

ASIAL eLearning courses – powered by Software!

Workplace Health and Safety Courses

At the end of each module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

Advanced WHS for Employees

About This Module

Work Health and Safety (WHS) is a serious issue that all workers should be aware of.

This module has been designed to increase your awareness of WHS legislation. It will also develop your understanding of how you can work safely to help prevent workplace injuries.

The module is divided into three units:

1. WHS Legislation
2. Hazard and Risk Management
3. Responding to WHS issues

You should allow approximately 40 minutes to complete this module.

Alcohol and Other Drugs in the Workplace

About This Module

Inappropriate use of alcohol and other drugs can have a detrimental effect on an individual's personal life and work performance. Alcohol and drugs can also increase the risk of incidents and injuries at work.

Our organisation takes our legal responsibility to minimise the risk to health and safety very seriously. Therefore, it is critical that we ensure, as far as practicable, that the functioning of all individuals within the workplace is not impaired, either psychologically or physiologically.

As a result, we have an Alcohol and Other Drugs Policy. This Policy aims to minimise the risk of alcohol, drug and fitness for work related incidents and injuries in the workplace.

This module has been designed to provide you with information about the effects of alcohol and other drugs and our organisation's drug and alcohol screening and management procedures.

You should allow approximately 30 minutes to complete this module.

Armed Robbery Survival Skills

About This Module

Armed robberies are often very brief events; however, they can have a significant impact on your health, safety and welfare and that of your co-workers and our customers. Aside from the physical threat, they can

leave victims with profound and long-lasting psychological trauma.

The nature of our business, with large amounts of cash turnover, means that we present a target for robbers. We hope that you never find yourself in an armed robbery situation; however, we have developed this module to help ensure you are prepared for such an occasion should it occur.

This module has been designed to prepare you in case of a robbery, and to help raise your awareness of how the risk of armed robbery can be reduced.

You should allow approximately 20 minutes to complete this module.

Asbestos Awareness

About This Module

Asbestos was previously used extensively in Australia as it gave strength, durability, and insulation properties to materials; however, we now know that asbestos is lethal, and exposure to asbestos fibres should be minimised at all costs.

This module has been designed to increase your understanding of how to identify Asbestos-Containing Materials (ACM). It will also raise your awareness of the hazards associated with working on or removing ACM and how the hazards can be managed.

This module is awareness training only and does not permit you to remove ACM (see Important).

You should allow approximately 30 minutes to complete this module.

Confined Space Entry

About This Module

Confined spaces pose a risk to health and safety due to reduced levels of oxygen, lack of ventilation and the potential presence of unknown substances.

This module has been developed to provide you with an understanding of how to manage these risks and work safely when entering a confined space or acting as a standby person.

You should allow approximately 30 minutes to complete this module.

Confined Space Safety Essentials (Video)

About This Module

Working in confined spaces is associated with a range of potentially deadly hazards. It is essential that you always follow safe working procedures when working in confined spaces and that you understand the associated health risks. We have developed this module to provide you with information about managing the risks of working in confined spaces.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 40 minutes to complete this module.

Construction Safety Orientation

About This Module

At our organisation, safety is our number one priority. We are dedicated to providing a safe working environment for all our workers and visitors, and strive for best practice in Work Health and Safety (WHS) management and improvement.

This module has been designed to give you the knowledge and skills you need to manage health and safety hazards and risks and stay safe on our work sites.

This module has been divided into three units:

1. WHS Responsibilities
2. Safe Work Practices
3. Incidents and Emergencies

You should allow approximately 30 minutes to complete this module.

Contractor Management

About This Module

Contractors can play an important role in our effort to achieve organisational objectives. As a Manager of contractors, this module will provide you with information to assist in the selection, management and monitoring of contractors engaged by our organisation.

You should allow approximately 30 minutes to complete this module.

Driver Fatigue Management (Video)

About This Module

Fatigue is one of the biggest causes of road accidents and fatalities every year. To ensure your safety and the safety of others, it is crucial that all drivers understand the causes of fatigue, how fatigue impacts performance, how to manage fatigue and how to lead a healthy lifestyle.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Driver Safety

About This Module

If you are required to spend the vast majority of each day in your car, then the car is your workplace. This means that it is covered by health and safety laws and should be managed in the same way as any conventional workplace.

This module is designed to increase your awareness of the health and safety risks associated with driving. It will also provide you with guidelines to ensure you drive legally, safely and courteously.

You should allow approximately 30 minutes to complete this module.

Drug and Alcohol Awareness (Video)

About This Module

Being under the influence of drugs and alcohol in the workplace is dangerous, so it is important that everyone in our organisation complies with our workplace policies regarding alcohol and different types of drugs, including pharmaceuticals, herbal preparations and illicit drugs.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Effectiveness and Safe Operation of Powered Hand Tools (Video)

About This Module

Powered hand tools make many tasks easier but can cause serious injury if they are used improperly. It is vital that you understand the risks and always follow safe working practices when using powered hand tools. We have developed this module to help you use and handle powered tools safely.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

Electrical Safety

Electrical hazards exist in every workplace and can cause serious injuries and even death. This module has been designed to give you a basic understanding of electrical safety and to provide you with strategies you can use to reduce the risk of incidents and injury while working around electricity.

This module is divided into two units:

1. Managing Electrical Hazards
2. Common Electrical Incidents

You should allow approximately 30 minutes to complete this module.

Electrical Safety Essentials (Video)

About This Module

Electricity is as useful as it is dangerous and potentially lethal. When working with electricity and electrical equipment, it is critical that you understand the associated hazards and risks and that you adopt appropriate safety measures. By following safe work practices, you can help to reduce the risk of accidents and create a safer workplace.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 35 minutes to complete this module.

Emergency Procedures

About This Module

Our organisation is committed to offering a safe and healthy working environment for all workers and visitors; however, we recognise that incidents and emergencies do occur. In the event of an emergency, being aware of the proper procedures is crucial to your safety and the safety of others. This module has been designed to increase your awareness and understanding of our organisation's emergency procedures.

This module is divided into three units:

1. Emergency Preparedness
2. Immediate Response to Emergencies
3. Organisation-Wide Emergency Response Procedures

You should allow approximately 30 minutes to complete this module.

Ergonomic Essentials for the Office (Video)

About This Module

Poor ergonomic practices when using office equipment in the workplace can lead to serious injury, ongoing health issues and financial loss due to absenteeism. To reduce your likelihood of developing an ergonomics-related injury, it is vital that you always follow proper ergonomic practices when using office equipment.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Fatigue Management

About This Module

Fatigue poses a serious risk to health and safety in our organisation. This module has been designed to give you a better understanding of fatigue, including its causes, symptoms and potential consequences, and to provide you with strategies that you can use to manage fatigue.

This module has been divided into three units:

1. The Fatigue Management Policy
2. Understanding Fatigue
3. Managing Fatigue

You should allow approximately 30 minutes to complete this module.

Fire Safety

About This Module

In the event of a fire, being aware of the proper procedures is crucial to your safety and the safety of others.

This module has been designed to increase your awareness and understanding of our organisation's fire safety procedures and equip you with the knowledge to respond appropriately and safely to a fire.

This module has been divided into three units:

1. Emergency Preparedness
2. Immediate Response to a Fire
3. Organisation-Wide Emergency Response Procedures

You should allow approximately 30 minutes to complete this module.

First Aid Refresher

About This Module

As a first aid officer, you hold a valuable role in reducing the severity of injury and illness in the workplace. This module has been designed to refresh your understanding of the theories and practices behind effective first aid.

Please note that this module does **not** qualify you as a first aid officer. In order to obtain an accredited certificate, you must also be assessed in the practical competencies of first aid during a face-to-face course.

You should allow approximately 30 minutes to complete this module.

Forklift Safety

About This Module

This module has been developed to provide you with practical guidance on managing the risks associated

with operating forklifts. This module has been divided into three units:

1. Forklift Safety Responsibilities
2. Operating Forklifts Safely
3. Incidents and Injuries

You should allow approximately 30 minutes to complete this module.

Handling Aggressive Behaviour in Public (Video)

About This Module

Aggressive behaviour can occur in almost any situation, so it is important that you are familiar with tactics for addressing it. This module will introduce you to strategies for handling aggressive behaviour, including identifying the different types and causes of behaviours, taking precautionary measures (and knowing their risks and repercussions) and appropriately de-escalating aggressive situations.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Hazard Identification

About This Module

There are hazards all around us that can present a risk to the health and safety of yourself, others and the environment. To protect yourself and others from harm, hazards need to be identified and managed.

Our organisation is committed to identifying hazards in all aspects of our work and we have processes in place for receiving reports of hazards and managing the risk of injury associated with hazards.

Safety is everyone's responsibility, and you are expected to participate in hazard identification in every aspect of your work.

You should allow approximately 20 minutes to complete this module.

Hazardous Chemicals

About This Module

Hazardous chemicals, if not used correctly, can harm your health, the environment and property.

To give you a better understanding of how to work safely with hazardous chemicals, we have developed this module.

This module is divided into the following units:

1. Chemical Classification System

2. Health and Safety Responsibilities
3. Working with Hazardous Chemicals
4. Incident Procedures

You should allow approximately 30 minutes to complete this module.

Health and Safety Representatives

About This Module

As a Health and Safety Representative (HSR) or Deputy HSR, you play an important role in keeping our organisation's workplaces safe. We value this role and have therefore developed this module.

You should allow approximately 20 minutes to complete this module.

Hearing Conservation

About This Module

Our organisation is committed to protecting your health and safety. Noise produced in our workplace can constitute a significant risk to your hearing. Therefore, it is essential that you understand how to protect yourself and others from hazardous noise. This module will provide you with information on:

- How noise can affect your hearing;
- Sources of hazardous noise;
- How the risks from hazardous noise can be controlled.

You should allow approximately 25 minutes to complete this module.

Heat and UV Exposure in Outdoor Work (Video)

About This Module

Working outdoors carries a variety of potential risks and hazards. If you are an outdoor worker, it is essential that you are aware of the risks and how to manage them. We have developed this module to provide you with information about safe work practices when working outdoors.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Hot Work

About This Module

Hot work operations are highly hazardous tasks and, as a worker who conducts hot works, you must be aware of the hazards and how to minimise their risk to your health and safety.

As a result, we have developed this module to provide you with a better understanding of the:

- Different types of hot work;
- Hazards associated with hot work operations;
- Safe working practices when conducting hot work.

You should allow approximately 20 minutes to complete this module.

Hygiene at Work (Video)

About This Module

Infectious diseases can easily spread in the workplace if good hygiene is neglected. This can lead to serious health risks and financial consequences. It is important that you understand how adhering to proper hygiene practices can help ensure the health and wellbeing of those around you in our workplace.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Hygiene for the Office (Video)

About This Module

As an organisation, we are committed to providing a safe and healthy work environment for our employees. By following good hygiene practices at work, you can help us to protect your own health as well as the health and wellbeing of those around you. We have developed this module to provide you with information about simple but effective hygiene practices that you should adopt in order to help maintain a safe and healthy workplace.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Incident Investigation

About This Module

Incidents have the potential to cause serious harm, injury or damage to people, equipment or the environment. By investigating why incidents occur, we can minimise the risk of the same or similar incidents happening again.

This module will provide you with an overview of the incident reporting and investigation process used at our organisation and is divided into two units:

1. Incident Management at Our Organisation
2. The Incident Investigation Process

You should allow approximately 30 minutes to complete this module.

Infection Control in the Workplace

About This Module

Our organisation is committed to creating a safe environment for all employees, clients and visitors. As part of this commitment, we follow infection prevention and control principles and encourage our clients and visitors to do the same.

This module will explain the infection prevention and control principles we expect you to follow. It will also look at how infections are transmitted and what increases the likelihood of getting an infection. By understanding these key areas, we hope to minimise the number of infections in our organisation.

You should allow approximately 15 minutes to complete this module.

Injury Management

About This Module

Our organisation is committed to the health and safety of our workers and aims to prevent injuries from occurring. However, injuries unfortunately do still occur from time to time and, as a manager, you need to know how to respond to them.

This module has therefore been designed to inform you of the procedure you must follow when a worker under your supervision is injured. In particular, it will look at workers' compensation legislation and our return to work procedures.

You should allow approximately 20 minutes to complete this module.

Labels and Safety Data Sheets

About This Module

Labels and Safety Data Sheets (SDSs) provide key information regarding hazardous chemicals and what to do in the event of a chemical-related incident or emergency.

This module has been designed to help you recognise and read labels and find important safety information in SDSs; and has been divided into three units:

1. Introduction to Labels and Safety Data Sheets
2. Reading Labels and Safety Data Sheets
3. Your Responsibilities

You should allow approximately 20 minutes to complete this module.

Manual Tasks

About This Module

Manual tasks are one of the leading causes of workplace injuries. This module is designed to increase your understanding of the risks associated with manual

tasks and to introduce you to strategies that will help you manage these risks. By performing manual tasks safely, you can help keep yourself and others safe from harm.

This module has been divided into four units:

1. Introduction to Manual Tasks
2. Responsibilities
3. Hazard and Risk Management
4. Performing Manual Tasks Safely

You should allow approximately 40 minutes to complete this module.

Manual Tasks for Industry (Video)

About This Module

Completing manual tasks can lead to serious injury if the tasks are not performed using safe techniques. It is therefore essential that you understand risk factors when performing manual tasks and that you always follow safe practices. We have developed this module to increase your understanding of how to perform manual tasks safely.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

Manual Tasks for Office (Video)

About This Module

Completing manual tasks can lead to serious injury if the tasks are not performed using safe techniques. It is therefore essential that you understand risk factors when performing manual tasks and that you always follow safe practices. We have developed this module to increase your understanding of how to perform manual tasks safely.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

Manual Tasks for Warehouse (Video)

About This Module

Completing manual tasks can lead to serious injury if the tasks are not performed using safe techniques. It is therefore essential that you understand risk factors when performing manual tasks and that you always follow safe practices. We have developed this module to increase your understanding of how to perform manual tasks safely.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

Mental Health and Safety for Managers

About This Module

Due to the prevalence of mental health conditions in the workplace, SafeWork Australia has released guidance to assist employers and managers to address and mitigate mental psychosocial health and safety issues in the workplace.

This module aims to provide you with an overview of the Managing Psychosocial Hazards at Work Code of Practice (the Code) and how it connects with work health and safety legislation.

The module is divided into three units.

1. What are Psychosocial Hazards?
2. Risk Management for Psychosocial Health and Safety
3. Supporting Employees Recovering from Psychosocial Injury

You should allow approximately 30 minutes to complete this module.

Office Ergonomics

About This Module

Ergonomics is the process of designing or arranging workplaces, products and systems so that they fit the people who use them. Proper ergonomic practices promote productivity and minimise the risk of developing injuries.

This module has been designed to help you:

- Identify the potential risks associated with your workstation and tasks;
- Reduce your likelihood of developing an ergonomics-related injury.

You should allow approximately 30 minutes to complete this module.

Office Fire Prevention and Response (Video)

About This Module

Fires in office workplaces can cause serious damage and business loss, as well as leading to injuries and fatalities. For the safety and success of our organisation, it is essential that everyone in our workplace follows appropriate fire prevention and response measures.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

Office Induction Safety (Video)

About This Module

Our organisation has put in place practices and procedures that are designed to help create a safe workplace. It is vital that all our employees are familiar with the fundamentals of office safety and security. We have developed this module to help you manage common risks and hazards around the office and follow safe work practices at all times.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 35 minutes to complete this module

Office Safety

About This Module

While the office is generally a safe and low-injury work environment, safety is still an important concern. This module has been designed to increase your awareness and understanding of office safety and encourage safe behaviour in the workplace.

This module is divided into two units:

1. Office Hazards
2. Emergencies

You should allow approximately 30 minutes to complete this module.

Office Safety for Today's Workplace (Video)

About This Module

Office workplaces present many hazards that are often disregarded or go unnoticed until it is too late; therefore, it is vital that everyone in our organisation understands office safety. This module is designed to introduce you to the fundamental methods and procedures for developing and maintaining a safer office environment.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

OHS Awareness (Vic)

About This Module

Occupational Health and Safety (OHS) is a serious issue that all employees should be aware of.

This module has been designed to increase your awareness of OHS legislation. It will also develop your understanding of how you can work safely to help prevent workplace injuries.

The module is divided into three units:

1. OHS Legislation
2. Hazard and Risk Management
3. Emergency Procedures

You should allow approximately 30 minutes to complete this module

OHS for Managers (Vic)

About This Module

As a manager, you have additional responsibilities when it comes to Occupational Health and Safety (OHS).

This module has been designed to increase your awareness and understanding of OHS legislation. It will also outline your role and responsibilities in creating and maintaining a safe and healthy workplace.

This module is divided into three units:

1. OHS Legal Framework
2. Managing OHS
3. Responding to OHS Issues

You should allow approximately 30 minutes to complete this module.

Performance and Wellbeing: For Employees (Video)

About This Module

No workplace is without stress and no worker is immune to suffering from it. For this reason, it is essential that you understand what causes stress and burnout, the signs and symptoms, and how to manage and recover from these conditions.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 35 minutes to complete this module.

Performance and Wellbeing: For Managers (Video)

About This Module

No workplace is without stress and no worker is immune to suffering from it. As a manager, it is essential that you understand the causes of stress and burnout, how to address these issues if they arise, and your legal and other obligations in the workplace.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 35 minutes to complete this module.

Personal Protective Equipment

About This Module

Our organisation provides Personal Protective Equipment (PPE) to reduce your exposure to hazards.

To develop your understanding of the PPE requirements at our organisation, we have developed this module.

This module is divided into three units:

1. Introduction to PPE
2. Types of PPE
3. Safe Use of PPE

You should allow approximately 30 minutes to complete this module.

PPE Essentials (Video)

About This Module

Personal protective equipment (PPE) is designed to make work safer; however, improper use of PPE can result in serious injuries and fatalities. It is therefore essential that you understand how to use PPE correctly. We have developed this module to help you select the appropriate PPE for a variety of tasks and use it properly.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 35 minutes to complete this module.

Return to Work Programs (NSW)

About This Module

This module has been designed to increase your understanding of what needs to be included in the return to work (RTW) process. It will also outline your roles and responsibilities, and those of your employees and other stakeholders, to safely and effectively support injured workers to return to meaningful work.

This module is divided into four units:

1. About the guidelines
2. Appointing an RTW coordinator
3. Developing an RTW program
4. Consultation and implementation

You should allow approximately 30 minutes to complete this module.

Returning to Work for Employees (Video)

About This Module

Individuals may need to take time off work at some point for various reasons. Returning to work after extended leave can be challenging. This module will introduce you to some basic principles that will help you plan your transition back to work and ensure that it is a positive and successful experience for everyone.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

Returning to Work for Managers (Video)

About This Module

Individuals may need to take time off work at some point for various reasons. Returning to work after extended leave can be challenging. As a manager, it is important that you understand the basic principles for helping workers successfully transition back to work after extended leave, including identifying the different return-to-work circumstances, developing return-to-work plans and accommodating any workplace adjustments that may be required. Understanding these essentials can help you guide your workers back to work successfully.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Risk Management Safety Essentials (Video)

About This Module

Risk management in the workplace involves taking practical and proactive steps to protect all members of our organisation from harm. This module is designed to introduce you to essential principles and procedures for identifying and managing risks. By understanding and applying these, we can create a safer workplace for everyone.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 40 minutes to complete this module.

Safe Driving for Work (Video)

About This Module

Driving is one of the most dangerous tasks that you may encounter in your workday. For the safety of all drivers and pedestrians, it is critical that you adhere to safe driving practices.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 35 minutes to complete this module.

Safe Work Planning (SWMSs and JSAs)

About This Module

All work tasks have associated hazards that can be a risk to the health and safety of yourself, others and the environment.

Our organisation is committed to the health and safety of our workers, the public and the environment. As a result, we have safe work planning processes in place to identify and control hazards and risks before commencing work. This module will explain two of these processes, specifically:

- Safe Work Method Statements (SWMSs);
- Job Safety Analyses (JSAs)

You should allow approximately 20 minutes to complete this module.

Safety Awareness (Video)

About This Module

A variety of hazards and safety risks can be found in every workplace. Safety is everyone's responsibility, therefore, it is essential that everyone in our organisation is able to identify and address workplace hazards.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Shiftwork Safety Essentials (Video)

About This Module

There are high rates of workplace safety incidents amongst shift workers as they deal with several unique hazards. As a shift worker, it is therefore essential that you understand the common hazards associated with shift work, such as fatigue and its causes, and how to manage these hazards and help create a safer workplace.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Slips, Trips and Falls (Video)

About This Module

Slips, trips and falls are among the most common causes of injuries in the workplace, but they are also among the most preventable. To create a safer working environment, it is essential that you understand what causes slips, trips, and falls and how to prevent them.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 25 minutes to complete this module.

Spill Prevention and Control

About This Module

Nobody ever intends to create a spill; however, the potential for spills is always present.

This module has been designed to increase your awareness of the impacts of spills, spills prevention and spill response. By the end of this course, you should be able to:

- Discuss the impact of potential spills;
- Explain your responsibilities in preventing a spill from occurring;
- Respond appropriately and correctly in the event of a spill;
- Take the appropriate steps to report a spill;
- Explain what should occur with hazardous wastes.

You should allow approximately 30 minutes to complete this module.

Stress Management

About This Module

We all lead busy lives and sometimes finding balance in our professional and personal life can be stressful. This module will help you to understand the causes of stress and how to manage it.

You should allow approximately 30 minutes to complete this module.

Stress Management for Managers

About This Module

Stress is a recognised workplace hazard that can affect the health and wellbeing of workers and harm our organisation.

Stress can arise from pressures at home and / or at work. Our organisation cannot protect workers from stressors at home, but we can take action to eliminate or minimise work-related stress. As a manager, you play a crucial role in creating a healthy and productive work environment for your team. This module is designed to help you understand, recognise and manage work-related stress.

You should allow approximately 30 minutes to complete this module.

Understanding Eye Safety at Work (Video)

About This Module

Most accidents in the workplace resulting in eye injuries can be avoided. Understanding eye safety at work is the

first step to reducing associated injuries and increasing your safety and that of your colleagues.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Understanding Safety at Work (Video)

About This Module

Every workplace poses an array of hazards and risks to its workers. To help make the working environment as safe as possible, it is crucial that you have an understanding of issues such as risk assessment practices, personal protective equipment (PPE) requirements and how to address common workplace hazards.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 35 minutes to complete this module.

Warden Instruction

About This Module

As a warden, you have a number of responsibilities which you must fulfil in the event of an emergency. To ensure you meet these responsibilities we have developed this module.

The module is divided into two units:

1. Emergency Management Plan
2. Evacuation Procedures

You should allow approximately 30 minutes to complete this module

WHS Awareness for Employees

About This Module

Work Health and Safety (WHS) is a serious issue that all workers should be aware of.

This module has been designed to increase your awareness of WHS legislation. It will also develop your understanding of how you can work safely to help prevent workplace injuries.

The module is divided into three units:

1. WHS Legislation
2. Hazard and Risk Management
3. Emergency Procedures

You should allow approximately 30 minutes to complete this module.

WHS for Managers

About This Module

As a manager, you have additional responsibilities when it comes to Work Health and Safety (WHS).

This module has been designed to increase your awareness and understanding of WHS legislation. It will also outline your role and responsibilities in creating and maintaining a safe and healthy workplace.

This module is divided into three units:

1. WHS Legal Framework
2. Managing WHS
3. Responding to WHS Issues

You should allow approximately 40 minutes to complete this module.

WHS Risk Management

About This Module

To ensure the health, safety and wellbeing of those who enter the workplace we identify hazards and manage risks according to the Work Health and Safety (WHS) risk management process.

This module will provide you with a basic understanding of the WHS risk management process.

You should allow approximately 30 minutes to complete this module.

Work / Life Balance

About This Module

Our organisation is committed to helping you achieve a balance between your working life and your life outside of work. As a result, we have developed this module.

This module will increase your awareness of how to balance your work and personal life. It will also introduce our organisation's strategies to help you achieve balance in all areas of life. This module is divided into four units:

1. Policy and Responsibilities
2. About Work / Life Balance
3. Creating Work / Life Balance
4. Work / Life Balance Support

You should allow approximately 30 minutes to complete this module.

Working Alone Safely

About This Module

Working alone increases the risk of an incident and / or injury occurring. We have therefore created this module to help you understand the steps you need to take to minimise risk when working alone.

By the end of this module, you should be able to:

- Explain what it means to work alone;
- Discuss the hazards and risks associated with working alone;
- Identify how our organisation minimises the risks associated with working alone;
- Discuss your responsibilities when planning and performing work alone.

You should allow approximately 20 minutes to complete this module.

Working at Heights

About This Module

Accidents related to work conducted at heights are a significant source of serious injuries and deaths every year in the workplace. This module has been designed to provide you with the necessary knowledge and skills to increase your understanding of the risks associated with working at heights and how they can be effectively mitigated.

This module is divided into three units:

1. Working at Heights Overview
2. The Risk Management Process
3. Incidents and Emergency Response

You should allow approximately 30 minutes to complete this module.

Working Near Services

About This Module

Our organisation is committed to ensuring your health and safety. However, we also rely on you to take all necessary precautions to prevent and manage potential hazards and risks, especially when working near services.

Therefore, we have developed this module to explain the **what, where, how** and **who** of working near services. Specifically, this module will look at the following questions:

- What is working near services?
- What is an unsafe distance?
- What are the consequences of coming into contact with a service?
- Where do we get information on the location of services?
- How do we aim to prevent incidents?
- Who is responsible for managing the risks associated with work near services?
- What should you do in the event of contact with a service?

You should allow approximately 30 minutes to complete this module.

Working Outdoors

About This Module

Working outdoors in Australia presents a number of health and safety hazards, including exposure to extreme temperatures, ultraviolet (UV) radiation and dangerous animals.

To increase your awareness and understanding of how to protect yourself against these hazards, we have developed this module. This module is divided into four units:

1. Legislation and Responsibilities
2. UV Radiation and Extreme Heat
3. Cold and Wet Weather
4. Animal Bites and Stings

You should allow approximately 30 minutes to complete this module.

Workplace Fire Prevention and Response (Video)

About This Module

Fires in the workplace can cause serious damage and loss to business. More importantly, it can lead to injuries and fatalities. All workers must understand the essential guidelines and strategies we have implemented to keep you safe when exposed to an unexpected event of fire. We have developed this module to provide you with information about basic practices relating to workplace fire prevention and response that are vital to the safety and success of our organisation.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 35 minutes to complete this module.

Workplace Inspections

About This Module

Our organisation is obliged under Work Health and Safety (WHS) legislation to ensure a safe work environment for all workers and visitors. To meet this obligation, we conduct regular workplace inspections to identify hazards and risks to health and safety.

This module has been designed to develop your understanding of workplace inspections and how they fit into the overarching risk management process. It will also increase your awareness of the key areas you should inspect.

You should allow approximately 30 minutes to complete this module.

Workplace Mental Health for Employees (Video)

About This Module

Mental health is an integral part of one's overall health and wellbeing. Our organisation is committed to creating and maintaining a comfortable workplace for all our employees by establishing good practices related to mental health and safety. We have developed this module to help you preserve your mental health and wellbeing in the workplace as well as that of your colleagues.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 30 minutes to complete this module.

Workplace Mental Health for Managers (Video)

About This Module

As a manager, it is crucial that you understand the fundamentals of creating and maintaining a safe and healthy workplace. Preserving your workers' mental health and wellbeing in the workplace is vital for their personal performance and the successful operation of our organisation. This module has been developed to provide you with methods and strategies that you can use to work towards these goals.

As you proceed through the module, you must watch each video topic and answer the questions that follow.

You should allow approximately 20 minutes to complete this module.