



Nursing level-III

NTQF Level III

Learning Guide#9

Unit of Competence: - Apply Infection Prevention Techniques and Workplace OHS

Module Title: - Applying Infection Prevention Techniques and Workplace OHS

LG Code: HLT NUR3 M02 LO1-LG-9

Code: HLT NUR3 M02 TTLTM0919V2

LO4. Establishment of an OHS induction and training program



Instruction Sheet 1

Learning Guide #9

This learning guide is developed to provide you the necessary information regarding the following content covering and topics

- Training need identification
- Safety orientation program
- Evaluation of the training program

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, **upon completion of this Learning Guide, you will be able to:**

- Training need identification
- Safety orientation program
- Evaluation of the training program

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 and sheet 5”
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3, Self-check 4 and self-check 5” **in page 4, 14, 39,46, and 51** respectively.



Information Sheet-1	Training need identification
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4.1 Training need identification

This procedure sets out the requirements for implementation of a work health and safety (WHS) training and development framework. The procedure aims to provide a consistent approach to the identification and provision of WHS training and development activities. Contractor induction requirements interface with this procedure.

Implementing the steps described in the framework will assist to:

- ensure all workers are made aware of their WHS responsibilities whilst at work
- improve workers' awareness of health and safety risks within the health care environment and support the management of those risks
- support managers and supervisors to manage WHS responsibilities within their functional areas
- enhance staff performance and reduce the likelihood of workplace injury and illness
- maintain and improve organizational effectiveness and efficiency
- support the Department of Health's values and continuous improvement of the organisation's health and safety culture.

Organizational work health and safety training needs

- Whole-of-department WHS training needs shall be determined by
- A TNA should be undertaken by the managers of functional areas to determine the training required to support the management of risks specific to the functional area.
- Identification of organisational training needs should take into account:
 - the organisation's structure, policies, procedures and workforce the kind of work being undertaken in functional areas and the skills and knowledge required to undertake these safely. This includes the WHS skills and knowledge required by the persons in control of strategic and operational work areas.
- mandatory legislated and organisational policy requirements that apply to the organization
- task and risk analysis
- consultation with workers
- workforce infomantics / demographics
- existing training programs
- organisational plans
- the organisation's WHS performance (e.g. injury and incident data).



THE BENEFITS OF ORIENTATION

The benefits of providing new employees with a comprehensive orientation are numerous:

- Employees become aware of the health and safety hazards on the job, controls for these hazards and how they can affect their safety and the safety of others.
- Helps reduce the risk of potential injuries and accidents.
- Meets legislative requirements (demonstrates due diligence).
- Helps balance the company's need for productivity with the employee's need for safety and security.
- Increases efficiency of the new employee.
- Contributes to building a retention culture within the organization, thereby reducing turnover.
- Demonstrates the company's moral obligation to protect the employee from harm.



Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. discuss training need identification of OHS

Note: Satisfactory rating – 8> points

Unsatisfactory - below 8 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Question



Instruction Sheet 2

Safety orientation program

4.2. Safety orientation program

There are four basic elements that every worksite should have in place to protect employees from occupational hazards. This four- point workplace program is designed to recognize and promote effective health and safety management as the best means of ensuring a safe and healthful workplace.

The four major elements are:

- (1) Management commitment and employee involvement.
- (2) Worksite analysis
- (3) Hazard prevention and control
- (4) Health and safety training

It must be stressed that a good written health and safety program does not necessarily constitute a good program. Effective implementation of the health and safety program must be focused on during the evaluation. Among the areas to be reviewed during the inspection are: formal training efforts, means of communication, and avenues for employee participation, enforcement procedures, and disciplinary measures. Some basic questions to ask during employer and employee interviews include:

Are objectives clearly stated?

Is the program comprehensive?

Are basic safety rules specified?

Are disciplinary measures enforced when rules are not followed?

Are there rules for housekeeping and general maintenance?

Is personal protective equipment provided and used?

Are the means of investigating accidents specified and followed?

Are training sessions held?

Is employee participation encouraged?

Are there specified methods of employee participation?

This can be expressed mathematically as a quantitative assessment (by assigning low, medium and high likelihood and severity with integers and multiplying them to obtain a risk factor), or qualitatively as a description of the circumstances by which the harm could arise.



The assessment should be recorded and reviewed periodically and whenever there is a significant change to work practices. The assessment should include practical recommendations to control the risk. Once recommended controls are implemented, the risk should be re-calculated to determine if it has been lowered to an acceptable level. Generally speaking, newly introduced controls should lower risk by one level, i.e., from high to medium or from medium to low.



Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. discuss Safety orientation program

Note: Satisfactory rating – 8 > points

Unsatisfactory - below 8 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Question



4.3. Safety orientation program

The evaluation of employers' health and safety programs is an integral part of any inspection. In order to assist you in conducting a thorough evaluation, the following information is provided

For new employees, a good starting point is to compare the employee's job description to the job hazards. If your company does not have job descriptions, now is the time to develop them. The job descriptions should outline all the hazards the employee will be exposed to, the control mechanisms for those hazards and contact information for the department supervisor, if the employee requires assistance. Not every employee may need a full new-hire orientation. For example, if the employee is returning to the job after a period of absence, the employee may not need to review the company contact information or certain company policies or procedures. A simple one-on-one interview with the returning employee will indicate whether or not the returning employee has the necessary information about a specific topic.

Monitor and review processes

Following the completion of training, the worker should be supervised to ensure application of learnings and safe work procedures.

Where any deficiencies are identified, feedback shall be provided to the worker and further training or instruction should be provided. This should be linked into the PDP process.

Refresher training or re-certification requirements should be monitored and workers provided notification as applicable.

All WHS training and development programs and requirements shall be reviewed as follows:

- if prompted by a legislative change
- when there are changes in work practices
- at intervals determined as part of the organisation's safety management system monitoring and review schedule.



Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Which one of the following is not training and development programs of OHS
 - A. legislative change
 - B. when there are changes in work practices
 - C. at intervals determined as part of the organisation's safety management system
 - D. None

Note: Satisfactory rating – 8 > points

Unsatisfactory - below 8 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Question



List of Reference Materials

https://www.youtube.com/watch?v=LUCqzJO_XTI&spfreload=10

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