

Responsibilities of Managers/Supervisors

This two-day course is designed to help managers/supervisors understand their Duty of Care responsibilities as outlined under the framework of the Act.

As OSH Representatives have the power to issue Provisional Improvement Notices, it is important for managers/supervisors to have a more in-depth knowledge of PINs, why they are issued and how to resolve any breaches of the Act or Regulations.

The knowledge gained during this two days will put managers/supervisors in a better position to demonstrate competence and contribute to the OSH needs of staff in their areas of responsibility.

Course Content

- Occupational safety and health legislation requirements
- Role of managers/supervisors implications of the Act and Regulations on OSH processes
- Managing hazards in the workplace (The Three Step Approach to Identifying Hazards, Assessing Risks and Implementing Control Measures)
- Reviewing and evaluating the hazard management process
- Consultative mechanisms – safety representatives and committees, resolution of issues procedures
- Accident/incident investigation – the role of the manager/supervisor
- Provisional Improvement Notices

Learning Outcomes

- When managers/supervisors have completed this course they will be able to:
- Understand their roles and responsibilities under the Act;
- Outline their role and obligations relating to hazard management;
- Be actively involved in the consultative mechanisms process;
- Adhere to their company's hazard, include and/or accident reporting and investigation procedures; and
- Understand why Provisional Improvement Notices have been issued and the procedure to resolve any breaches.