



Program Outline	Group 1	Group 2	Group 3
Culture Training	4hrs	2 days	4hrs

This document outlines the training required to build healthy culture and attitude for Work Health and Safety (WH&S) environments today and into the future.

The safety culture training program is heavily customised to meet specific industry sector needs and the target audience of individual organisations.

These programs are customised to the specific work activities, hazards, risks, WH&S processes and procedures of the organisation.

The safety training program is intended to be run for three different groups as shown below;

Group 1 - Employees and workers

Group 2 - Senior staff, managers and supervisors

Group 3 - Executives, directors and PCBU's (Persons in Control of a Business or Undertaking) or Officers of the company.

This program is also intended to be run for "Preferred Supplier/Contracting Organisations" of principal organisations to ensure a holistic and all encompassing approach to WH&S.

The intent of this training is to provide a program that will ensure a consistent understanding of what WH&S means to the organisation, followed by a clear flavour of the why and how WH&S is to be applied. This is where companies and organisations can blend in new tag lines such as "*Safety – I Care, We Care, Watercare*" messages and what that means to the business as a whole.

Through this process the aim is to create a consistent language and drive for a single model of WH&S across the company.

As stated earlier the training is offered to be broken down into the three groups as shown below. Each will address the levels and capacities to influence safety and prevent incidents/accidents.



Group	Duration	Outcomes
Group 1 Operational Staff	½ day	<ul style="list-style-type: none"> <li>• What is Safety culture/attitudes</li> <li>• Mini risk assessment</li> <li>• Stop, think, act</li> <li>• Your Safety-Our Future"</li> <li>• Look out for yourself and others</li> <li>• Understanding the Company H&amp;S structure, processes and procedures</li> <li>• Daily Safety interactions</li> </ul>
Group 2 Senior Staff	2 Days	<ul style="list-style-type: none"> <li>• To have completed the Group 1 program as above</li> <li>• WHS Act, Regulations, Codes of Practice and Australian Standards</li> <li>• Legal responsibilities and obligations</li> <li>• Safety interactions</li> <li>• Leadership</li> <li>• Identifying critical risks, critical controls and critical activities</li> <li>• Your Organisational WH&amp;S structure, processes and alignment.</li> <li>• Supporting and driving the safety culture</li> <li>• Conduct local risk control</li> <li>• Issue work permit</li> </ul>
Group 3 Executive team/owners and directors	½ day	<ul style="list-style-type: none"> <li>• Why incidents happen</li> <li>• Exposure under WHS laws</li> <li>• Safety culture in industry</li> <li>• Creating safety culture</li> <li>• The Organisation's safety culture program</li> <li>• WHS creating workplace efficiencies</li> </ul>

**The Group 1** program is aimed at sending the message to this group that along with embracing the company safety processes, they need to focus on their own safety and the safety of those around them. They must understand that they are the last line of defense, so they must be in control of their safety on a task by task basis. They must feel empowered to speak up if they have concerns about their safety.



**The Group 2** program will include the group 1 session plus move on to strengthening the safety leadership focus of these individuals so that they understand the value collaboration and consultation has on safety. Teaching how fostering an accepting attitude towards safety with supervisors will enhance the workplace safety ethos and reduce the safety workload on safety advisers and safety professionals. This program also teaches operational staff how to complete ongoing peer to peer safety observations. It will also up-skill these individuals to take on a pro-active and active role in managing safety in their respective work areas as opposed to the current general mis-conception that this is a WH&S specialist responsibility.

Completion of the full 2 day program will result in issuing of some Australian national units of competency related to Risk Assessment, Permits and WH&S processes.

**Group 3** would have some of the group 1 and group 2 materials within their training; however the message to this group as Directors, senior management and Officers of the company is that it is principally up to them to create the safety culture within their workforce. The credibility and strength of the company WH&S culture is ostensibly down to the level of real commitment demonstrated by the company leadership, including their engagement and involvement.



## Sample Course Content - Group 1



- A message from the top (Your Safety-Our Future)
- WH&S Act ,WH&S Regulations and your responsibilities
- Safety “The Mission” made simple
- The organisations safety initiatives for the up and coming time frame
- Lifes passions and what we care about
- “It can happen to you” Rhett Browns story
- WH&S terminologies, near miss, incident, accident, hazard, risk, likelihood, consequence, risk assessment
- Powers of observation
- Identification of workplace hazards
- “The Basics” (Stop, Think, Act) and ABCs of thinking
- What actions to take and when to take them
- Safety interactions and ABCs of decision making
- Company safety statistics
- Reporting hazards, near misses, minor injuires incidents with potential to cause injury and equipment failures
- Health and wellbeing



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