The concept of safety culture relates directly to the values, attitudes and beliefs that are held collectively about safety within an organisation. We know from experience that there is a link between safety culture and better decision making in respect to risk management and wellbeing - this ultimately leads to less injuries and fatalities in the workplace.

If the way we think influences our behaviours it is logical that what we learn, both from our own experience, and from the knowledge of others, is critical to ensuring we are better prepared to manage the safety and wellbeing of ourselves and those we influence. That is why EMA Learning provides no nonsense training using experienced health and safety practitioners to deliver in class or onsite education for everyone - whether you have just entered the work force or you are the most senior of managers or executives.
CONTENTS

WORKSHOPS
6 Accident Investigation Using Root Cause Analysis
8 Applying Due Diligence Workplace leadership
10 Contractor Safety Management
12 Developing Effective Safety Reporting and KPI’s
14 Handling Hazardous Substances
16 Hazard and Risk Management
18 Health and Safety from a Management Perspective
20 Health and Safety Representative Training (Stage 1)
22 Health and Safety Representative Training (Stage 2)
24 Health and Safety Representative Training (Stage 3)
26 Implementing an Effective Health and Safety Management System
28 Lone Worker - Safety for Mobile and Isolated Workers
30 Maintaining a Workplace Culture of Safety
32 Managing Machinery Risks
34 Migrating from a Hazard to a Risk Register
36 Safety Leadership Programme - Not on our patch
38 Preparing your ACC Audit
TERTIARY TRAINING

NATIONAL CERTIFICATES AND DIPLOMA

42 National Certificate in Occupational Health and Safety (Workplace Safety) (Level 3)
44 National Certificate in Occupational Health and Safety (Co-ordination) (Level 4)
46 Diploma in Occupational Health and Safety Management (Level 6)

ONLINE TRAINING

INTERACTIVE ONLINE TRAINING ANYTIME, ANYWHERE

50 A new era of work health and safety
51 Manual tasks for workers
52 Office ergonomics
53 Workplace health and safety fundamentals
54 WorkplaceSIM

WEBINAR TRAINING

LIVE ONLINE PRESENTATIONS (1.5 HOUR DURATION)

56 Good Governance, Safe Workplace
58 Drugs and Alcohol in the Workplace
60 Introduction to Health and Safety for Employees
62 Introduction to Health and Safety for Managers and Supervisors

TRAINING PATHWAY

65 Follow our pathway to advance your training
WORKSHOPS
ACCIDENT INVESTIGATION USING ROOT CAUSE ANALYSIS

Use this structure to learn from incidents and accidents

Accidents do happen but learning from them helps to create a safer workplace. Effective accident and incident investigation benefits from a structured approach and root cause analysis is widely recognised as an effective method to identify why a problem occurred in the first place.

Through this workshop you will acquire the skills necessary to identify the cause, and implement effective solutions to reduce the level of risk and danger within the working environment.

RELEVANT TO YOU?
If you are looking to update your knowledge of how to comply with the HASE Act, this is the workshop for you. It is suitable for business owners, Health and Safety representatives, members of a Health and Safety Committee, team leaders, supervisors and managers in any organisation. This workshop also offers insights into the proposed Health and Safety at Work Act.

TOPICS INCLUDE
So that you can investigate accidents methodically, you’ll learn practical structures and processes in this one-day workshop.

- Defining and identifying risk and its subcategories
- Requirements under both current and proposed legislation
- The investigation process and its objectives
- Planning an investigation and the necessary steps to follow
- Interviewing techniques
- Preparing and writing an investigation report
- 40 helpful questions for the investigator
AFTERWARDS, YOU’LL BE ABLE TO...

- Identify and explain various types of risk
- Explain why workplace accidents and incidents need to be reported and investigated
- Describe the barriers to accident and incident reporting
- Use techniques to overcome the identified barriers
- Grasp the concepts of multiple causation and root-cause analysis
- Write a report that recommends preventative actions
- Produce an incident investigation report based on an incident

Use this structure to learn from incidents and accidents - check the dates below and book today

FACILITATOR
An EMA Learning Tutor

UNIT STANDARD
17601 Version 4 Level 3 6 Credits

Produce an Occupational Health and Safety Incident Investigation

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td></td>
<td></td>
<td>16</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamilton</td>
<td>19</td>
<td>11</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotorua</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tauranga</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Whakatane</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>Whangarei</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th></th>
<th>One Day</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird EMA Member*</td>
<td>$560.00 + GST ($644.00)</td>
<td></td>
</tr>
<tr>
<td>EMA Member</td>
<td>$660.00 + GST ($759.00)</td>
<td></td>
</tr>
<tr>
<td>Non-Member</td>
<td>$910.00 + GST ($1,046.00)</td>
<td></td>
</tr>
</tbody>
</table>

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.
Effective management of health and safety is essential to the success, growth and profitability of a business. It protects all of the business’s most valuable assets: employees, property, equipment, production capability, financial strength and reputation.

All PCBUs have a primary duty of care in relation to the health and safety of workers and others affected by the work carried out by the PCBU. So an officer must exercise due diligence to ensure that the PCBU is meeting its health and safety obligations. This workshop will provide you with the basic knowledge needed to evaluate the safety performance of your organisation. This will enable you to meet the due diligence requirements of the Health and Safety at Work Act.

RELEVANT TO YOU?
If you wish to learn about the responsibilities and role of the PCBU, officers and workers, or want to know more about the intentions of the Health and Safety at Work Act, this workshop will be valuable. It is suited to supervisors, managers, business leaders and executives, as well as those working in an Health and Safety or HR support role.

TOPICS INCLUDE
So that you gain an understanding of up-coming health and safety legislation, and can develop a due diligence plan, the contents of this workshop are broad:

- The changing legislative landscape: new laws, new language - who is a PCBU, Officer and Worker.
- Duties and responsibilities of the proposed Health and Safety at Work Act: PCBU primary duties of care and specific duties, Officer due diligence duties
- Principles of a health and safety management system including: leadership, risk and hazard management, incident reporting and investigation, worker engagement and participation, contractor management
- Examples of how to meet and discharge the due diligence duties of an Officer
- A sample due diligence delivery model
- How to measure and report on safety performance for critical risks
- How to develop a due diligence plan for each officer
AFTERWARDS, YOU’LL BE ABLE TO...

• Essential H&S concepts and their meanings in relation to due diligence
• The key H&S duties of the Health and Safety at Work Act
• The core elements of a health and safety system
• Describe, identify and assess risks and hazard
• How risks and hazards are managed

Understand health and safety concepts in workplace leadership - check dates below and book today.

FACILITATOR
An EMA Learning Tutor

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>7</td>
<td>15</td>
<td>16</td>
<td>22</td>
<td>22</td>
<td>19</td>
<td>14</td>
<td>13</td>
<td>24</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Hamilton</td>
<td>20</td>
<td></td>
<td>21</td>
<td></td>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotorua</td>
<td></td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tauranga</td>
<td>20</td>
<td></td>
<td>22</td>
<td></td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whakatane</td>
<td></td>
<td>20</td>
<td></td>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
<td>22</td>
</tr>
<tr>
<td>Whangarei</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VALUE

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>One Day</td>
<td>9.00am - 4.00pm</td>
<td></td>
</tr>
<tr>
<td>Early Bird EMA Member*</td>
<td>$560.00 +GST ($644.00)</td>
<td></td>
</tr>
<tr>
<td>EMA Member</td>
<td>$660.00 +GST ($759.00)</td>
<td></td>
</tr>
<tr>
<td>Non-Member</td>
<td>$910.00 +GST ($1,046.00)</td>
<td></td>
</tr>
</tbody>
</table>

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.
Contracting for services, once the domain of large organisations, is now increasingly common across a wide range of workplaces. However, contractor safety is becoming a significant issue for many workplaces.

For individuals, this means working in places that are controlled, not by an employer, but by a business to which they are contracted. And PCBUs have to think broadly about who is working in their business - including their contractors. The proposed Health and Safety at Work Act suggests that where there are overlapping health and safety duties each PCBU has a duty to consult and co-operate with the other PCBUs to ensure health and safety matters are managed. It is an important area to master and you need to know the details.

**RELEVANT TO YOU?**
If you are responsible for engaging or managing contractors, or your business is considering contracting staff as a future business option, you will benefit from this one-day workshop. It is particularly suited to general managers, HR managers, procurement managers, project/contract managers, engineering managers and maintenance managers. Property managers, franchisors and health and safety professionals will also find it useful.

**TOPICS INCLUDE**
So that you understand all issues in contract chains under the Health and Safety at Work Act, this workshop covers a range of topics:

- The different duties of the various parties in a contract chain
- How to manage the risks of various contractor types including
- How to document, implement, manage and review a contractor risk management framework
- Migrating existing contractors to the new Health and Safety At Work Act
AFTERWARDS, YOU’LL BE ABLE TO...

- Understand key components of the current Health, Safety and Employment Act and the proposed Health and Safety At Work Act and how it relates to contractor management
- Explain health and safety obligations that PCBUs have to contractors
- Outline the considerations in procuring, selecting, engaging and managing contractors
- Prepare a contract with health and safety considerations
- Conduct health and safety performance assessments on contractors
- Assess a contractor’s safety record
- Prepare/audit contractor health and safety documentation
- Assess a contractors health and safety management plan

Manage contractors safely - check dates below and book today.

FACILITATOR
An EMA Learning Tutor

UNIT STANDARD
17595  Version 4  Level 4  8 Credits

Explain H&S management requirements for contractors working on site

DATES

<table>
<thead>
<tr>
<th>Period</th>
<th>Auckland</th>
<th>Hamilton</th>
<th>Manukau</th>
<th>Rotorua</th>
<th>Taunana</th>
<th>Whakatane</th>
<th>Whangarei</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb</td>
<td>4</td>
<td>17</td>
<td>9</td>
<td>21</td>
<td>2</td>
<td>18</td>
<td>21</td>
</tr>
<tr>
<td>Mar</td>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th>One Day</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird EMA Member*</td>
<td>$560.00 +GST ($644.00)</td>
</tr>
<tr>
<td>EMA Member</td>
<td>$660.00 +GST ($759.00)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$910.00 +GST ($1,046.00)</td>
</tr>
</tbody>
</table>

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.
The new Health and Safety at Work Act requires leaders (Officers) and managers of the organisation to know and understand how hazards and risks are being managed effectively.

This short, focused half-day workshop will teach you how to get to the core of effective safety reporting and how to develop key performance indicators for your major risks.

**RELEVANT TO YOU?**

If you want to know what needs to be done to comply with the new Health and Safety at Work Act, this half-day workshop is essential. It is widely suitable for business owners, employees, managers, supervisors, team leaders, Health and Safety Representatives, and members of Health and Safety Committees. It will help you update your skills and gain new knowledge around reporting on risks and hazards, regardless of whether you are in an office-based business or operate in heavy industry.

**TOPICS INCLUDE**

So that you understand what the new Act needs you to do, this workshop explores everything from understanding what reporting actually is to how to communicate your reports with others:

- The due diligence duties of reporting
- What is effective reporting
- Why incident and accident reporting isn’t an effective measurement
- Lag versus Lead indicators
- How to identify and develop lead performance indicators
- How to create a key performance indicator dashboard for management and the board
AFTERWARDS, YOU’LL BE ABLE TO...

- Understand the need for effective reporting
- Develop criteria needs for safety reporting
- Develop lead performance indicators from your risk register
- Identify the sources of data for reporting
- Build a sample key performance indicator dashboard

PLEASE NOTE: Participants will need to bring either a laptop or iPad running MS Excel.

Know how to comply with the new Health and Safety at Work Act – check the dates below and book today.

FACILITATOR
Brent Sutton

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>25</td>
<td>21</td>
<td>26</td>
<td>23</td>
<td>28</td>
<td>25</td>
<td>29</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Hamilton</td>
<td>7</td>
<td></td>
<td>26</td>
<td>23</td>
<td>28</td>
<td>25</td>
<td>29</td>
<td></td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Tauranga</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th></th>
<th>1.00pm - 4.30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day</td>
<td></td>
</tr>
<tr>
<td>Early Bird EMA Member*</td>
<td>$360.00 +GST ($414.00)</td>
</tr>
<tr>
<td>EMA Member</td>
<td>$410.00 +GST ($471.50)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$610.00 +GST ($701.50)</td>
</tr>
</tbody>
</table>

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.
To handle substances carefully and safely, there are a number of legal requirements laid down by HSNO. This includes that at least one approved handler must be “available and ready to assist” when certain hazardous substances are handled. This training course will help you learn the skills and knowledge required to become an HSNO approved handler.

As per the legal requirements, you’ll be trained in the legislation (HSNO Personal Qualifications Regulations) and in how to handle the chemical(s) safely. This course is designed in two parts:

Day One - a full day when the focus is on understanding the legislation and how it applies to your substances

Day Two - a half day devoted to further practical training and assessment under the HSNO approved handler criteria

**RELEVANT TO YOU?**
If you are working with hazardous materials, this course is the official path to approved handler status under HSNO.

**IMPORTANT INFORMATION AND PREREQUISITES**
- Attendees must be aware of the chemicals and basic hazardous properties they are working with (normally part of induction training)
- Prior to this training course, you need to tell us what you want to become approved handlers for (e.g. flammable liquid, acutely toxic substances)
- On the day of the training course, you should bring either an inventory and/or relevant Material Safety Data Sheets (MSDS or SDS) to the training venue
- If you want to attain test certification as an approved handler, you will need to meet the experience requirements (e.g. at least 6 months dealing with the relevant substances)
- The training and assessment processes have been designed for substances used in industrial and manufacturing processes. Approved handler certification is not available for agrichemicals (use in dispersive manner) and explosives
TOPICS INCLUDE
So that you can understand your current style and learn new ways to relate to your customers and colleagues, this half-day workshop includes:

• Understanding of how the HSNO classification system works
• Comprehension of the HSNO classifications and sub-classifications that might apply to your substances (e.g., acute toxicity, chronic toxicity, flammable, corrosive, oxidizing)
• Legal and practical controls to manage risks of your substances

THE ASSESSMENT PROCESS
You will be assessed by an independent test certifier on day two of this training course. They will be using the regulations to assess your competence in handling relevant substances. The assessment process is adjusted according to the needs of participants, but always includes the following parts:
1. Written questionnaires at the end of each module
2. Verbal confirmation of understanding during the training
3. Final review of competency undertaken by the trainer on completion of training - using verbal and written questions, and in accordance with specific competency requirements
4. Review and sign-off by an independent test certifier
The independent test certifier is also required to review your experience in working with the relevant hazardous substances. The test certifier also makes the final decision regarding your competency and the hazardous material classes that are approved.

AFTERWARDS, YOU’LL BE ABLE TO...
Once you are an approved handler, you can be involved in the:
• Supervision of others using hazardous substances
• Distribution of information to others in the workplace - e.g. SDSs
• Organisation of safe storage
• Reducing risks associated with use of substances
• Use of PPE
• Planning for, and responding to emergencies or spills
• Maintaining equipment for hazardous substances (e.g. spill kits, eye wash stations, PPE)
• Review safety of possible new chemicals to be used in process/storage

Learn all you need to become an approved handler under HSNO - contact us today for your on-site training.

FACILITATORS
Day one training: Suszanne Broadbent
Day two certification: Bruce Gully

DATES
This programme is run on-site, on demand - contact us today to book.

VALUE
Price on application
In every organisation, there is a collective responsibility to constantly identify, monitor and address hazards in order to prevent injuries and illness. Relying simply on incident reporting is insufficient. This reactive approach sees organisations respond post-incident, rather than applying a comprehensive risk management strategy to actively identify hazards and eliminate or minimise the risks.

The proposed changes in the Health and Safety at Work Act emphasise the importance of understanding, promoting, and implementing effective health and safety practices. This workshop gives you the knowledge to manage risks and hazards both before and after incidents arise.

RELEVANT TO YOU?
If you are looking to update your knowledge and skills in hazard and risk management, this is the workshop for you. It is suitable for workers, Health and Safety representatives, team leaders, supervisors and managers in any organisation, be it office-based through to heavy industry.

TOPICS INCLUDE
So that you gain an understanding of how to comply with the HASE Act and the proposed Health and Safety at Work Act, this one-day workshop will provide information on individual responsibilities, as well as strategies and resources that can be used to identify and manage risks in the workplace:

• Current obligations and proposed OHS reforms
• Defining a PCBU, a Worker, an Officer and their respective duties
• The difference between risk management and hazard management
• Health and safety requirements for hazard and risk control
• Methods of hazard and risk control
• Hazard and risk assessment procedures
• How to engage your workforce for effective hazard and risk assessments
• How to measure and report on safety performance of hazards and risks
• How to develop lag and lead indicators for high risk hazards
• Understanding the “Duty of Care”: Comparisons between various workplace environments
• Understanding the “Duty of Care” for Principals, Contractors and Sub-contractors

AFTERWARDS, YOU’LL BE ABLE TO...
• Describe risks and hazards that may cause harm to those present within the working environment
• Explain current and proposed health and safety requirements for hazard and risk control
• Describe applicable hazard and risk control methods appropriate for various environments
• Encourage others to be active in preventing injuries
• Describe methods of risk assessment/evaluation
• Describe the hierarchy of risk reduction approaches
• Comprehend the reporting and investigation schemes and the ways to learn from them

Understand your duty of care and how to minimise risk - check dates below and book today.

FACILITATOR
An EMA Learning Tutor

UNIT STANDARD
17602 Version 4 Level 3 4 Credits
Apply Hazard Identification & Risk Assessment Procedures in the Workplace

DATES
<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>17</td>
<td>8</td>
<td>15</td>
<td>6</td>
<td>16</td>
<td>14</td>
<td>11</td>
<td>22</td>
<td>11</td>
<td>17</td>
</tr>
<tr>
<td>Hamilton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td>1</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Rotorua</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>28</td>
</tr>
<tr>
<td>Tauranga</td>
<td>22</td>
<td>26</td>
<td>28</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whangarei</td>
<td>11</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whakatane</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VALUE
One Day 9.00am - 4.00pm
Early Bird EMA Member* $560.00 +GST ($644.00)
EMA Member $660.00 +GST ($759.00)
Non-Member $910.00 +GST ($1,046.00)

* EARLY BIRD EMA MEMBER VALUE applies to registrations received 1 month prior to course starting
Organisations have a legal duty to make suitable arrangements to manage health and safety. Business leaders, owners, managers and supervisors all need to know how to keep people safe.

This one day workshop will guide you through your legal obligations and introduce strategies to ensure your business is as healthy and as safe as possible. You’ll get an understanding of proposed changes in the Health and Safety at Work Act and learn the importance of understanding, promoting, and implementing effective health and safety practices.

RELEVANT TO YOU?
If you are required to have an awareness of workplace health and safety obligations under the Employment Relations Act 2000, the Health and Safety in Employment Act 1992, and the Health and Safety Reform Bill, this workshop is for you. It is suited to employers, managers, supervisors and those in human resources departments.

TOPICS INCLUDE
So you are clear on your responsibilities, this workshop is designed to boost your understanding of the legal requirements and how to implement practical steps to manage health and safety in your organisation:

- What the current legislative framework requires and future expectations
- Defining a PCBU, a Worker, an Officer and their respective duties
- ‘Good faith in practice’ and ‘due diligence’
- ‘All practicable steps’ and ‘reasonably practicable’
- Hazard and risk identification and methods of control
- What is effective worker engagement and consultation
- How to engage your workforce for effective hazard and risk assessments
- Monitoring of the workplace
- Measuring safety performance
- Understanding the ‘Duty of Care’ for Principals, Contractors and Sub-contractors
- Compliance with reporting obligations

HEALTH AND SAFETY FROM A MANAGEMENT PERSPECTIVE
Understand why and where your organisation needs to take responsibility
• How health and safety reps, supervisors/teams leaders, middle manager, senior managers contribute to positive health and safety outcomes
• How different management styles and behaviours influence safety culture and outcomes

AFTERWARDS, YOU’LL BE ABLE TO...
• Understand your role in health and safety
• Know how you can contribute to improving the safety culture of the business
• Understand the legislative framework of the current and new health and safety legislation.
• Understand the various duties and responsibilities for officers, managers, supervisors and workers
• Know if your hazards and risks are being managed effectively
• Manage and support a worker and contractor engagement model
• Use written and verbal communication to improve safety knowledge and understanding for workers

Understand why and where your organisation needs to take responsibility - check date below and book today.

FACILITATOR
An EMA Learning Tutor

UNIT STANDARD
19521 Version 4 Level 4 5 Credits

Explain the requirements of the Health and Safety in Employment Act 1992

<table>
<thead>
<tr>
<th>DATES</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>16</td>
<td>17</td>
<td>13</td>
<td>5</td>
<td>20</td>
<td>15</td>
<td>13</td>
<td>10</td>
<td>16</td>
<td>12</td>
</tr>
<tr>
<td>Hamilton</td>
<td>1</td>
<td>29</td>
<td>1</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotorua</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tauranga</td>
<td>23</td>
<td>25</td>
<td>20</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whakatane</td>
<td>12</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whangarei</td>
<td>19</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VALUE</th>
<th>One Day</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird EMA Member*</td>
<td>$560.00 +GST ($644.00)</td>
<td></td>
</tr>
<tr>
<td>EMA Member</td>
<td>$660.00 +GST ($759.00)</td>
<td></td>
</tr>
<tr>
<td>Non-Member</td>
<td>$910.00 +GST ($1,046.00)</td>
<td></td>
</tr>
</tbody>
</table>

* EARLY BIRD EMA MEMBER VALUE applies to registrations received 1 month prior to course starting
Ensuring you and your colleagues remain free from injury at work takes not only care, but specific knowledge and skills. This course will help you to understand the Health and Safety at Work Act, and its associated regulations, to maintain a safe working environment. Content and delivery of this programme will be aligned with the most up to date requirements of health and safety training - whatever your business.

RELEVANT TO YOU?
If you are a health and safety representative, member of a health and safety committee or any employee/employer wishing to understand the Health and Safety at Work Act and associated regulations, this workshop will be valuable. The workshop is also ideal for organisations looking to enter or maintain Accident Compensations Workplace Safety Management Practices.

TOPICS INCLUDE
So that you gain a broad understanding of sound health and safety practice in the workplace and related legislation, topics include:

- The legal framework - past, current and future
- Functions of a Health and Safety Representative
- How to involve workers in health and safety
- Hazard and risk management
- Accident and incident recording, reporting and investigation
- Rehabilitation of injured workers to ensure a safe return to work
- Safety resources available
- Developing a plan of action

AFTERWARDS, YOU’LL BE ABLE TO...
- Promote management of health and safety issues through the use of sound hazard/risk management systems and practices
- Encourage others to be active in preventing injuries
- Get your Health and Safety Committee moving and making a difference

Maintain a healthy and safe workplace - check the dates and book today.
FACILITATOR
An EMA Learning Tutor

UNIT STANDARD
NZQA Unit Standard Assessment relevant to HSW Act 2015

DATE

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td></td>
<td>10-11</td>
<td></td>
<td></td>
<td></td>
<td>13-14</td>
<td></td>
<td></td>
<td></td>
<td>5-6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamilton</td>
<td></td>
<td>10-11</td>
<td></td>
<td></td>
<td></td>
<td>2-3</td>
<td>30-31</td>
<td></td>
<td>4-5</td>
<td>18-19</td>
<td></td>
<td>27-28</td>
</tr>
<tr>
<td>Henderson</td>
<td>25-26</td>
<td>16-17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11-12</td>
<td></td>
</tr>
<tr>
<td>Manukau</td>
<td>17-18</td>
<td>2-3</td>
<td>16-17</td>
<td></td>
<td></td>
<td>4-5</td>
<td>22-23</td>
<td></td>
<td>20-21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotorua</td>
<td>21-22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13-14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tauranga</td>
<td>3-4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2-3</td>
<td>30-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1-2</td>
</tr>
<tr>
<td>Whakatane</td>
<td>18-19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5-6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25-26</td>
<td></td>
</tr>
<tr>
<td>Whangarei</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5-6</td>
<td>2-3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22-23</td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th></th>
<th>Two Days</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$620.00 + GST ($713.00)</td>
<td></td>
</tr>
<tr>
<td>Non-Member</td>
<td>$720.00 + GST ($828.00)</td>
<td></td>
</tr>
</tbody>
</table>
HEALTH AND SAFETY REPRESENTATIVE TRAINING (STAGE 2)
Take your health and safety training to the next level

Build on the skills and knowledge developed in Health & Safety Representative Training (Stage 1). This two-day course looks in more depth at the Health and Safety at Work Act and latest associated regulations. It focuses on specific hazard identification, approved Codes of Practice, using accident data to identify trends and develop preventative actions and Accident Compensations Workplace Safety Management Practices.

RELEVANT TO YOU?
If you have completed Stage 1, are a health and safety representative or are a health and safety committee member, this course is ideal. Anyone with an interest in workplace health and safety will also get value from attending.

TOPICS INCLUDE
So that you gain a deeper understanding of legal health and safety requirements and best practice, elements covered include:

- Revision of Stage 1 Health and Safety Representative Training
- Gathering and interpreting accident and injury data
- Developing preventative action plans
- Health and safety Management audits and the elements of Accident Compensations Workplace Safety Management Practices
- Hazard identification and control using body mapping, to match hazards and the injuries and health issues associated with typical workplace hazards
- Approved codes of practice, information sheets and guidelines
- Reading a Material Safety Data Sheet (MDS)

AFTERWARDS, YOU’LL BE ABLE TO...
- Understand the legal responsibilities of employers and employees in the workplace
- Gather and interpret accident and injury data
- Conduct an internal audit or self-assessment
- Identify critical health and safety hazards
- Comply with relevant codes of practice and guidelines

Take your health and safety training to the next level - check dates below and book today.
FACILITATOR
An EMA Learning Tutor

UNIT STANDARD
17593 Version 3 Level 2 4 Credits
or NZQA Unit Standard Assessment relevant to HSW Act 2015

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td>18-19</td>
<td>23-24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auckland</td>
<td>15-16</td>
<td>10-11</td>
<td>7-8</td>
<td>9-10</td>
<td>27-28</td>
<td>11-12</td>
<td>8-9</td>
<td>12-13</td>
<td>29-30</td>
<td>3-4</td>
<td>1-2</td>
</tr>
<tr>
<td>Hamilton</td>
<td>11-12</td>
<td>12-13</td>
<td>2-3</td>
<td>14-15</td>
<td>8-9</td>
<td>10-11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henderson</td>
<td>17-18</td>
<td></td>
<td></td>
<td>23-24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manukau</td>
<td>25-26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotorua</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tauranga</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whakatane</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whangarei</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th></th>
<th>Two Days</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$620.00 +GST ($713.00)</td>
<td></td>
</tr>
<tr>
<td>Non-Member</td>
<td>$720.00 +GST ($828.00)</td>
<td></td>
</tr>
</tbody>
</table>
HEALTH AND SAFETY REPRESENTATIVE TRAINING (STAGE 3)
Improve productivity by becoming a workplace health and safety expert

Expand the knowledge gained in Health and Safety Representative Training (Stage 2). This advanced course will allow you to further develop your skills and promote an even safer - and more productive - workplace. Insights from this course will help you significantly reduce the risk of workplace injury and improve your company’s bottom line.

RELEVANT TO YOU?
If you have completed Stage 2 of the training, are working as a health and safety representative / committee member, or have an interest in workplace health and safety, this course is for you.

TOPICS INCLUDE
So that you achieve an In-depth knowledge of legislation and best practice, this course covers:

• How improvements in health and safety link to productivity
• Interpreting injury claims information
• Measuring what matters
• Calculating the costs of workplace injury
• Sources of injury information in the workplace
• The role of the Representative in promoting improvements in health and safety

• The role of the representative in supporting an injured worker and return to work plans

AFTERWARDS, YOU’LL BE ABLE TO...
• Develop systems to measure health and safety processes
• Identify and report on links to productivity due to improved health and safety practices
• Collate and report on various sources of injury information within the workplace
• Determine injury causal factors from Incident Reports and provide detailed feedback to Health and Safety Committee meetings for further action
• Promote improvements within workplace to reduce injury costs

Improve productivity by becoming a workplace health and safety expert - check dates below and book today.
FACILITATOR
An EMA Learning Tutor

UNIT STANDARD
19521 Version 3 Level 4 5 Credits

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>11-12</td>
<td>2-3</td>
<td>4-5</td>
<td>15-16</td>
<td>7-8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamilton</td>
<td>18-19</td>
<td></td>
<td>7-8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manukau</td>
<td></td>
<td></td>
<td>21-22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rotorua</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31-1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tauranga</td>
<td></td>
<td>16-17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whakatane</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>26-27</td>
<td></td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th>Two Days</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$620.00 +GST ($713.00)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$720.00 +GST ($828.00)</td>
</tr>
</tbody>
</table>
IMPLEMENTING AN EFFECTIVE HEALTH AND SAFETY MANAGEMENT SYSTEM

Introduce a system to meet the audit criteria

There are many reasons why some businesses struggle to implement an effective health and safety management system, including limited knowledge, poor consultation and a lack of commitment. This one-day workshop gives you the chance to minimise that struggle.

It has been designed to help participants implement an auditable system against ACC WSMP and AS/NZS 4801:2001. Participants will be provided with practical tools, information and guidance notes on the implementation of AS/NZS 4804:2001 Occupational Health and Safety. The framework for this course is based on the AS/NZS 4804 and the ISO 31000 standards, taking into account the new Health and Safety at Work Act and General Workplace Regulation.

RELEVANT TO YOU?

If you have managerial responsibilities or need to learn more about the health and safety function, this workshop will be of value. It is especially suited to people who are responsible for implementing, managing, monitoring and reviewing the performance of their organisation’s health and safety management systems, and need further specialised knowledge in health and safety. It is suitable for businesses in all industries.

TOPICS INCLUDE

So that you you can implement a system that meets the audit criteria, this workshop systematically covers all relevant issues within the AS/NZS 4804 and the ISO 31000 standards:

- Duties, rights and obligations of the different stakeholders (workers, contractor, managers and leaders)
- Communication and consultation requirements
- Management and documentation of risk and hazards
- Developing, implementing and embedding health and safety policy
- Health and safety planning, training and documentation
- Developing and implementing effective safe working documents (SOPs, JSAs, SWMS)
- Managing health and safety system events
- Incident investigation, corrective and preventative action
- Audit and inspection
- Health and safety implementation and review time frames
- Committees - the roles, operation and effectiveness
- Contractor management
• What to do with work plans and rehabilitation

**AFTERWARDS, YOU’LL BE ABLE TO...**
• Understand key elements of the Health and Safety At Work Act
• Determine suitable health and safety and risk management policy, procedures and initiatives to systematically build an auditable system
• Improve your health and safety documents to be better understood by your workforce
• Maintain a risk and hazard register
• Project manage an implementation plan and use a management review cycle to gauge success

Introduce a system to meet the audit criteria - check the dates below and book today

**FACILITATOR**
Brent Sutton

---

**Please note:**
This workshop references information from two key sources:


• **AS/NZS 4804:2001** Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques. This Standard provides guidance on how an occupational health and safety management system (OHSMS) may be set up; how it can be continually improved; and what resources may be used to do this.
LONE WORKER - SAFETY FOR MOBILE AND ISOLATED WORKERS

Protect staff with a sound strategy and the right technology

When you've got people working alone, you still need to keep them safe. A successful lone worker solution includes risk assessments, network access, internal processes, staff training/socialisation, individualised response instructions, technology, monitoring and on-going testing of the solution. With all this to work through, how do you choose the right strategy and technology for your lone workers? Avoid poor solutions and ineffective technology with this workshop.

RELEVANT TO YOU?
If you have isolated staff and/or mobile workers, this half-day workshop gives you guidance on keeping them safe. It is suitable for managers, supervisors, team leaders, health and safety representatives, members of health and safety committees and anyone unsure of how to go about choosing and implementing a successful solution.

TOPICS INCLUDE
So that you can boost safety, this short workshop covers all you need to make informed decisions:

• Understand the risk to your mobile and/or isolated staff
• Know what network your workers have access to in a normal day
• Understand the limitations of the technology
• Cellular/radio/satellite network - or a mix?
• Select the correct hardware based on network and risk
• Set up solid internal processes around the use of the solution
• Set up escalation instructions and monitoring
• Train workers on the solution
• Achieving on-going success

AFTERWARDS, YOU'LL BE ABLE TO...
• Define your requirements to develop a solution appropriate for your staff
• Understand the technology options better
• Understand the limitations of the technology
• Select a suitable solution
• Confidently present/discuss the options within your company
• Understand the importance of solid internal processes
• Be able to bring your staff on board for the journey

Protect staff with a sound strategy and the right technology - check the dates below and book today.
FACILITATOR
Petra Hakansson

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>17</td>
<td>16</td>
<td>11</td>
<td>20</td>
<td>13</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th></th>
<th>9.00am - 12.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day</td>
<td></td>
</tr>
<tr>
<td>Early Bird EMA Member*</td>
<td>$360.00 +GST ($414.00)</td>
</tr>
<tr>
<td>EMA Member</td>
<td>$410.00 +GST ($471.50)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$610.00 +GST ($701.50)</td>
</tr>
</tbody>
</table>

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.
When we talk about health and safety culture, we are talking about ‘how we do things around here’ and how this impacts on the safety of people in the workplace. If your overall culture promotes fairness, two-way communication, openness, honesty and personal responsibility, it will encourage these values in a health and safety context.

Safer cultures lead to clearer decision-making when managing risk, this ultimately leads to fewer injuries and fatalities in the workplace. In this workshop, you’ll be able to explore ways to create and maintain a safer workplace. And you’ll learn the key responsibilities that leaders have in shaping the overall culture of organisations.

**RELEVANT TO YOU?**

If you are looking to increase your understanding of how to create and maintain a safe workplace culture, this workshop is ideal. It is suitable for supervisors, managers, business leaders or executives working in a business development or business planning role. Those in a health and safety or human resources support role should also consider attending.

**TOPICS INCLUDE**

So that you get a broad overview of all issues, this one day workshop includes everything from understanding your existing safety culture to taking practical steps to change it:

- Is having a safety culture worth the effort?
- What are the critical foundations required to foster a safety culture?
- How diversity, contractors and stakeholders can influence safety culture
- Setting the standard for others to follow - safety systems and procedures
- Are supervisors and team leaders the critical link to improving safety culture?
- How effective worker engagement and consultation build trust and respect
- Communication - is everyone getting the message
- How goals, objectives and incentives can adversely affect safety culture
- Teamwork - working together and looking after each other
- Continuous improvement and measuring success
• How safety leadership and management styles directly influence safety culture
• How to avoid the blame and shame game when undertaking inspections, audits and incidents

**AFTERWARDS, YOU’LL BE ABLE TO...**
• Understand how you can contribute to foster a positive safety culture
• Determine if you have a culture that contributes to positive health and safety management practice
• Be able to engage others in your health and safety vision and be able to document individual responsibilities at all levels of the business
• Develop safety goals and objectives that are meaningful and measurable
• Be more confident that worker inductions and general staff communication align with the organisations intention to promote a safe workplace.
• Use a worker engagement model to improve safety culture
• Use written and verbal communication to improve safety knowledge and understanding for workers

**Know your safety culture and how to manage it - check the dates below and book today.**

**FACILITATOR**
An EMA Learning Tutor

**UNIT STANDARD**
8496 Version 5 Level 5 5 Credits

<table>
<thead>
<tr>
<th>DATE</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>19</td>
<td>8</td>
<td>21</td>
<td>12</td>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>Hamilton</td>
<td>30</td>
<td></td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Manukau</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Rotorua</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Tauranga</td>
<td></td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Whakatane</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Whangarei</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>29</td>
</tr>
</tbody>
</table>

**VALUE**

<table>
<thead>
<tr>
<th>One Day</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird EMA Member*</td>
<td>$560.00 +GST ($644.00)</td>
</tr>
<tr>
<td>EMA Member</td>
<td>$660.00 +GST ($759.00)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$910.00 +GST ($1,046.00)</td>
</tr>
</tbody>
</table>

* EARLY BIRD EMA MEMBER VALUE applies to registrations received 1 month prior to course starting
Reducing machinery-related injuries are a high priority for any business operating plant and machinery, as well as the Regulator. WorkSafe NZ’s Safe Use of Machinery Harm Reduction Programme is there to help businesses actively manage the hazards associated with machinery operation and maintenance. This one-day workshop will teach you how to effectively manage machinery risks when purchasing, installing, operating, maintaining, cleaning and repairing machinery.

RELEVANT TO YOU?
If you’re in a business where plant and machinery is in operation, this workshop is for you. It is suitable for managers, supervisors, team leaders, health and safety representatives, members of health and safety committees, and anyone wanting an understanding of what is needed to comply with the Safe Use of Machinery Harm Reduction Programme.

TOPICS INCLUDE
So that you understand the risks at every stage in the lifecycle of your machinery, this workshop is comprehensive:

- How to identify the risks and hazards inherent with the use and maintenance of production machinery
- How to undertake risk assessments and control machinery risks
- Understand the common guarding types available
- Understanding safe systems of work including Permit to Work and Lock Out and Tag Out systems
- How to implement a Lock Out procedure when cleaning, maintenance or adjustments are made on machinery
- The importance of Permit to Work systems
- How human behaviour and machinery risks may lead to system failures
- The role of WorkSafe NZ inspectors, Improvement Notices and Prohibition Notices
- Resources available to support your compliance (website, engineering specialists)
AFTERWARDS, YOU’LL BE ABLE TO...

• Identify and explain the various types of risk associated with common machinery
• Know the methods available to control risks, including the use of guards
• Explain the importance of locking out plant and equipment
• Understand the consequences of failing to Lock Out plant and equipment
• Understand the three step ‘basic principle’ of Lock Out procedures
• Outline the details of a Permit to Work system, its advantages and how to implement one
• Understand the unpredictability of human behaviour

Know where the risks are and how to minimise them - check the dates below and book today.

FACILITATOR
Brent Sutton

UNIT STANDARD
18410       Version 5       Level 4      4 Credits
Manage hazard identification and control on plant and machinery

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Hamilton</td>
<td></td>
<td></td>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tauranga</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th></th>
<th>One Day</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Early Bird EMA Member*</td>
<td>$560.00 +GST ($644.00)</td>
</tr>
<tr>
<td></td>
<td>EMA Member</td>
<td>$660.00 +GST ($759.00)</td>
</tr>
<tr>
<td></td>
<td>Non-Member</td>
<td>$910.00 +GST ($1,046.00)</td>
</tr>
</tbody>
</table>

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.
The new Health and Safety at Work Act requires organisations to move from a hazard management environment to a risk management environment. The mechanism of controlling hazards (the hierarchy of controls) has been abolished and a new hierarchy of controls for the elimination and reduction of risk has been introduced.

This practical and hands-on workshop will teach you how to migrate your hazard register to a risk register whilst fostering positive participation and engagement with all your workers, including contractors.

**CUSTOMER BENEFITS**

- Explore the new regulations and implementation guidance.
- Understand how to assess and control hazards with the new hierarchy of controls.
- Learn about the role of health and safety representatives and committees.
- Develop strategies for positive worker engagement.
- Migrate your existing hazard register to a risk register.
- Create meaningful safe working information.
- Develop a practical process for ongoing risk assessment.

**WHY ATTEND?**

If you want to know what needs to be done to comply with the new Health and Safety at Work Act, this half-day workshop is essential. It is widely suitable for business owners, employees, managers, supervisors, team leaders, health and safety representatives, and members of health and safety committees. It will help you update your skills and gain new knowledge regardless of whether you are in an office-based business or operate in heavy industry.

**TOPICS INCLUDE**

- What the new Act requires and understanding the difference between hazards and risks.
- How to identify, assess and control hazards with the new hierarchy of controls.
- The role of health and safety representatives and health and safety committees with risk management.
- How to foster positive participation and engagement with your workers and contractors.
- How to migrate your existing hazard content to a risk register.
- How to develop meaningful safe working information.
- How to develop a practical process for ongoing risk assessment (after migration).
AFTERWARDS, YOU’LL BE ABLE TO...

- Identify and explain the various types of risk
- Get your workers, health and safety representatives and health and safety committee engaged and involved in migrating your hazard content
- Create a risk register
- Improve your safe working information

Know how to comply with the new Health and Safety at Work Act - check the dates below and book today.

FACILITATOR
Brent Sutton

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>25</td>
<td>21</td>
<td>26</td>
<td>23</td>
<td>28</td>
<td>25</td>
<td>29</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamilton</td>
<td>7</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tauranga</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th></th>
<th>Half Day 9.00am - 12.30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird EMA Member*</td>
<td>$360.00 +GST ($414.00)</td>
</tr>
<tr>
<td>EMA Member</td>
<td>$410.00 +GST ($471.50)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$610.00 +GST ($701.50)</td>
</tr>
</tbody>
</table>

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.
When it comes to health and safety, organisations need great leaders. Research has shown that safety outcomes are closely linked to the safety mindset and practices of a business's leaders. This is because:

• Safety mindset reflects the assumptions, beliefs, and values that influence a person's, or an organisation's, response to, and interpretation of, situations
• Safety practices reflect habitual or customary individual and organisational actions

The Not On Our Patch® Safety Leadership Programme is an award-winning one-day workshop. It develops the knowledge, mindset, and practices necessary to support effective safety leadership.

This workshop will give you everything you need to build an effective safety culture. You’ll learn about safety leadership and be given useful tools and resources to make changes in your business. You’ll also learn how to keep your safety culture on track and improve health and safety performance across the business.

The programme is written and delivered by Dr Hillary Bennett and Dr Philip Voss of Leading Safety, a consultancy specialising in safety leadership, safety culture, human factors, and workplace health and safety. Both Hillary and Philip have PhDs in psychology and are experienced programme developers, trainers, and facilitators.

RELEVANT TO YOU?
If you are a senior leader with operational responsibilities, this one-day workshop is ideal. It is also well suited to health and safety managers, and other leaders with organisational responsibility for health and safety.

TOPICS INCLUDE
This workshop deals with the human side of a safety culture. You’ll learn how leadership style and behaviour can impact on the success of health and safety performance across the organisation. A range of themes will be explored:

The ‘zero-harm’ workplace
• The human, organisational, and safety culture factors key to achieving a ‘zero-harm’ workplace
• The human contribution to ‘zero harm’ people, task, equipment, environment, procedures and organisation
Psychological processes that influence success and failure

- Hindsight bias, the fundamental attribution error, the ‘just world’ hypothesis, and sense-making
- Human and organisational fallibility and the importance of taking a systems approach in addressing this fallibility

Organising frameworks

- Understand why people sometimes do seemingly inexplicable things and what can be done about it
- Learn the barriers and defences that can protect ‘imperfect people operating within imperfect organisations’

Culture

- The principles of a ‘just’ culture
- How a ‘just’ culture decision model ensures that actions can be dealt with fairly and consistently
- The importance of viewing all near misses and incidents as opportunities to learn and improve health and safety
- The human factor skills (e.g. dealing with human error and risk-taking behaviours) to enable better management of unsafe behaviours and the development of a safety culture

AFTERWARDS, YOU’LL BE ABLE TO...

- Provide demonstrable leadership for better workplace health and safety outcomes in your business
- Align and integrate health and safety with business strategy
- Identify the dimensions of a positive safety culture
- Identify and understand different types of safe and unsafe action
- Identify the range of factors that shape performance in your organisation (and in organisations you work with)
- Respond in a fair and consistent way to safe and unsafe actions
- Re-frame unhelpful health and safety mindsets (e.g. “she’ll be right”)
- Complete an applied behavioural analysis of unsafe actions
- Develop a long-term plan and provide leadership for a culture of safety

Learn how to lead a safety culture at work - check the dates below and book today.

FACILITATORS
Dr Hillary Bennett and Dr Philip Voss,
Directors of Leading Safety

DATES

<table>
<thead>
<tr>
<th>Auckland</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td>3</td>
<td>26</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th></th>
<th>One Day</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird EMA Member*</td>
<td>$560.00 + GST ($644.00)</td>
<td></td>
</tr>
<tr>
<td>EMA Member</td>
<td>$660.00 + GST ($759.00)</td>
<td></td>
</tr>
<tr>
<td>Non-Member</td>
<td>$910.00 + GST ($1,046.00)</td>
<td></td>
</tr>
</tbody>
</table>

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.
Meeting your ACC audit standards improves staff well-being and helps reduce your bottom line. Robust, effective systems not only help reduce the risk of injury to your staff, but can also result in a reduction of your company’s ACC levies.

This workshop will give you tools to help you meet your audit requirements. You’ll be taken through the ten elements of the ACC WSMP (Workplace Safety Management Practices) Programme, giving you a clear idea of all the areas an ACC auditor will look at.

RELEVANT TO YOU?
If you are looking for tools to help you conduct your own audits, or are a manager keen to monitor current health and safety policies, this will prove to be a valuable workshop. It is ideal for those currently working in, or proposing to enter, an ACC WSMP (Workplace Safety Management Practices) or Partnership Programme, or anyone who is a member of a health and safety committee.

TOPICS INCLUDE
So that you can get ready for your ACC audit, the subjects covered in this workshop range from the audit standards themselves through to practical tips on running the actual audit:

- Pre-audit preparation
- WSMP Audit Standard Elements
- Full explanation of each Element and the ‘dos and don’ts’
- Audit standards vs. legal requirements
- Audit hints and suggestions
- How to audit your own documents
- Practical exercises to help you to assess your own systems
- Running the audit on the day

AFTERWARDS, YOU’LL BE ABLE TO...
- Benchmark your health and safety systems to meet ACC audit standards
- Understand the audit process
- Conduct self-assessments that will meet audit requirements
- Meet the standards required for an ACC audit

Understand the process and get ready for audit - check the dates below and book today.
FACILITATOR
An EMA Learning Tutor

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>12-13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VALUE

<table>
<thead>
<tr>
<th>Two Days</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird EMA Member*</td>
<td>$870.00 + GST ($1,000.50)</td>
</tr>
<tr>
<td>EMA Member</td>
<td>$970.00 + GST ($1,115.50)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$1,720.00 + GST ($1,978.00)</td>
</tr>
</tbody>
</table>

*EARLY BIRD EMA MEMBER VALUE Applies to registrations received 1 month prior to course starting.
TERTIARY TRAINING
If you have responsibility for health and safety, you’ll already be looking after the welfare of your colleagues. But this programme of study will give you frameworks and best practice across many areas of occupational health and safety so that you offer a structured, professional approach to operating in your chosen field.

This thorough programme consists of four two-day teaching blocks when you will be given an overview of OHS guidelines enabling you to identify and manage hazards in the workplace. You’ll be taught how to analyse the safety of various roles in the organisation, and learn how to prevent workplace discomfort, pain and injury.

The additional skills and knowledge you gain from this programme will set you up as a sound role model, capable of providing careful and considered advice to managers and colleagues in your organisation.

RELEVANT TO YOU?
If you want to gain recognition for your capabilities in workplace health and safety, this programme will provide you with a well-recognised qualification for future career growth. It is also suited to anyone who has workplace safety responsibility for staff and contractors, or for those looking to develop a career as an occupational health and safety practitioner.

TOPICS INCLUDE
So that you can offer the best advice on health and safety in your organisation, this programme of study includes everything from legal requirements through to the management of back injuries:

- The requirements of the Health & Safety legislation
- Management of drug and/or alcohol-related problems in the workplace
- Hazard identification and risk assessment procedures in the workplace
- Management of contractors
- Job safety analysis
- Prevention and management of discomfort, pain and injury
- Prevention and management of back injury
- Hearing conservation in the workplace
AFTERWARDS, YOU’LL BE ABLE TO
• Provide informational support for others on health and safety matters, including drugs and/or alcohol
• Manage contractors
• Undertake job safety analysis
• Identify and manage hazards

Deliver best-practice advice on occupational health and safety to keep people safe - check the dates below and book today.

FACILITATORS
An EMA Learning Facilitator

VALUE
4 x 2-Day blocks 9.00am - 4.00pm
EMA Member $2,600.00 +GST ($2,990.00)
Non-Member $3,100.00 +GST ($3,565.00)

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auckland</td>
<td>22-23 (Block 1)</td>
<td>21-22 (Block 2)</td>
<td>2-3 (Block 3)</td>
<td>30-31 (Block 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>25-26 (Block 1)</td>
<td>22-23 (Block 2)</td>
<td>19-20 (Block 3)</td>
<td>17-18 (Block 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No. Unit Standard Version Level Credits

<table>
<thead>
<tr>
<th>BLOCK 1</th>
<th>Version</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>497</td>
<td>Demonstrate knowledge of workplace health and safety requirements</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>17593</td>
<td>Apply safe work practices in the workplace</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>19521</td>
<td>Explain the requirements of the Health and Safety in Employment (HSE) Act 1992</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BLOCK 2</th>
<th>Version</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>22316</td>
<td>Demonstrate knowledge of drug and/or alcohol use in the workplace</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>22317</td>
<td>Demonstrate knowledge of drug hazard management in the workplace</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BLOCK 3</th>
<th>Version</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>17595</td>
<td>Explain health and safety management requirements for contractors working on site</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>17602</td>
<td>Apply hazard identification and risk assessment procedures in the workplace</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>19522</td>
<td>Undertake job safety analysis</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BLOCK 4</th>
<th>Version</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>17591</td>
<td>Demonstrate knowledge of the prevention and management of Discomfort, Pain and Injury (DPI) in the workplace</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>17592</td>
<td>Identify the causes of back injury and methods to prevent back injuries in the workplace</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>17594</td>
<td>Demonstrate knowledge of hearing conservation in the workplace</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS 61
Organisations have a significant duty of care to everyone involved in the business. This includes not just employees but also customers, suppliers and the family members of your co-workers. Because you need to protect anyone who may be affected by the workplace environment, a comprehensive health and safety plan is critical to every company, regardless of size or sector.

Like anything in your organisation, your health and safety policy must be carefully planned and closely monitored if it is to be successful. Over the course of this programme, you’ll learn the processes involved in planning, implementing and evaluating your organisation’s occupational health and safety policies. The content of the four two-day blocks of study are to help you create a safer workplace.

RELEVANT TO YOU?
If you want to move into an OHS practitioner role, or you are responsible for workplace health and safety in your current role, this programme will provide a solid foundation of skills.

TOPICS INCLUDE
So that you can put effective health and safety strategies, policies and practices in place in your organization, this programme covers a range of issues:

- Health and safety plan implementation
- Hazard management systems development and implementation
- Incident investigation
- Health and safety management requirements
- Auditing health and safety management systems

AFTERWARDS, YOU’LL BE ABLE TO...
- Prepare and implement a health and safety plan
- Manage and control occupational health and safety practice
- Evaluate occupational health and safety standards
- Provide management advice and input into health and safety strategies, policies and practices

Learn the best ways to build safety policies into your organization – check the dates and book today.
**FACILITATOR**
An EMA Learning Facilitator

**VALUE**

<table>
<thead>
<tr>
<th>4 x 2-Day blocks</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$2,600.00 +GST ($2,990.00)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$3,100.00 +GST ($3,565.00)</td>
</tr>
</tbody>
</table>

**DATES**

<table>
<thead>
<tr>
<th>Auckland</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15-16 (Block 1)</td>
<td>14-15 (Block 2)</td>
<td>11-12 (Block 3)</td>
<td>9-10 (Block 4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auckland</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auckland</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Diploma in Occupational Health and Safety Management (Level 6)

Understand and promote professional OHS best practice

It’s essential that strong health and safety policies exist to protect everyone involved in your organisation. This high-level programme of study will give you the tools, techniques and knowledge to provide professional OHS management across your organisation.

You’ll study a range of themes during this comprehensive programme. Running for eight two-day learning blocks, you will cover all OHS management essentials from strategy to policy development and evaluation. You will also study best practice in health and safety, and learn how to train others in this field. Handling incidents, accidents and investigations will feature in this programme as well.

Relevant to you?
If you want to become a health and safety manager, or operate as an external consultant responsible for health and safety management, this Diploma is ideal.

Important information and prerequisites
To join this study programme, you need to hold a National Certificate in Occupational Health and Safety (Co-ordination) (Level 4), or be able to provide evidence of equivalent knowledge and skills.

Topics include
So that you can manage health and safety from every angle, this programme is very comprehensive. It includes everything from policy and contractor management to investigations and risk assessments:

- Accident investigation, recording and reporting
- Communication - internal/external
- Contractor management
- Emergency procedure design and implementation
- Ergonomics/human factors
- Hazard identification and control
- Health and safety strategy implementation
- Health and safety policy management, system review and evaluation
- Organisational health and safety performance evaluation
- Return to work programmes
- Risk assessment
**AFTERWARDS, YOU’LL BE ABLE TO...**

- Promote excellence in health and safety management and develop a positive organisational safety culture
- Implement a health and safety strategy in the workplace
- Perform the health and safety management function within an organisation
- Notify, report, and investigate incidents and accidents
- Identify hazards, assess risks, introduce and monitor controls
- Review and evaluate health and safety policy management systems
- Design and implement emergency procedures
- Evaluate organisational health and safety performance
- Conduct a consultation on health and safety issues
- Understand principles of workplace ergonomic and occupational hygiene requirements
- Conduct, analyse and report on health and safety research
- Conduct health and safety training
- Apply knowledge of contractor management relating to occupational health and safety

**Understand and promote professional OHS best practice - check the dates below and book today.**

**FACILITATORS**
An EMA Learning Facilitator

**VALUE**

<table>
<thead>
<tr>
<th>8 x 2-Day blocks</th>
<th>9.00am - 4.00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$5,100.00 +GST ($5,865.00)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$6,100.00 +GST ($7,015.00)</td>
</tr>
</tbody>
</table>

**DATES**

<table>
<thead>
<tr>
<th>Auckland</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-12</td>
<td>10-11</td>
<td>7-8</td>
<td>12-13</td>
<td>9-10</td>
<td>14-15</td>
<td>18-19</td>
<td>15-16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Block 1)</td>
<td>(Block 2)</td>
<td>(Block 3)</td>
<td>(Block 4)</td>
<td>(Block 5)</td>
<td>(Block 6)</td>
<td>(Block 7)</td>
<td>(Block 8)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auckland</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-12</td>
<td>10-11</td>
<td>7-8</td>
<td>12-13</td>
<td>9-10</td>
<td>14-15</td>
<td>18-19</td>
<td>15-16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Block 1)</td>
<td>(Block 2)</td>
<td>(Block 3)</td>
<td>(Block 4)</td>
<td>(Block 5)</td>
<td>(Block 6)</td>
<td>(Block 7)</td>
<td>(Block 8)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Auckland</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Feb ‘17</th>
<th>Mar ‘17</th>
<th>Apr ‘17</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-12</td>
<td>5-6</td>
<td>13-14</td>
<td>3-4</td>
<td>8-9</td>
<td>9-10</td>
<td>6-7</td>
<td>6-7</td>
<td>6-7</td>
<td>6-7</td>
</tr>
<tr>
<td>(Block 1)</td>
<td>(Block 2)</td>
<td>(Block 3)</td>
<td>(Block 4)</td>
<td>(Block 5)</td>
<td>(Block 6)</td>
<td>(Block 7)</td>
<td>(Block 8)</td>
<td>(Block 9)</td>
<td>(Block 10)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Unit Standard</th>
<th>Version</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5615</td>
<td>Develop systems for occupational health and safety management practice</td>
<td>5</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td>5617</td>
<td>Facilitate hazard management in an occupational health and safety practice</td>
<td>5</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>5620</td>
<td>Evaluate occupational health and safety standards and practice</td>
<td>5</td>
<td>6</td>
<td>30</td>
</tr>
<tr>
<td>5621</td>
<td>Plan and evaluate programmes to promote occupational health and safety practice</td>
<td>5</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td>6575</td>
<td>Develop occupational safety and health recommendations for improving ergonomic conditions</td>
<td>5</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>9685</td>
<td>Write an analytical report</td>
<td>6</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>19341</td>
<td>Demonstrate knowledge of Hazard and Operability (HAZOP) studies in the workplace</td>
<td>4</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>17601</td>
<td>Produce an occupational health and safety incident investigation</td>
<td>4</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** 123
A NEW ERA OF WORK HEALTH AND SAFETY
THE FUNDAMENTALS
Get up to speed with the latest in workplace health and safety.

Give yourself a solid grounding in the most up-to-date health and safety concepts and legislation for the workplace. Learn the key concepts and terminology of the Safety Reform Bill and the upcoming Health and Safety at Work Act from this online course.

TOPICS INCLUDE
• The Safety Reform Bill
• PCBU’s, officers and workers
• Duties of a PCBU
• PCBU’s primary duty of care
• What is reasonably practicable?
• Duties of officers
• Due diligence
• Duties and rights of workers
• Hazards and risks
• Accident/Incident investigation and reporting
• Emergencies
• Rehabilitation

Get up to speed with the latest in workplace health and safety - start your online course today.

DURATION
Learn at your own pace, but should ideally take around 120 minutes to complete

CERTIFICATION
On successful completion of this course, you will be awarded a certificate of completion

VALUE
<table>
<thead>
<tr>
<th></th>
<th>EMA Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$125.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>+GST ($143.75)</td>
<td>($201.25)</td>
<td></td>
</tr>
</tbody>
</table>
MANUAL TASKS FOR WORKERS
Understand the hazards and risks in manual tasks

On this online course, you’ll learn about the risks associated with manual tasks and develop an awareness of how to perform those tasks safely.

**TOPICS INCLUDE**
- Hazardous manual tasks
- How to assess manual tasks
- Ways of reducing the risk of injury
- Techniques for performing manual tasks safely

**Understand the hazards and risks in manual tasks - start your online course today.**

**DURATION**
Learn at your own pace, but it should ideally take around 60-90 minutes to complete

**CERTIFICATION**
On successful completion of this course, you will be awarded a certificate of completion

**PROVIDER**
e3Learning in partnership with EMA

**VALUE**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$60.00 +GST ($69.00)</td>
<td></td>
</tr>
<tr>
<td>Non-Member</td>
<td>$85.00 +GST ($97.75)</td>
<td></td>
</tr>
</tbody>
</table>
OFFICE ERGONOMICS
Understand how to set up your office to cut illness and injury

Learn how to set up a safe, healthy and productive office workspace, and how to work safely in an office environment with this short online course provided by e3Learning.

TOPICS INCLUDE
• Some common health risks in the office environment
• How to set up equipment like chairs and computer screens
• How to arrange the items on your desk
• How to manage problems caused by noise, temperature and lighting
• How structuring work tasks and breaks can help to reduce the risk of injury and illness

Understand how to set up your office to cut illness and injury - start your online course today.

DURATION
Learn at your own pace, but it should ideally take around 60-90 minutes to complete

CERTIFICATION
On successful completion of this course, you will be awarded a certificate of completion

PROVIDER
e3Learning in partnership with EMA

VALUE
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$60.00 +GST ($69.00)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$85.00 +GST ($97.75)</td>
</tr>
</tbody>
</table>
WORKPLACE HEALTH AND SAFETY FUNDAMENTALS

Get the basics on workplace health and safety

This short online course will help you learn about issues relating to health and safety that workers may face in the workplace and how to address common workplace hazards.

TOPICS INCLUDE
• Health and safety responsibilities in the workplace
• An overview of the risk management process
• What you should expect to find in the workplace to help you work safely
• Workplace hazards and how they can be managed

Get the basics on workplace health and safety - start your online course today.

DURATION
Learn at your own pace, but it should ideally take around 60-90 minutes to complete

CERTIFICATION
On successful completion of this course, you will be awarded a certificate of completion

PROVIDER
e3Learning in partnership with EMA

VALUE
EMA Member $60.00 +GST ($69.00)
Non-Member $85.00 +GST ($97.75)
WORKPLACESIM
HEALTH AND SAFETY TRAINING GAME
A refreshing, interactive way to learn about health and safety

WorkplaceSIM is a unique health and safety 3-D game simulation designed to help teach the latest workplace safety practices and procedures in New Zealand. It offers interactive 3-D lessons on a variety of topics to help people better understand the specific health and safety issues. The game is scheduled for launch in the first quarter of 2016.

TOPICS INCLUDE
• Promoting health and safety
• Roles and responsibilities
• Risk and hazard ID and management (Hazard Management Cycle)
• Ergonomics
• Wellbeing

A refreshing, interactive way to learn about health and safety - start your online course today.

DURATION
Learn at your own pace, but it should ideally take around 60-90 minutes to complete

CERTIFICATION
On successful completion of this course, you will be awarded a certificate of completion

PROVIDER
MindGame Media in association with the EMA - EMA is a founding sponsor for WorkplaceSIM

VALUE
Please contact us to get a quote for the deployment of the simulated game for your business.
WEBINAR TRAINING
All leaders need an awareness of workplace health and safety obligations because a failure to manage risks can have such devastating consequences. An officer must exercise due diligence to ensure that the PCBU is meeting its health and safety obligations. This short webinar, presented through the EMA PowerBox online platform, will provide you with an introduction to the basic knowledge needed for evaluating the safety performance of your organisation so that you can meet the due diligence requirements of the Health and Safety at Work Act.

**TOPICS INCLUDES**

So that you get a solid overview of how the Health and Safety at Work Act can impact on your business, topics in this webinar include:

- Essential health and safety concepts and their meanings in relation to due diligence
- The key health and safety duties of the Health and Safety at Work Act
- The core elements of a health and safety system
- How to measure risk and safety performance
- How leadership can improve safety culture and performance
- Developing a plan to meet your due diligence duties

**AFTERWARDS, YOU’LL BE ABLE TO...**

- Better understand the New Zealand OHS legislative framework
- Have confidence in how differing roles within the business can influence a positive culture of health and safety
- Better understand the key aspects of a health and safety management system

**GOOD GOVERNANCE, SAFE WORKPLACE**

Learn how leaders can influence health and safety performance

**RELEVANT TO YOU?**

If you have influence over a business’s strategic and business planning process, this 90-minute webinar will be of value. It is suited to directors, employers, managers, or those in the human resources or health and safety sector.
FACILITATOR
An EMA Learning Tutor

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationwide</td>
<td>23</td>
<td>24</td>
<td>27</td>
<td>22</td>
<td>26</td>
<td>22</td>
<td>27</td>
<td>17</td>
<td>23</td>
<td></td>
</tr>
</tbody>
</table>

This workshop is run through our PowerBox webinar, online training platform

VALUE

<table>
<thead>
<tr>
<th></th>
<th>1.00pm - 2.30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$75.00 +GST ($86.25)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$125.00 +GST ($201.25)</td>
</tr>
</tbody>
</table>
Learn to identify alcohol and drug usage in your staff and understand how you can implement a drug and alcohol-free policy for your workplace. The workplace is no place for drugs or alcohol. This focused 90-minute webinar will give you advice on setting up an organisational policy for an alcohol and drug free workplace. You’ll also learn how to identify behaviours of those under the influence of alcohol and/or drugs, and manage affected staff.

RELEVANT TO YOU?
If you are a manager or supervisor wanting to establish a substance-free workplace policy, and you will be managing these issues, this webinar is for you.

TOPICS INCLUDE
So that you can understand what you need to look for, and know how to deal with things correctly, this 90-minute webinar covers legal issues and practical suggestions on managing a substance-free policy:

- Illicit drug use in New Zealand
- Common drugs used in New Zealand and how to identify them
- Alcohol and drugs in the workplace and the requirement to act in good faith under the Employment Relations Act 2000 and to provide a safe working environment under the Health and Safety at Work Act

AFTERWARDS, YOU’LL BE ABLE TO...
- Establish an alcohol and drugs free policy
- Implement and manage the policy in the workplace
- Understand how to deal with alcohol and drug problems on your organisation

Learn how to introduce and manage an alcohol and drug-free policy - check the dates below and book today.
FACILITATOR
An EMA Learning Tutor

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationwide</td>
<td>30</td>
<td>11</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td></td>
<td></td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

This workshop is run through our PowerBox webinar, online training platform.

VALUE

<table>
<thead>
<tr>
<th>Type</th>
<th>Duration</th>
<th>Time</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>1.5 Hours</td>
<td>10.30pm - 12.00pm</td>
<td>$75.00 + GST ($86.25)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>1.5 Hours</td>
<td>10.30pm - 12.00pm</td>
<td>$125.00 + GST ($141.25)</td>
</tr>
</tbody>
</table>
A safe working environment requires pro-active involvement from everyone in the workplace. This session will help you better understand the roles, responsibilities and opportunities that enable each individual to contribute toward a healthy and safe workplace.

It has long been recognised that employers have a duty to protect people from harm caused by workplace hazards; however, all employees have a role to play in creating a safe work environment. Contrary to popular belief, it is not just the heavy industrial sectors that have health and safety concerns; small office enterprises may have minor to life-threatening risks that could result in prosecution if neglected and, what’s worse, result in serious harm to staff or customers if ignored.

This one and a half hour presentation is conveniently presented online so that all employees can be introduced to their workplace Health and Safety responsibilities and opportunities without the need for travel.

RELEVANT TO YOU?
You are an employee of a company of any size and have not had formal training on workplace Health and Safety procedures. This workshop is ideal as part of any company induction programme and no travel is required.

TOPICS INCLUDE
• Current legal obligations and concepts related to the OHS legislation
• An introduction to the duties of workers under the Health and Safety at Work Act
• Better understanding the role of employee and employer in handling workplace risk
• Accident and incident recording, reporting and investigation
• Introduction to hazard and risk management
• Understanding the role of Health and Safety Representative and workplace communication
AFTERWARDS, YOU’LL BE ABLE TO...

- Understand your legislative (legal) requirements relating to Health and Safety as an employee
- Work alongside your employer and other employees to create a safer working environment
- Comprehend the role and responsibilities of the Health and Safety Representative
- Identify other learning opportunities in the field of workplace Health and Safety

FACILITATOR

An EMA Learning Tutor

DATES

<table>
<thead>
<tr>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>23</td>
<td>26</td>
<td>14</td>
<td>18</td>
<td>15</td>
<td>22</td>
<td>20</td>
<td>16</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

This workshop is run through our PowerBox webinar, online training platform.

VALUE

<table>
<thead>
<tr>
<th>1.5 Hours</th>
<th>1.00pm - 2.30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$75.00 +GST ($86.25)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$125.00 +GST ($120.25)</td>
</tr>
</tbody>
</table>
This one and a half hour webcast provides an ideal introductory session to workplace health and safety. It is a quick, convenient way to increase your knowledge and communication of best health and safety practices so that you can ensure your organisation is a safe place to work. You’ll be given a basic introduction to the Employment Relations Act 2000 and the Health and Safety in Employment Act.

This session, presented live through our online Webinar platform - PowerBox, provides a useful introduction to content delivered in the full-day ‘Health and Safety from a Management Perspective’ workshop and is not intended to be a replacement programme.

RELEVANT TO YOU?
If you are an employer, manager or supervisor who requires an awareness of the legal workplace health and safety obligations, this Webinar will be valuable.

TOPICS INCLUDE
So that you get a primary insight into workplace health and safety legislation in New Zealand, topics include:

- The legislative framework in New Zealand - Its purpose
- Proposed changes in legislation - and introduction to the Health and Safety at Work Act
- The roles of managing health and safety risk in the workplace - management roles, worker roles
- PCBU primary duties of care and specific duties, officer due diligence duties
- Introduction to regulations and codes of practice
- Principles of a health and safety management system
- Employee participation, the role of the health and safety representative
AFTERWARDS, YOU’LL BE ABLE TO...

• Better understand the New Zealand legislative framework - current and future.
• Help with set-up and maintenance of practical and effective health and safety systems
• Encourage employee involvement in health and safety
• Be more proactive in the prevention if illness and injuries in your workplace
• Assist in motivating management and workers to make changes to improve safety in your workplace

Get a taste for health and safety legislation in the workplace - check dates below and book today.

FACILITATOR
An EMA Learning Tutor

DATES

<table>
<thead>
<tr>
<th></th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>7</td>
<td>8</td>
<td>2</td>
<td>8</td>
<td>7</td>
<td>10</td>
<td>14</td>
<td>7</td>
<td>29</td>
</tr>
</tbody>
</table>

This workshop is run through our PowerBox webinar, online training platform.

VALUE

<table>
<thead>
<tr>
<th></th>
<th>1.00pm - 2.30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMA Member</td>
<td>$75.00 +GST ($86.25)</td>
</tr>
<tr>
<td>Non-Member</td>
<td>$125.00 +GST ($201.25)</td>
</tr>
</tbody>
</table>
TRAINING PATHWAY