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Accelerate Learning with High-End Digital Content.

- Australia's most popular HR & OHS topics
- Professional Australian voice-over
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- Knowledge checks
- The Modules are constantly updated if legislation or information on the topic changes
- Scripts are written by subject matter experts
- Using voice and interactivity compared to reading text & power-point slides will reduce the time to train and greatly improve retention and comprehension of the subject matter.

1. Bullying, Sexual Harassment & Discrimination
2. Diversity and Inclusion
3. Psychosocial Hazards
4. Privacy Awareness
5. Hazardous Manual Tasks and Ergonomics
6. Customer Service Excellence
7. Health and Wellbeing
8. Fatigue Management
9. Working at Heights
10. Plant and Machinery Safety
11. Working in Heat
12. Hazardous Substances
13. Working in Confined Spaces
14. Asbestos Awareness
15. Evacuation
16. Hot works Safety Awareness
17. Chain of Responsibility for Drivers
18. Hand Safety Awareness
19. Cyber Security Awareness Training
20. Incident Reporting
21. Drug and Alcohol Awareness
22. Driver Safety
23. Fraud, Bribery and Corruption Awareness
24. Risk Management Awareness
25. Isolation, Lockout and Tagout
26. Workplace Noise Management
27. Personal Protective Equipment
28. Fire Safety Awareness
29. Dust Management Awareness
30. Respiratory Protective Equipment
31. Electrical Awareness
32. Complaints Resolution

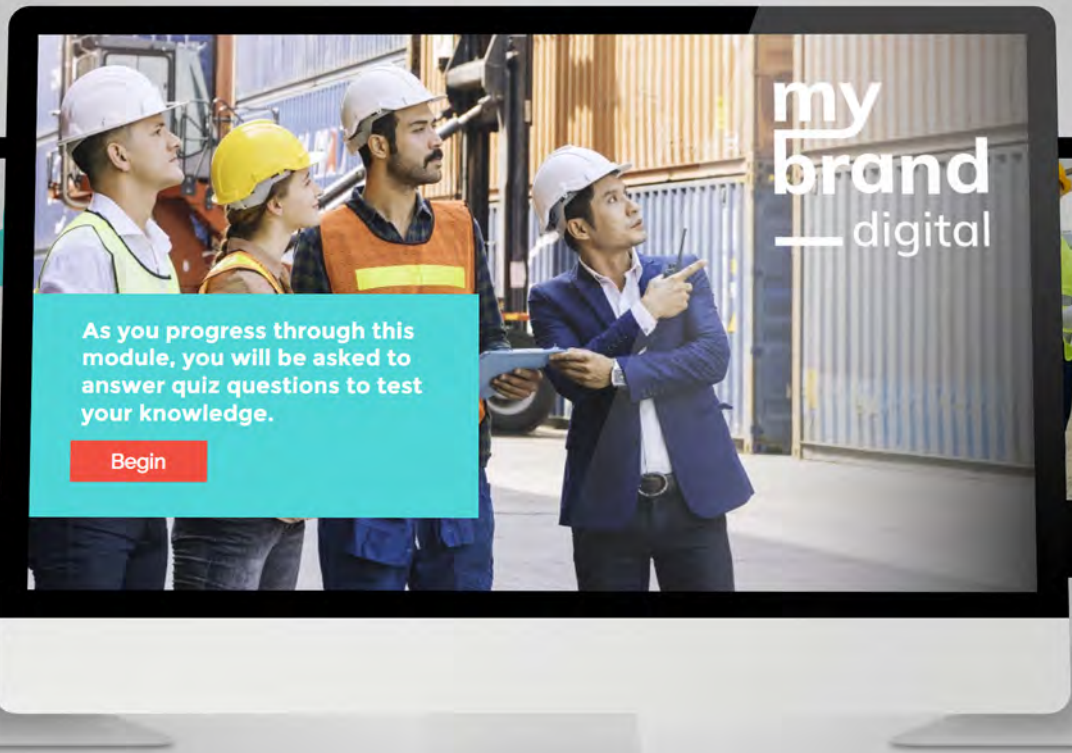**Bullying, Sexual Harassment & Discrimination**

Learning Outcomes

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

- Define the meaning of Discrimination, Harassment and Bullying
- Identify different types of Discrimination, Harassment and Bullying
- Understand inappropriate workplace behaviours
- Understand the impact of Discrimination, Harassment and Bullying
- Understand how to approach an incident in the workplace
- Understand the legal consequences for those who Discriminate, Harass or Bully others in the workplace

Diversity and Inclusion

Learning Outcomes
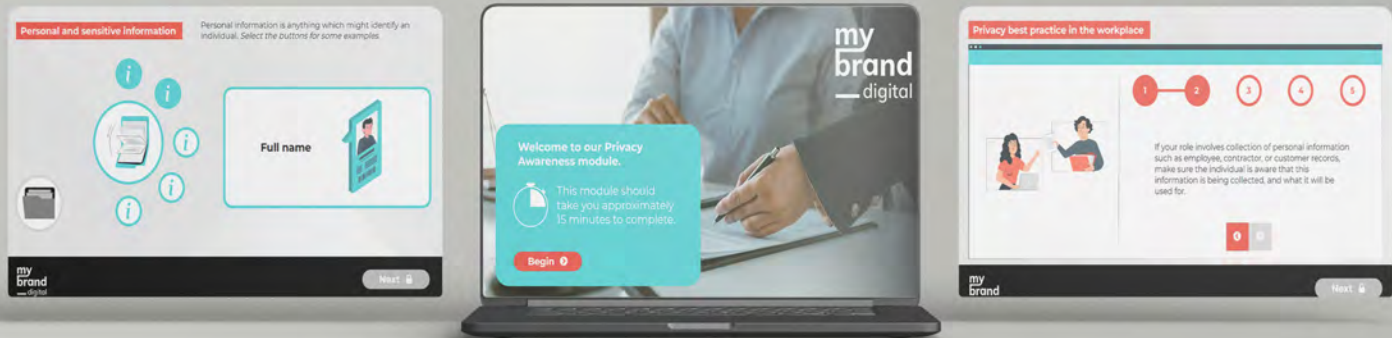
In this module you will cover the following topics:

- What is Diversity?
- Benefits of Diversity in the Workplace
- What is Inclusiveness?
- Benefits of Being Inclusive in the Workplace
- Our Mission

Psychosocial Hazards

Learning Outcomes

In this course we will look at psychosocial hazards in the workplace which can impact psychological health of its workers, and strategies to identify and control them.
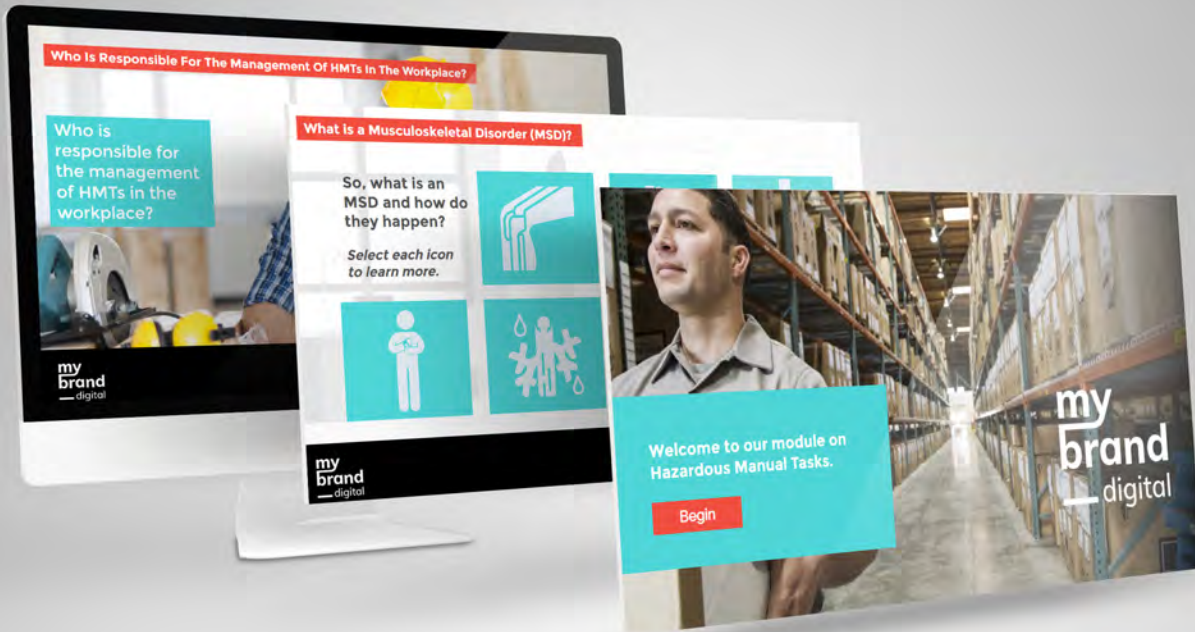
Privacy Awareness

Learning Outcomes

In this module we will explore:

- Types of personal & sensitive information
- Rights and obligations under the act
- Privacy best practice in the workplace.

Hazardous Manual Tasks and Ergonomics

Learning Outcomes

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

- Hazardous manual tasks
- Musculoskeletal Disorders (MSD)
- What causes MSD
- Ways to minimise the risk of MSD

Customer Service Excellence

Learning Outcomes

By the end of this course, you will be able to understand:

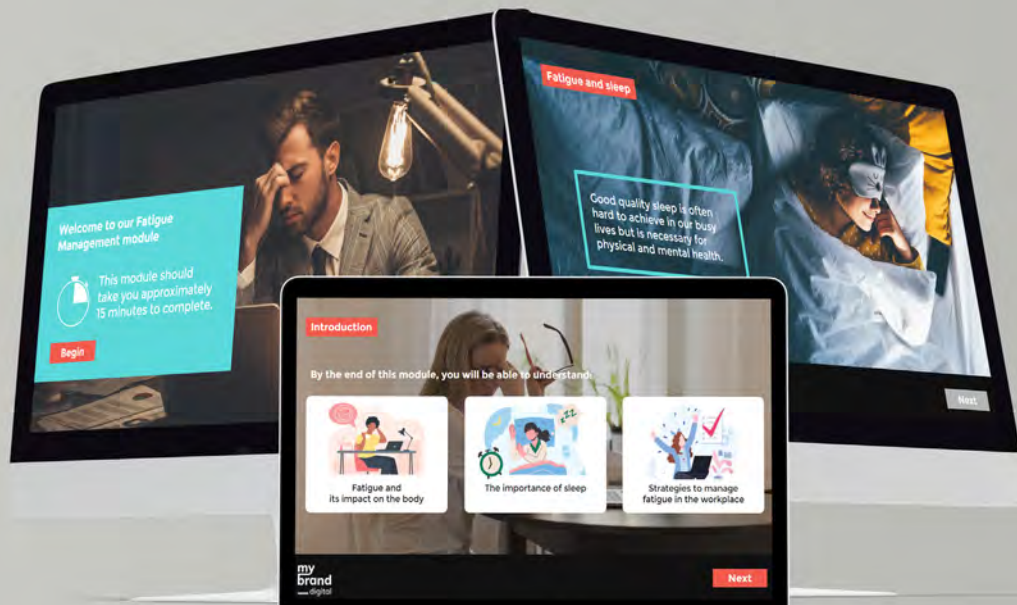- Customer needs vs expectations
- General customer service principle

Health and Wellbeing

Learning Outcomes

In this course we will look at:

- Maintaining health and wellbeing
- Managing stress in the workplace
- Maintaining focus at work
- Looking out for our coworkers

Fatigue Management

Learning Outcomes

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

- Fatigue and its impact on the body
- The importance of sleep
- Strategies to manage fatigue in the workplace

Working at Heights

Learning Outcomes

By the end of this course, you will be able to identify:

- Working at heights risks
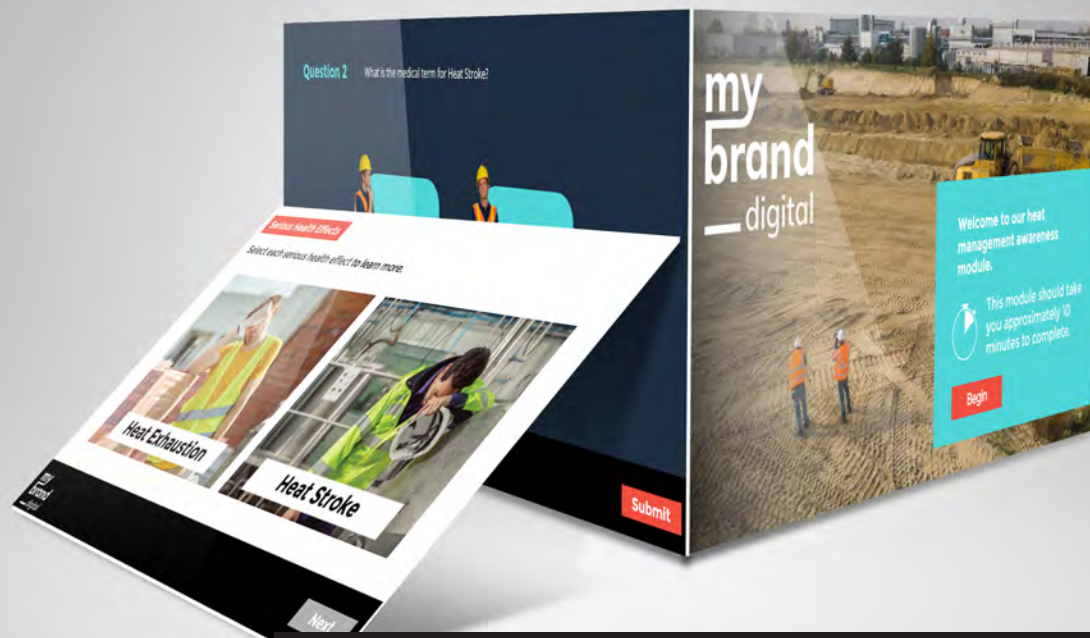- Prestart planning
- Controls

Plant and Machinery Safety

Learning Outcomes

By the end of this course, you will be able to identify:

- Plant & equipment risks
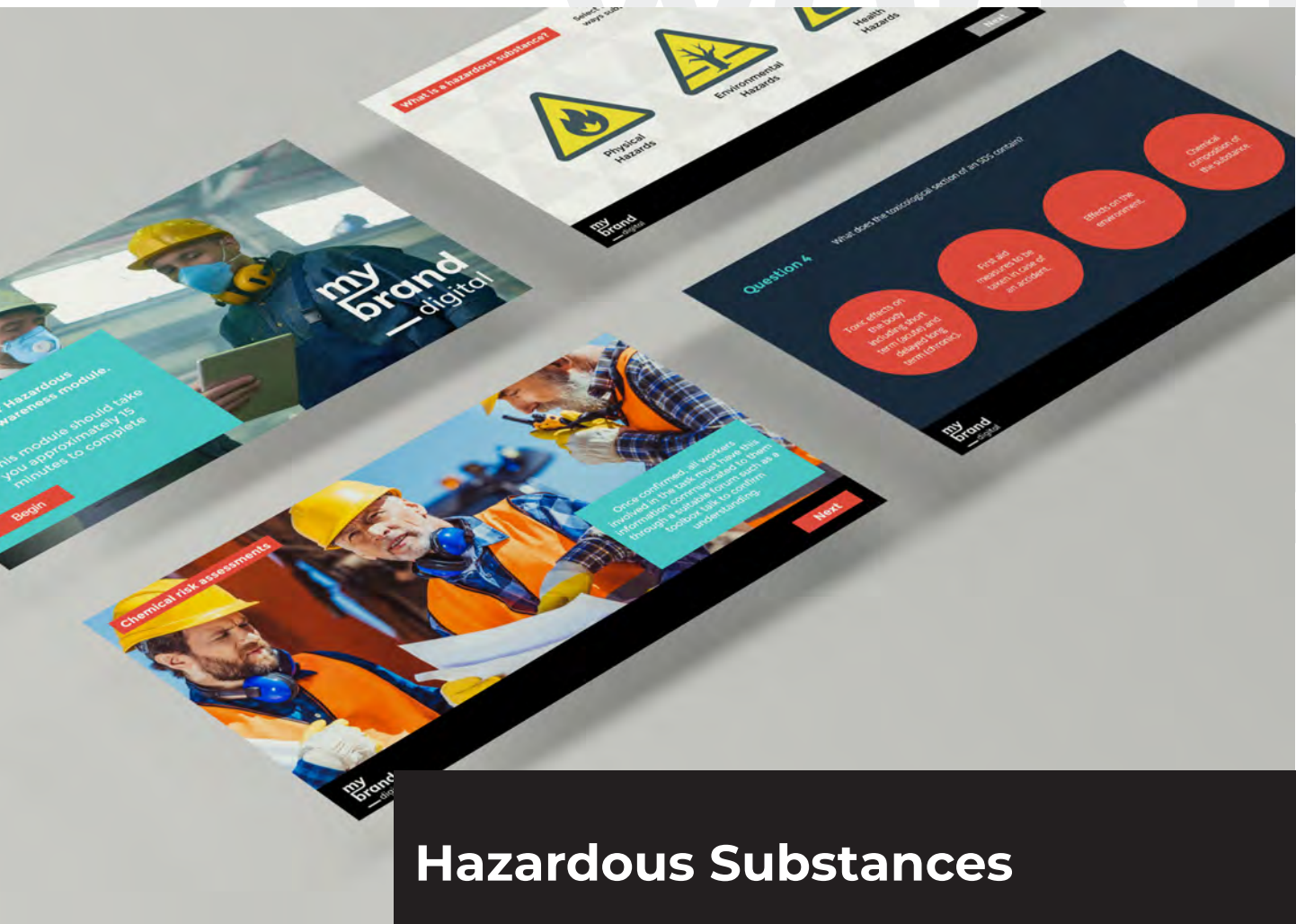- Prestart planning
- Controls

Working in Heat

Learning Outcomes

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

- Hazards associated with working in heat
- Common heat related health effects and
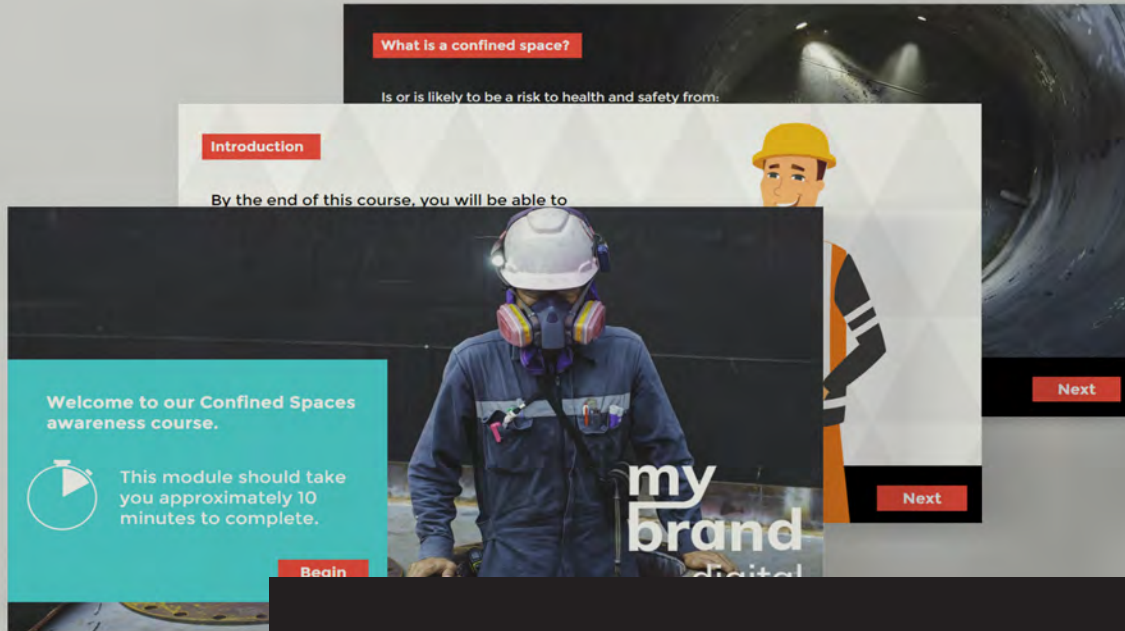- Risk management methods to prevent heat related illness.

Hazardous Substances

Learning Outcomes

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

- What a hazardous substance is.
- Labels and safety data sheets
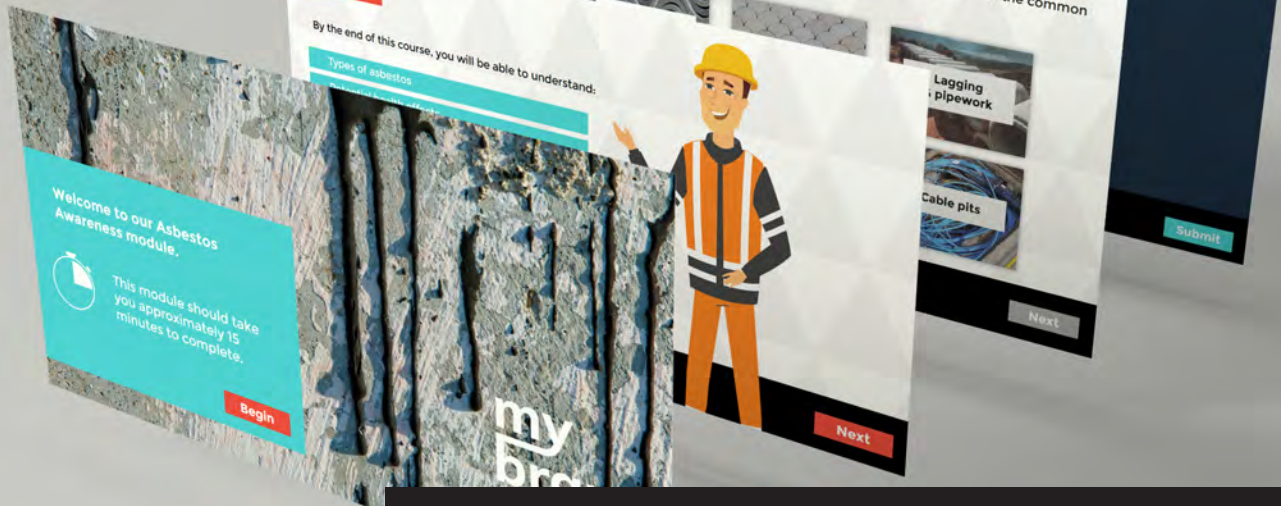- How to work safely with hazardous substances.

Working in Confined Spaces

Learning Outcomes

By the end of this course, you will be able to understand:

- What is a confined space?
- Associated hazards and risks
- Mandatory and recommended controls

Asbestos Awareness

Learning Outcomes

By the end of this course, you will be able to understand:

- Types of asbestos
- Potential health effects
- Legal obligations when disturbing or removing asbestos
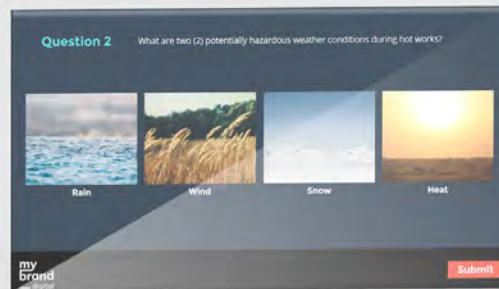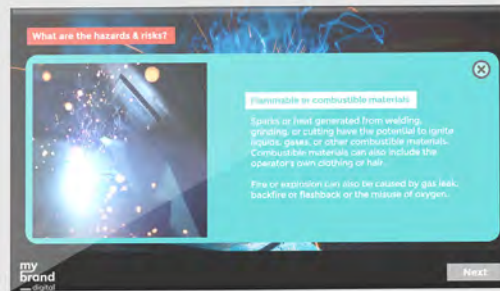- Planning, controls and safe work methods for asbestos distubance or removal

Evacuation

Learning Outcomes

By the end of this module, you will understand more about emergency evacuations including:

- Types of emergencies requiring evacuation
- Roles and responsibilities of wardens
- What to do during an evacuation
- Emergency Drills

Hot works Safety Awareness

Learning Outcomes

By the end of this course, you will be able to understand:

- What is hot work?
- Associated hazards and risks
- Recommended controls

Chain of Responsibility for Drivers

Learning Outcomes

In this module we will explain the specific obligations
for the various duty holders within Chain of Responsibility law.

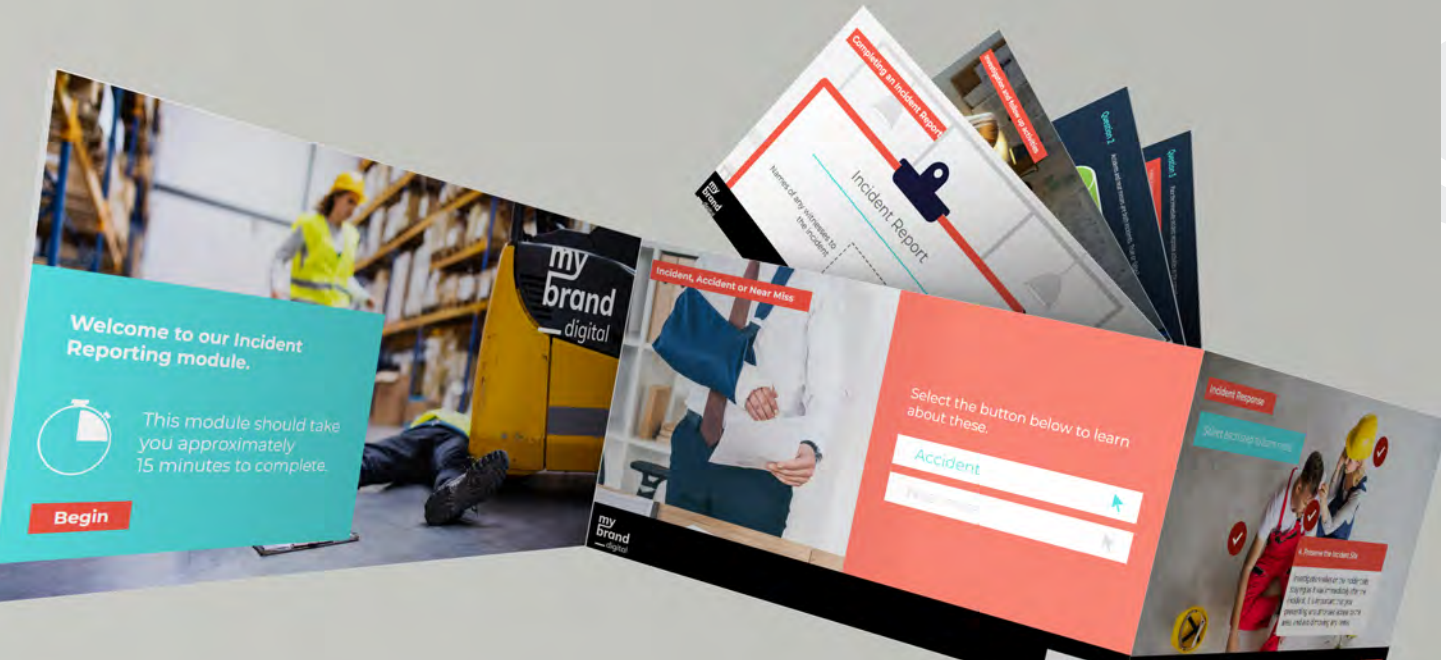# Cyber Security Awareness Training

Learning Outcomes

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

- Common causes of hand injuries at work
- Recommended controls for hand safety

Incident Reporting

Learning Outcomes

In this module you will cover the following topics:

- Incident, Accident or Near Miss
- Completing an Incident Report
- Investigation and follow up activities

Drug and Alcohol Awareness

Learning Outcomes

In this module you will cover the following topics:

- Impacts of drugs and alcohol
- Workplace controls
- Drug and alcohol testing
- Available support and resources

Driver Safety

Learning Outcomes

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

- Operational requirements
- Safety features
- Alcohol interlock systems
- Journey Management
- Fatigue Management
- Rural and remote driving

Fraud, Bribery and Corruption Awareness

Learning Outcomes

By the end of this module, you will understand:

- Definitions and examples of fraud, bribery and corruption
- How to respond to suspicion of fraudulent activity, and
- How to contribute and promote an ethical culture.

Risk Management Awareness

Learning Outcomes

By the end of this module, you will understand:

- Definitions and examples of fraud, bribery and corruption
- How to respond to suspicion of fraudulent activity, and
- How to contribute and promote an ethical culture.

Isolation, Lockout and Tagout

Learning Outcomes

By the end of this module, you should have a basic understanding of isolation procedures including the types of locks and tags used in the workplace.

Workplace Noise Management Awareness

Learning Outcomes

In this module, we will explore these topics:

- Noise and its impact on workers
- Noise-related WHS obligations for employers
- Managing noise risk in the workplace, and
- Correct fitting of ear-protective PPE

Personal Protective Equipment

Learning Outcomes

We will explore the various types of PPE you may encounter in the workplace and how they should be used and maintained for optimum protection.

Fire Safety Awareness

Learning Outcomes

In this module, we will explore:

·   Fire basics
·   The six classes of fire
·   Types of fire extinguishers, and
·   How to respond to a workplace fire infographic

Dust Management Awareness

Learning Outcomes

In this module, we will look at some specific workplace dust hazards and how they can be effectively managed.

Respiratory Protective Equipment

Learning Outcomes

In this module, we will explore selection, use and maintenance of RPE in the workplace.

Electrical Awareness

Learning Outcomes

This course will explore some common workplace electrical risks and how to work safely with and near electricity.

Complaints Resolution

Learning Outcomes

In this module, we will explore the importance of responding well to customer complaints and provide you with knowledge and tools to respond to customer concerns confidently and consistently.