MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Safety, Health and Environment (SHE)

Managing Hazards at workplace

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2746	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Hazard management is essentially a problem-solving process aimed at defining problems (identifying hazards), gathering information about them (assessing the risks) and solving them (controlling the risks). Where a control has been used to address an identified hazard, this should be reviewed by checking the effectiveness of the control (evaluation). The whole hazard management process should also be reviewed after a period of time or when something changes.

Hazardous situations and objects are all around us – at home, in public places and at work. Every worker has a role to play in making the workplace as healthy and safe as possible. As you go about your daily work, it is important that you recognise potential hazards and assess risks so that appropriate action can be taken.

Course Outcomes

- This course aims to train attendees to be effective Risk Managers through the process of identification, assessment and control of hazards in their workplace.
- Describe the health and safety effects relating to the use of hazardous chemicals
- Explain the importance and use of reading labels and Safety Data Sheets
- Explain how management should:

    - a) Identify what substances in their workplace involve risks to health and safety.
    - b) Assess risks relating to the use of those substances.
    - c) Identify appropriate control measures.
    - d) Review control measures for substances in the workplace
- Explain what their role is in implementing or assisting in the implementation of the work health and safety management system.
- Outline the requirements that are set out in the WHS Act 2011 and WHS Regulation 2011 for workplace substances.
- Describe the content and explain the importance of the Managing Risks of Hazardous Chemicals in the Workplace Code of Practice
- Outline the steps that are required in their workplace to manage workplace substances.

Course Outline / Curriculum

Identify hazards and assess risk
Health and safety at work Page
Workplace hazards and risks Page
Causes of injury Page
A risk management approach Page
Types of hazards Page
eporting a hazard Page
Risk assessment Page
Risk management strategy Page
Control measures Page

Follow procedures and strategies for risk control
Legislative requirements Page
Organisational policy Page
Workplace induction Page
eporting mechanisms Page
Hazard reporting procedures Page
Notifiable incidents Page
Less serious incidents Page
Managing aggression Page
Reporting incidents Page
Participating in WHS procedures Page
Emergency plans Page

Contribute to OHS in the workplace
A culture of safety Page
Continuous improvement Page
Employees' WHS rights Page
Employer and employee responsibilities Page
Supporting WHS processes Page
Consultation Page
Formal consultative processes Page
Participative arrangements Page
Supporting risk control procedures Page
Assist with health and safety audits Page
Providing feedback Page

Target Audience

Managers, supervisors and others who need to know how to identify, assess, and control health and safety risks in their workplace and why it must be done.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Managing Hazards at workplace
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name	Signature / Stamp	Date