



WAREHOUSE SAFETY AWARENESS WORKSHOP

Course Outline

COURTENELL PTY LTD.

ABN 30 050 109 281
ACN 050 109 281
Mail P O Box 248. Broadway. NSW 2007
Address 147 St Johns Road, Glebe, NSW 2037
Email train@courtenell.com.au
Web www.courtenell.com.au
Phone 02 9552 2066

AIMS

Warehouse safety training is designed to educate employees about the best practices for maintaining a safe working environment in warehouses. It covers various topics, including proper picking and packing techniques, equipment operation, pedestrian safety, and hazard recognition. This training helps workers understand the risks associated with their tasks, giving them the knowledge they need to prevent accidents and protect their own safety as well as that of their co-workers.

This course can be delivered as a general half-day awareness course or as a full day course with more in-depth coverage on WHS principles and processes that apply to warehouses:

Half-day awareness course (4 hours) covers:

- Safety around forklifts and high traffic areas
- Safe storage practices
- Fire safety principles
- Working at heights
- General principles of OHS risk management
- Responding to incidents

Whole day course (7 hours) covers:

- Warehouse traffic management (including pedestrian safety) *Note: Your company should have a traffic management guide in place for each of your warehouse locations.*
- Conveyor safety
- Sit-down forklift pre-shift inspection
- Pallets, racks, and stacking
- Utility knives and other tool safety
- Fatigue risk management
- Picking and packing (including ergonomics and manual handling principles)
- Hazardous materials/chemicals (including signage)

NOTE: *This training does not cover workplace health and safety law and duty holder requirements. It is expected that all persons in attendance know and understand their WHS duties as workers, managers, supervisors, or contractors, including their roles in workplace consultation.*

LEARNING OUTCOMES

On completion of this training, participants should be able to:

- Identify WHS duty holders, and their roles and responsibilities according to risk management requirements.
- Define a hazard and explain what 'risk' means.
- Explain the reporting and resolution process for hazards and risks identified in the workplace that will need to be addressed for proper risk management actions by senior management.



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- Contribute to selecting hazard identification tools and techniques according to Model Codes, Guides, and WHS laws, and risk management requirements.
- Identify individuals and/or parties at risk of exposure to hazards and determine the nature, severity and likelihood of potential harm.
- Contribute to selecting risk controls according to the hierarchy of control measures and WHS laws for identified hazards based on the risk assessment.
- Identify requirements for ensuring ongoing effectiveness of risk controls and contribute to identifying measures that enable evaluation of effectiveness of risk controls.
- Describe how they can apply these principles in a warehouse environment to maintain and further the success of the WHS management system.

BUSINESS BENEFITS

- **Legal Compliance Assurance:** Ensures that businesses are well-versed in legal and best practice requirements outlined in the WHS Legislation, Codes of Practices, and Regulator Guides, ensuring a risk-aware workplace.
- **Enhanced Communication and Consultation:** Improved communication and consultation practices foster a collaborative work environment, promoting a positive workplace culture, boosting overall efficiency and team cohesion.
- **Effective Hazard Identification and Analysis:** Equipping participants with the knowledge and skills necessary to appreciate, adhere to the control measures for managed risks and respect their general duties in work health and safety enhances the organisation's ability to operate and maintain a successful WHS management system.
- **Optimized Risk Management:** The course emphasizes the principles used in risk management and measures that have been taken to control risks and hazards leading to optimized risk management practices, ensuring a safer work environment and minimizes the impact of potential risks on the organisation.
- **Continuous Improvement:** Training in these principles demonstrates evidence of compliance with the Primary Duty of Care requirement of the PCBU under Section 19 of the WHS Act in the provision of information, instruction, and training for staff to be able to perform their jobs safely. Business owners, Directors and CEOs may benefit by being able to use the successful completion of such training as evidence of their "due diligence" actions required of them under Section 27 of the WHS Act.

PARTICIPANT BENEFITS

- **Increased Risk Management Skills:** Participants gain knowledge and skills essential for effective risk management, empowering them to contribute actively to maintaining a safe and healthy workplace.
- **Enhanced Hazard Identification Abilities:** The course equips participants with tools and techniques for hazard identification, improving their ability to recognise potential risks in day-to-day operations and being able to report these to management for proper risk management actions.
- **Understanding Duty Holder Responsibilities:** Participants identify WHS duty holders and WHS duties with regard to themselves, their managers, and their co-workers, fostering improved



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communication and cooperation among staff, thereby contributing to improving the safety culture of the company.

- **Competence in applying WHS principles:** Individuals completing the course develop competence in applying the principles covered in the Law, Codes of Practice, and Regulator Guides to a warehouse work environment making them valuable contributors to the success of the WHS management system.

MODE OF DELIVERY

- Public Face to Face
- On-site workplace based.

DURATION

- Awareness course: 4 Hours
- Full course: 1 day (7 hours)

TIME

Courtenell's on-site Courses run between 9.00am and 4.30pm.

This course can be delivered according to your needs and preferences. Courtenell is flexible in providing on-site training during afternoon and night shifts, as well as on weekends (additional fees may apply).

TRAINER

All of our trainers are experienced consultants with qualifications and extensive experience across diverse industry sectors. Possessing TAE qualifications, our trainers are adept at tailoring their approach to meet the specific needs of the audience.

TRAINING EVALUATION AND CERTIFICATE

Through group and general discussions, case studies, and a quiz, participants will engage in activities to reinforce their knowledge and to further improve their WHS Risk Management skills.

Participants will receive a Certificate of Attendance on successful completion of this course.