

# OHS Due Diligence for Officers - Victoria Online Course (for directors)

## Overview

This course looks at the key areas of OHS Management in order to give Officers (Directors / CEOs / Senior Managers) overall knowledge of the due diligence requirements and how to meet them. The course can be completed in small chunks. In fact, enrolment lasts for 1 year, so you can take as long as you like to complete it. Completing the course will provide you with evidence towards your due diligence requirements.

## Objectives

To provide a clear understanding of the following topics:

- What is the legislative landscape including some sample cases
- What should an OHS Management System look like?
- Consultation and Risk Management Requirements
- Safety Culture

## Course Outline

- Why is OHS important?
- Let's have an overall look at what safety should look like in your organisation
- OHS Information Sources
- OHS Statistics & Injury Hotspots
- Resources
- Legal Landscape, WHS Harmonisation, Victorian Legislation
- Officers, Due Diligence, who are the officers?
- Manager and Supervisor Obligations
- OHS Act Employer Obligations
- Monitoring Health and Conditions
- Duties for managing or controlling a workplace
- OHS Act Employee Obligations
- Some Cases
- Defensible Risk Management
- Workplace Manslaughter, Penalties
- OHS Management Systems, Sample OHS Policy
- Consultation - The Act, Methods of consultation
- Risk Management Process
- Reasonably Practicable
- Risk Control
- What is a WorkSafe notifiable incident?
- Notifiable incident & Dangerous Occurrence
- OHS Performance Reporting
- Safety Culture

## Who should complete the course?

Anyone in Victoria who is a senior manager, CEO or director

## Estimated Duration and Cost

1-2 hours \$60 ex GST

**Note** - Self-enrolment is available via PayPal for a 10% discount (ie GST inc). Ask about group discounts for more than 10 persons enrolled and having the course customised to suit your organisational needs.

## Getting Started

**Enrolment Link** <https://safetyinduct.com.au/course/view.php?id=96>

**PayPal Enrolment Instructions** - To undertake this course, you will need to be a 'user'. If you are not already a safetyinduct user, click on the create new account link at the top right of the screen and set up as a new user. You will then be able to enrol in the course and pay via PayPal (self-enrolment has a 10% discount). If you would like assistance or other payment options, contact Julie on ohsandhr@gmail.com.

**Manual enrolment Instructions** – Email ohsandhr@gmail.com and we can set up your enrolments and provide an invoice.

