



WORKPLACE RELATIONS & SAFETY

DEVELOPING AN EFFECTIVE SAFETY MANAGEMENT SYSTEM

The development of a plain English safety management system that satisfies the needs of your particular workplace is one of the most effective tools in helping employers to establish an enduring safety culture. The implementation of such a system assists an employer and employees in complying with current OHS obligations in NSW, and minimising or eliminating risks to employees' health, safety and welfare.

Workshop outline

This workshop will cover the following:

- The minimum requirements for developing an effective safety management system.
- What needs to be included in the safety management system – tailoring for your business needs.
- Practical tips for identifying hazards in the workplace, assessing those risks and implementing effective control measures.
- A discussion on the most effective methods for monitoring and reviewing established control measures.
- Practical tips on conducting an effective site safety inspection at your particular workplace.
- Drafting of plain English and targeted safe work method statements, safety policies and fact sheets.

Workshop goal

To assist attendees in developing an effective safety management system that best reflects the requirements of the attendees' workplace along with practical methods for ensuring the safety management system is properly implemented, as well as assisting attendees in developing practical skills for managing the hazards and risks present in the attendees' workplace.

DATE

Thursday, 7 May 2009

TIME

9.00am - 1.00pm

VENUE

HWL Ebsworth Lawyers
Level 14, Australia Square
268-274 George Street
Sydney NSW

COST

\$400.00 + GST for first attendee or
\$350.00 + GST per attendee where two or more
attendees from the same organisation attend.

REGISTRATION

To register please fill in the attached registration form and email it workplacelrelations@hwlebsworth.com.au or fax to 1300 369 656.

Phone Tonia Vitali on (02) 9334 8652 for any enquiries.

REGISTRATION FORM

NAME	WORK PHONE
COMPANY	MOBILE PHONE
ADDRESS	
EMAIL	

PAYMENT OPTIONS

CREDIT CARD

TYPE OF CARD VISA MASTERCARD

CREDIT CARD NUMBER

EXPIRY DATE ___/___/___ DATE ___/___/___

NAME ON CARD _____

SIGNATURE _____

CHEQUE

IF YOU WISH TO PAY BY CHEQUE, DETAILS ARE AS FOLLOWS:

HWL Ebsworth Lawyers
Attention: Tonia Vitali
Level 14, Australia Square
268-274 George Street
Sydney NSW 2000

HWL EBSWORTH LAWYERS ABN 37 246 549 189

This form becomes a Tax Invoice once payment has been processed. Please keep a copy for your records.



WORKPLACE RELATIONS & SAFETY

MANAGING AN OHS INCIDENT

It is important for all employers to have in place an effective post workplace OHS incident or accident system that enables the employer to best manage the effects on employees immediately after an OHS incident or accident, control the risks that gave rise to the incident or accident and ensure compliance with the employer's statutory obligations.

Workshop Outline

This workshop will cover the following:

- Practical steps to be taken immediately following a workplace incident or accident to control risks to prevent any further exposure of employees and others to risks of injury.
- Managing the risk of psychological injury to fellow workers of the injured or deceased employee, particularly those who witnessed the accident or incident.
- What steps should be taken, including reporting the incident or accident to WorkCover and who should undertake an investigation of the incident or accident.
- When you should contact your legal representative.
- What to do when dealing with a WorkCover inspector on site investigating an incident.
- How to manage the issue of legal professional privilege regarding any documents generated, and information gathered in relation to the incident.

Workshop Goal

To assist attendees in establishing an effective OHS incident management strategy, and improving attendees understanding of how to manage the workplace immediately after a workplace incident or accident has occurred. In doing so, attendees should feel more comfortable in their individual role should a workplace accident or injury occur at their workplace, and be able to more effectively reduce the legal impact on the employer should WorkCover decide to commence a prosecution.

DATE

Thursday, 2 April 2009

TIME

9.00am - 1.00pm

VENUE

HWL Ebsworth Lawyers
Level 14, Australia Square
268-274 George Street
Sydney NSW

COST

\$400.00 + GST for first attendee or
\$350.00 + GST per attendee where two or more
attendees from the same organisation attend.

REGISTRATION

To register please fill in the attached registration form and email it workplacelrelations@hwlebsworth.com.au or fax to 1300 369 656.

Phone Tonia Vitali on (02) 9334 8652
for any enquiries.

REGISTRATION FORM

NAME	WORK PHONE
COMPANY	MOBILE PHONE
ADDRESS	
EMAIL	

PAYMENT OPTIONS

CREDIT CARD

TYPE OF CARD VISA MASTERCARD

CREDIT CARD NUMBER

EXPIRY DATE ___/___/___ DATE ___/___/___

NAME ON CARD _____

SIGNATURE _____

CHEQUE

IF YOU WISH TO PAY BY CHEQUE, DETAILS ARE AS FOLLOWS:

HWL Ebsworth Lawyers
Attention: Tonia Vitali
Level 14, Australia Square
268-274 George Street
Sydney NSW 2000

HWL EBSWORTH LAWYERS ABN 37 246 549 189

This form becomes a Tax Invoice once payment has been processed.
Please keep a copy for your records.