



OHS Training Specialists
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WORKPLACE SUBSTANCES MANAGEMENT: Managers & Supervisors

Aim

To assist participants:

- i) to gain practical knowledge regarding how they can manage the use of workplace substances in accordance with the OHS Act 2000 and the OHS Regulation 2001,
- ii) to implement or assist in the implementation of activities that will eliminate or control the risks of those workplace substances.

Objectives At the completion of the course participants will be able to:

1. Describe the health and safety effects relating to the use of workplace substances
2. Explain the importance and use of reading labels and MSDSs
3. Explain how management should:
 - a) Identify workplace substances that involve risks to health and safety.
 - b) Assess risks relating to the use of workplace substances.
 - c) Identify appropriate control measures.
4. Explain what their role is in implementing or assisting in the implementation of the management system.
5. Outline the requirements that are set out in the OHS Act 2000 and OHS Regulation 2001 for workplace substances.
6. Describe the content and explain the importance of following:
 - i) the WorkCover Code of Practice for the Control of Workplace Hazardous Substances and
 - ii) the WorkCover Code of Practice for the Storage and Handling of Dangerous Goods.
7. Outline the steps that are required in their workplace to manage workplace substances.

Content The content covers:

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|------------------------------------|---------------------|---------------------------------|
| ➤ Health & Safety Effects | ➤ Risk Control | ➤ Managing Workplace Substances |
| ➤ Labels & MSDSs | ➤ OHS Law | |
| ➤ Identification & Risk Assessment | ➤ Codes of Practice | |

Duration One Day

This course is delivered in a manner and context that is suitable for managers, supervisors, OHS Committee members and OHS Representatives

Onsite requirements

To assist in the achievement of the aim and objectives of the course and for use in practical exercises, clients are requested to provide wherever possible;

- (i) arrangements for attendees to complete practical exercises in the workplace.
- (ii) any written procedures that the client has issued for the use, handling, processing, storage, transportation, cleaning up and disposal of hazardous substances or dangerous goods.
- (iii) any written first aid and incident reporting procedures they have issued.
- (iv) any written procedure they have issued in case of an emergency involving hazardous substances or dangerous goods.
- (v) a copy of MSDSes, containers of hazardous substances and one set of personal protective equipment that are relevant to or used in the work activities of the course participants.