risk Management in the operational areas of an organisation

Objectives:

Gain an understanding of:

- ➔ What Risk Management (RM) is
- ➔ Where RM fits into the Organisation
- ➔ The Standard, AS 4360
- ➔ How AS 4360 Works
- ➔ Terminology under AS 4360

Additional Information:

This course is organisational specific with content and projects tailored.

An area/item/project so that participants can carry out a practical exercise.

Transport/distance not to be excessive.

Available online subject to criteria.

Statement of Attainment for units of competency under AQTF apply

Duration: 1 day