



## Workplace Safety

SHORT COURSE



### A smarter future

Our goal is to help organisations and individuals improve their performance and be the best that they can be. We do this by delivering world class training solutions at your workplace that build and develop skills and confidence.

#### Course Overview

Occupational Health and Safety is a critical issue which workers and managers deal with every day. A proactive approach to OH&S will ensure the health and safety of your staff and customers and positively impact your bottom line. This course has been designed to demystify common misunderstandings of OH&S legislation and give practical advice on how to improve the safety level of your worksite.

#### Who should attend?

Participants would include any person wanting to work in a healthier, safer and more responsible manner in any business environment, and all personnel responsible for implementing and managing the OH&S procedures in their workplace.

#### Course Objectives

Learn how to:

- > understand, in simple language, legislation and regulations
- > perform effective risk assessments
- > improve your OH&S documentation and processes
- > foster a culture of workplace safety

#### Duration

One day workshop session, plus an additional half day coaching session for the participant group.

#### Benefits

Participants will be better equipped to deliver and more aware of their role in:

- > Appropriate and effective workplace health and safety policies and procedures
- > Creating a safer workplace for all
- > Injury prevention
- > Hazard identification



## Capability Statement

Spectra Training is one of Australia's leading workplace training organisations. At Spectra Training we are committed to helping our clients improve the skills and productivity of their employees. We seek to do this by providing world class training solutions that add measurable value to our clients, in a flexible, relevant and engaging manner.

The Spectra Training approach is unique because we:

- > invest the time to understand clients needs
- > deliver training programs that are relevant and produce real workplace based results
- > produce world class courseware with in-house instructional designers
- > use top quality industry experienced trainers
- > follow up one day in-house training with half day coaching session in workplace

Education and training are the keys to unlocking human potential. All progress, innovation and improvement depend upon it. Without it, we remain stagnant, and so do the corporate environments in which we work. Without opportunities for growth, we remain blind to the possibilities for progress.

Imagine a world where:

- > your employees work more productively because they have learned new techniques and gained the confidence to implement and share new ideas
- > problems in the office, factory or warehouse are resolved quickly because your employees and supervisors have learned new problem solving skills
- > teams communicate and work better together to solve problems, create solutions and get the job done
- > absenteeism declines because the line manager has learned new ways to improve and engage staff
- > employees choose to stay in your organisation because of the perceived value of the training and professional development opportunities they are now obtaining

Spectra Training has developed a suite of short courses that will help your team refresh or acquire new skills and knowledge.

- > Lean Business Principles
- > Chain of Responsibility
- > Load Restraint
- > Manual Handling
- > Fatigue Management
- > Bluecard (TLI Industry Induction)
- > Customer Service Sales
- > Workplace Trainer (2 day program)
- > Professional Sales (Business Sales)
- > MS Excel (Beginner to Intermediate)
- > Workplace Safety
- > Time Management
- > Conflict Management

Please discuss with us your individual training requirements as Spectra Training have the trainers and courseware development team to deliver a short course to best address your needs across Australia.

For more information, visit Spectra Training at **[www.spectra-training.com](http://www.spectra-training.com)** or phone our friendly team on **1300 808 010** or email [enquiry@spectra-training.com](mailto:enquiry@spectra-training.com)

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