



## One Day - Occupational Health and Safety Course

In response to the feedback of our members we have reduced the duration of our two day OH&S course to one day. This means that you can now get essential information about OH&S requirements in your workplace at a special MGA member rate, without being away from your business for more than a day.

OH&S courses have been scheduled in our member states for the remainder of 2007 - for a full list of dates see our 2007 training schedule in this issue.

For further information or to enquire about making a booking please contact Allison Hawkins or Michael Russell on 03 9824 4111 or email [training@mga.asn.au](mailto:training@mga.asn.au)

## Is Your Business a "Safe" Business?

Recent prosecutions of owners of Victorian supermarkets have highlighted the lack of OH&S compliance documentation and training for staff. Magistrates have stated that owners and managers of supermarkets must identify workplace hazards and put in place strategies to eliminate or reduce the risk of injury to staff.

Owners and managers must comply with the requirements of the Victorian OH&S Act 2004 and relevant regulations. Ignorance is not a defence.

Conducting a risk management survey and a workplace inspection is the most effective way of determining what needs to be done to comply with the law.

As part of your MGA membership you can access services such as OH&S audits at a reduced rate.

These audits provide you with a comprehensive analysis of OH&S within your worksite and provide suggestions which, when implemented, ensure that you reduce your risk of injuring staff and customers whilst complying with the law.

### Audits are conducted in 3 parts:

#### Compliance Audit

Conducted by survey, this is a review of the documentation and records required by the relevant state regulating body eg. Induction sign offs, forklift licenses/logbooks etc.

#### Safety Audit

We look at unsafe acts and/or conditions within the workplace and take images of any issues for the report. We also talk to staff about their knowledge of the safety system. For example, we ask staff who is the chief fire warden, how would you know if there was an emergency and where would you evacuate to?

#### The Report

We compile a comprehensive report based on the findings in the compliance and safety audits. We indicate major findings (fix immediately) and general findings (do soon as possible) and support the findings with images. We provide recommendations and the way in which to rectify any problems.

Audit results are strictly confidential.

Cost: \$550 (including GST) all inclusive.

**JV** Accountability for your business

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