



Our training options

Introduction to Health and Safety (4 hours)

Can be targeted at managers, employees or both and covers a general introduction into good practices in health and safety, legislated requirements and the benefits of health and safety.

Introduction to Health and Safety and the ACC WSMP programme

Targeted at managers and supervisors, but can be broadened out, includes a review of legislation, accountability, costs and benefits of health and safety, review of ACC WSMP requirements and a discussion on the audit process

Safety Leadership and Management Commitment

Targeted at organisational leaders, and workshops basic leadership processes to identify and improve leadership styles and organisational culture.

Introduction to employment relations and disciplinary action

Targeted at managers and supervisors and looks at the various legal requirements, employment agreements, employment relations and the disciplinary process

Managing performance and performing performance reviews

Targeted at managers and supervisors and introduces methods to identify performance requirements and measures, performance improvement processes and running a performance and development review.

Recruitment and selection

Targeted at managers and supervisors and addresses how to effectively recruit, interview and select the best candidate and the methods you can use to employ the right person.

Best interview practices

Targeted at managers and supervisors and covers the techniques required to conduct a good interview. Improved interview techniques can be used when selecting job applicants, investigating a variety of workplace issues and running performance and development sessions.

Train the Trainer

Targeted at managers and employees and identifies critical techniques and aspects of adult learning to optimise training performed.

Establishing Health and safety plans

Targeted at managers and reps and includes identifying strategic health and safety objectives, developing and integrating a health and safety business plan, identifying, implementing and reporting leading and lagging performance measures and evaluating health and safety performance.

Managing Hazards

Targeted at managers and employees for identifying hazards and appropriate control methods

Safety Observation

Targeted at all employees this training introduces the use of observation and feedback methodologies to identify safe and unsafe acts and conditions in the workplace. This can help you to establish a positive culture of employees constantly looking for areas where health and safety can improve and considering their own and other's safety.

Incident reporting, recording and investigation

Targeted at all employees or selected groups this training supports your existing accident / incident reporting process or can be used to workshop improved practices. The session considers increasing rates of reporting to catch those near misses and more actual incidents, how to record incidents accurately and a session on accident investigation

Incident Investigation Technique

Targets the accidents investigators in your organisation and introduces simple yet improved investigation techniques that look to establish actual cause not just apportion blame without preventing recurrence of the problem.

Introduction to employee involvement

Targets managers and employees and looks at the legal requirements, how they can be applied, how employee involvement can actually benefit the organisation on several fronts. A workshop of the best practice for your organisation can be included

Establishing an emergency management system

Targets managers and workshops an appropriate emergency management system.

Risk Management

Introduces risk management methodologies that can be used across all areas of your organisation

Contractor Management

Targeted at managers and introduces concepts on how contractor health and safety can be best managed.

Other topics that can be provided are:

- Supervision
- Coaching for performance
- Training related to specific hazards

Contact

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