

## **SAFETY REPRESENTATIVE TRAINING – TAILORED COURSE**

Safety Representative Training will be tailored to the specific needs of the Company and will enable participants to act as competent and more effective health and safety representatives, providing participants with

- An up to date knowledge of health and safety legislation
- An ability to apply risk management principles in the workplace.

The training will satisfy the legal duty to provide training.

### **OBJECTIVES**

The syllabus includes current health and safety legislation, the importance of consultation and the application of risk management principles in the workplace.

At the conclusion of the course the participants will be able to:

- Describe the responsibilities of an H&S representative and the importance of consultation within successful health and safety management.
- Identify the qualities of an effective safety representative.
- Describe employer's and employees main duties under the Safety, Health & Welfare at Work Act 2005 and associated regulations.
- Identify the main components of a health and safety management system
- Participate in carrying out a general workplace risk assessment to minimise risk.
- Take appropriate action in the event of an accident. Describe the importance of reporting and investigating accidents, including the legal requirements.
- Apply fire prevention principles in the workplace and take appropriate action in the event of a fire.
- Describe the importance of managing contractors and identify systems that can be used to control contract work.
- Identify the health issues associated with repetitive tasks and measures that can be taken to minimise ergonomic risks at computer workstations.
- Define stress at work and factors that can cause stress related illness. Recommend methods of managing stress to management.
- Identify manual handling tasks and risk factors in the organisation.

As part of the tailoring process, Keytrainer will incorporate:

- Company Health & Safety Strategy, Policy and Procedures
- Typical working practices
- Practical sessions with client-based scenarios

## **COURSE CONTENTS:**

In advance of training the trainer will visit the workplace and review the Safety Statement and applicable Health & Safety Procedures / Policies. The course content may be amended to suit the specific requirements of the organisation and the environment

- HEALTH & SAFETY & WELFARE LEGISLATION AND REGULATIONS
- SAFETY MANAGEMENT & RESPONSIBILITIES
- CONSULTATION AND THE ROLE OF THE SAFETY REPRESENTATIVE
- SAFETY STATEMENTS – STRUCTURES & FORMAT
  - Hazard Identification
  - Risk Assessment
  - Safe Work Practices / Procedures and Commitment to Safe Working
- OFFICE SAFETY
  - Workstation Ergonomics
  - Visual Display Units (VDUs)
  - Electrical Hazards and Controls
  - Slips, Trips and Falls
  - Office related Illness and injury
- ACCIDENT PREVENTION TECHNIQUES
- MANUAL HANDLING RISKS
- PERSONAL PROTECTIVE EQUIPMENT
- FIRE SAFETY MANAGEMENT
- EMERGENCY PREPAREDNESS
- ACCIDENT & FIRST AID PROCEDURES
- ACCIDENT INVESTIGATION & FOLLOW-UP (ROLES & RESPONSIBILITIES)
- NOTIFICATION OF ACCIDENTS & DANGEROUS OCCURRENCES
- SAFETY AUDITS
  - Planning
  - Execution
  - Reporting
  - Follow-Up
- MEASURING SAFETY PERFORMANCE
- SAFETY AUDIT WORKSHOP – Practical exercises focusing on the specific hazards and risk applicable in the workplace

**COURSE DURATION:** 2 Days