

OCCUPATIONAL HEALTH & SAFETY

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily



COURSE OVERVIEW

Occupational Health & Safety is an issue that impacts all organisations and companies cannot afford to adopt a reactive approach when dealing with it.

A proactive approach is the only way to prevent problems before they arise. Motives for compliance with OHS vary from company to company and include concern to prevent litigation, concern for workers, concern for the productivity impact of safety problems as well as many more.

What is unquestioned is the importance of Occupational Health & Safety to any organisation.

To assist organisations to understand all the complexities and legal requirements of OHS, AstroTech offers a training program on Occupational Health & Safety for Industry & Commerce.

The program will cover the following key topics:

- Awareness of your legal duties as an employer.
- Establish who bears the ultimate responsibility for all your employees.
- Establish who bears the ultimate responsibility for all persons who visit your premises.
- How to ensure that all employees are made aware of their responsibilities as regards health and safety in the workplace.
- Ensuring that the elected Health and Safety representatives are informed of their responsibilities and duties.
- Conducting safety checks in the workplace.
- Developing appropriate health and safety policies and procedures for the workplace.
- Identifying unhealthy and/or unsafe situations in the workplace.

... AND MUCH MORE!



COURSE INFORMATION



WHO SHOULD ATTEND

- Shop stewards, Management's appointed health and safety representatives
- Workshop managers, managers delegated with the responsibility of ensuring health and safety in the workplace
- Office managers in an admin environment
- Senior management and CEOs
- Human Resource managers



TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included



OUTCOMES

After attending this course attendees should:

- Have gained an understanding of legal duties of the various parties
- Have gained an understanding of responsibilities of the various parties
- Be able to identify and develop appropriate safety policies and procedures in the workplace
- Be able to protect your organisations against possible litigation
- Ensure the safety of your workforce



TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.