



SAFETY BULLETIN

Manager and Supervisor Health and Safety Training

Who needs to read this?

All staff that manage or supervise other staff or students

Background

Managers and Supervisors have a responsibility to their staff and students to provide adequate information, instruction, supervision and training to enable them to perform their work in such a manner that they are not exposed to workplace hazards.

Information

To assist staff in understanding their Health and Safety roles and responsibilities in relation to managing or supervising others, we offer a *Health and Safety Responsibilities for Supervisors and Managers* course.

The course consists of two parts:

Part 1 – On-Line Module available through iPerform.

Part 2 – A four hour Face to Face training session.

The on-line module is a pre-requisite to the face to face session, and both parts are required to be completed before confirmation of course completion occurs through the iPerform system.

For course bookings: Log-in to *Oasis>My Work>iPerform>Browse for Training>Health and Safety Responsibilities for Supervisors and Managers>Request*.

Your Line Manager will need to approve for you to attend the course. Once approved the on-line course will be made available to you in the *My Training* section on your home page and you will be able to book in to the next available face to face session.

Recommendations

It is a requirement that all Curtin Managers or Supervisors complete this course on approval from their line manager

Who do we call with questions?

If you have any queries, please contact Health and Safety on 9266 4900 or email healthandsafety@curtin.edu.au.

References

Occupational Safety & Health Act 1984

Further information on Manager/Supervisor responsibilities can be found in the [Health and Safety Responsibilities Procedures](#) on the HSEM website.

Date of Issue

11/03/2015