

## Workplace First Aid

### First Aid Level 1 - Emergency Life Support

Content includes emergency assessment (DRABC); unconscious casualty (EAR, CPR), legal/social responsibilities of first aider; first aid facilities; treatment for bleeding; shock (Code: 21592VIC)



### First Aid Level 2 - Provide First Aid

Content includes emergency assessment (DRABC); unconscious casualty (EAR, CPR), legal/social responsibilities of first aider; first aid facilities; treatment for bleeding; shock, first aid for wounds; burns; poisoning; bites/stings; overexposure; injuries to limbs, head/neck/spine, face, abdomen/pelvis, chest; acutely ill. (Code: 21593VIC)



### Attention Employers!

Contact us to arrange a program customised to suit your organisational requirements. Package deals can be organised for employers wishing to train staff in several programs.

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## Emergency Management

We provide several specialist programs aimed at preventing and managing potential emergencies in and around the workplace. These programs can be conducted for general staff to familiarise them with basic emergency procedures, or for senior staff who facilitate organizational procedures in the event of a possible emergency situation.

### Workplace Emergency Management

Content includes fire safety procedures, bomb threats (phone/package), building evacuation, and emergency crime scene management.

### Bomb Threat Management

Content includes understanding the threat posed by explosive devices, phone threats, package threats and procedures for maintaining physical security.

### Security Screening

Content includes operational requirements for establishing a screening point; electronic screening; physical screening of people, baggage and vehicles.

### Armed Robbery Prevention/Management

Content includes awareness and prevention, emergency response in the event of an armed hold-up, subject descriptions, liaising with authorities.



# Dynamic Training

*"Our experience...Your success"*

## Workplace Safety



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## Workplace Safety

The aim of Workplace Safety policy is “to develop ways and means of reducing and eliminating hazards in the workplace.”

The general *duty of care* concept concerns the basic and overriding responsibilities of employers and employees.

In legislation it establishes the idea that the preservation of safety and health at work is a continuous legal and social responsibility of all those who have control over the conditions and circumstances in which work is performed.

Workplace Safety policy is a *preventative policy*, operating by what is known as a “self regulatory” approach, where employers and employees participate in both the formulation of policy and the implementation in the workplace.

The objectives of the legislation are:

- ☞ To promote and secure the health, safety and welfare of people at work
- ☞ To protect people at work against hazards
- ☞ To assist in securing safe and hygienic work environments
- ☞ To reduce, eliminate and control hazards to which people are exposed to at work
- ☞ To foster co-operation and consultation between employers and employees



## Employer Responsibility

Employer responsibilities are covered in the OH&S Act s21, which states that “every employer shall, as far as practicable, provide and maintain a working environment in which their employees are not exposed to hazards.”

For an employer to provide a safe working system, this includes providing:

- ☞ Safe premises & equipment
- ☞ Safe & hygienic working environment
- ☞ Trained & competent personnel
- ☞ Adequate information, instruction, supervision



## Employee Responsibility

Employee responsibilities are covered in s25, which states that “employees must take reasonable care to ensure their own safety and the safety of others.”

To achieve this, employees should:

- ☞ Follow all company health & safety policies & procedures
- ☞ Report all hazards to your immediate supervisor or manager
- ☞ Take measures, where appropriate, to rectify the situation by reducing or eliminating the hazard

## Workplace Safety Programs

### Maintain Workplace Safety

This program covers the skills and knowledge required to follow OH&S policies and procedures to ensure own safety and that of others in the workplace.

It requires the ability to identify and control workplace risks and hazards, apply appropriate responses to emergency situations and communicate workplace safety requirements. Aimed at general staff.

### Monitor a Safe Workplace Environment

This program covers the skills and knowledge required to follow defined OH&S policies and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace.

It requires the ability to identify hazards, apply emergency procedures and communicate OH&S requirements to colleagues. Aimed at supervisors and team leaders.



All programs include resources and materials and are presented by qualified industry professionals and accredited trainers. Certificates issued for all successful participants.