A safer workplace
starts with us

With more than 30 full-time trainers and over 22 years of experience in health and safety training, the Safety 'n Action team are experts in keeping our workplaces safe.

In recent years Safety 'n Action have found a need across New Zealand to make our expert training accessible via online platforms.

Now more than ever, this plays a vital role in ensuring that health & safety requirements continue to be met as we all navigate changes in the way we work.

CONTENTS

Live Webinar Training Solutions
Book a spot on a webinar held at a set time and date.

Webinar training runs exactly as a face-to-face course, but over webcam.

Students are able to ask the trainer questions and interact as they would in a standard course. Webinar training requires an ability to complete paperwork electronically, or to print and return it via scan (mobile scan is accepted).

You will receive login information to take place in this real time video conference with our trainer and others taking part.

Self-Paced Webinar Training Solutions

Train at your own pace at a time that suits you.

You will receive your login to view the webinar, included will also be your assessment pack that you complete and return to us. Our Self-directed webinars allow you to complete your course during the Webinar.

Online Training Solutions

This solution can be completed at a time that suits you.

Training conducted online by completing interactive tasks/assigned questions.

Live Webinar Training

Health and Safety Representative Initial Webinar

Our webinar training delivery allows you to train remotely from anywhere. Take part in our live webinar and interact with our trainer while learning all you need to know to fulfil your Health & Safety Representative duties.

This course will provide your Health & Safety Representatives (HSR's) with the knowledge and skills to address issues raised by workers and manage them to the satisfaction of stakeholders. HSR's will be updated on their responsibilities, functions and powers according to the Health and Safety at Work Act 2015 and its regulations.

Key Learning Outcomes:

- Explain and demonstrate the overall role, powers and functions of a Health and Safety Representative in a New Zealand workplace
- Explain the role, functions and powers of the Health and Safety Representative under the Health and Safety at Work Act 2015 and its Regulations
- Explain the role of a Health and Safety Representative as an advocate for workers
- Identify the obligations of a PCBU and WorkSafe New Zealand towards the Health and Safety Representative
- Describe the risk management process and the importance of communicating with workers and management
- Describe and demonstrate the powers and obligations that a health and safety representative has in terms of issuing a provisional improvement notice (PIN) and how and when to direct a worker to cease unsafe work

HEALTH AND SAFETY REPRESENTATIVE INITIAL WEBINAR	
Unit 29315	Describe the role and functions of the Health and Safety Representative in a New Zealand workplace
Attendance Prerequisites	Hazard and Risk Management is recommended
Course Duration	6 hours
Availability	✔ Online via webinar

Permit Issuer Webinar

Gain a comprehensive understanding of Permit Issuer procedures to ensure you have the controls in place to safely and effectively complete the task.

Train online from any location.

This webinar course will ensure you understand the essential components of the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer.

Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

Key Learning Outcomes:

- ✅ Explain permit types, roles and requirements for issuing a permit
- ✅ Demonstrate the preparation requirements for issuing a permit including hazard analysis and supervisory requirements on site
- ✅ Explain and demonstrate the implementation of control systems including monitoring of and compliance to work scope
- ✅ Explain procedures for deviations in terms of change of scope, new hazards, changes in personnel and reasons for cancellation
- ✅ Explain and demonstrate the action for completion of work and procedures for closure of permit

PERMIT ISSUER WEBINAR	
Unit 17590	Issue worksite specific work permits
Attendance Prerequisites	Hazard and Risk Management is recommended
Course Duration	4 Hours
Availability	✅ Online via webinar

Permit Receiver Webinar

Gain a comprehensive understanding of Permit Receiver procedures to ensure you have the controls in place to safely and effectively complete the task.

Train online from any location with this webinar training delivery.

This webinar will ensure you understand the essential roles involved in the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Receiver. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident in applying for or accepting a work permit.

Key Learning Outcomes:

- ✅ Understand and explain the types of work permits
- ✅ Understand the roles of those involved in the work permit system
- ✅ Gain clarity on the requirements for receiving a work permit
- ✅ Explain the preparatory requirements when applying for a work permit
- ✅ Understand how to accept a work permit and undertake work under the permit
- ✅ Describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work

PERMIT RECEIVER WEBINAR	
Unit 17588	Apply for, accept and carry out work according to a work permit in the workplace
Attendance Prerequisites	Hazard and Risk Management is recommended
Course Duration	6 Hours
Availability	✅ Online via webinar

Safe Work System Permit Receiver Webinar

Gain the required knowledge and skills to work as a Permit Receiver under the Fonterra Safe Work System.

This webinar will ensure you understand the essential roles involved in Fonterra's Safe Work System, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Receiver. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident in applying for or accepting a work permit.

Key Learning Outcomes:

- Demonstrate the preparation requirements for receiving a permit including hazard analysis and supervisory requirements on site
- Explain procedures for deviations in terms of change of scope, new hazards, changes in personnel and reasons for cancellation
- Explain and demonstrate the action for completion of work and procedures for closure of permit
- Explain permit types, roles and requirements for receiving a permit and demonstrate the implementation of control systems
- Understand and explain the requirements of the Fonterra Safe Work System
- Gain a comprehensive understanding of the JSAA form, and the Permit Form
- Describe the use of the risk matrix and its application within the JSAA

SAFE WORK SYSTEM PERMIT RECEIVER WEBINAR	
Unit 17588	Apply for, accept and carry out work according to a work permit in the workplace
Attendance Prerequisites	Hazard and Risk Management unit standard 17602
Course Duration	6 Hours
Availability	✓ Online via webinar

Confined Space and Gas Detection Webinar - Theory

Prepare yourself with the knowledge and technical skills to effectively plan, observe and safely enter a confined space.

LOCKDOWN NOTICE: PRACTICAL COMPONENT TO BE COMPLETED AT A LATER DATE

This webinar and practical course will provide you with the skills and knowledge, as an entrant or observer, to identify the types of confined spaces and hazards and risks associated with working in a confined space. It will also cover the atmospheric testing and equipment required to establish a planned and safe entry, as well as the correct emergency procedures in the event of a rescue.

Key Learning Outcomes:

- Identify hazards and controls within confined spaces
- Develop an emergency procedure plan for a confined space
- Complete required documentation for a confined space entry
- Demonstrate knowledge of confined spaces and their permit notification and implementation requirements
- Demonstrate knowledge of monitoring and confined space testing requirements
- Describe the responsibilities and duties of people entering; or conducting observation duties for a confined space
- Demonstrate knowledge of atmospheric testing in potentially hazardous environments
- Conduct atmospheric tests and interpret and respond to atmospheric testing results

CONFINED SPACE AND GAS DETECTION	
17599	Plan a confined space entry
18426	Demonstrate knowledge of hazards associated with confined spaces
25510	Operate an atmospheric testing device to determine a suitable atmosphere exists to work safety
Optional Extra Units:	
3058	Perform gas tests for an energy and chemical plant)
19207	Work in a confined space in the infrastructure (Water) industry
18037	Plan a confined space entry in the electricity supply industry
Course Duration	6 Hours (webinar component)
Availability	✓ Online via webinar

Confined Space and Gas Detection *Refresher* Webinar

Refresh your knowledge and technical skills to effectively plan, observe and safely enter a confined space. Theory based webinar training allows you to take part from any location.

This webinar refresher course will provide you with up to date skills and knowledge, as an entrant or observer, to identify the types of confined spaces and hazards and risks associated with working in a confined space. It will also reinforce your understanding of atmospheric testing and equipment, as well as the correct emergency procedures in the event of a rescue.

Key Learning Outcomes:

- Identify hazards and controls within confined spaces
- Develop an emergency procedure plan for a confined space
- Complete required documentation for a confined space entry
- Demonstrate knowledge of confined spaces and their permit notification and implementation requirements
- Demonstrate knowledge of monitoring and confined space testing requirements
- Describe the responsibilities and duties of people entering; or conducting observation duties for a confined space
- Demonstrate knowledge of atmospheric testing in potentially hazardous environments

CONFINED SPACE AND GAS DETECTION REFRESHER	
Refreshed unit standard listed [*If currently held]	
17599	Plan a confined space entry
18426	Demonstrate knowledge of hazards associated with confined spaces
25510	Operate an atmospheric testing device to determine a suitable atmosphere exists to work safety
Optional Extra Units:	
3058	Perform gas tests for an energy and chemical plant)
19207	Work in a confined space in the infrastructure (Water) industry
18037	Plan a confined space entry in the electricity supply industry
Course Duration	6 Hours
Availability	✓ Online via webinar

* If you did not complete your original training with Safety 'n Action then we may require evidence of competency

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Fire and Emergency Warden Webinar

Gain the knowledge and skills to carry out an effective fire and emergency plan.

Our online webinar training delivery allows you to complete your training from any location.

This course will give you an in-depth understanding of the duties of a Fire and Emergency Warden in accordance with the law, as well as the practical skills to effectively evacuate the workplace in event of a fire or emergency.

Key Learning Outcomes:

- Demonstrate knowledge of evacuation requirements for a particular workplace or site.
- Explain the duties of a Fire and Emergency Warden in accordance with the law
- Select and implement a strategy to evacuate the workplace

FIRE AND EMERGENCY WARDEN WEBINAR	
Unit 18408	Demonstrate knowledge of fire and emergency warden duties in the workplace.
Attendance Prerequisites	Fire Extinguisher is recommended Hazard and Risk Management is recommended
Course Duration	3 Hours
Availability	✓ Online via webinar

Fire and Emergency Warden *Refresher* Webinar

Refresh your knowledge in the operation of different types of fire extinguishers and fire suppression techniques used in the workplace.

This refresher course will provide you with an up to date reinforcement of understanding regarding the different types of fire extinguishers and give you the practical skills to put out a fire using the correct equipment, whilst learning about new developments relating to effective fire suppression.

Key Learning Outcomes:

- Demonstrate knowledge of evacuation requirements for a particular workplace or site.
- Explain the duties of a Fire and Emergency Warden in accordance with the law
- Select and implement a strategy to evacuate the workplace

FIRE AND EMERGENCY WARDEN REFRESHER WEBINAR		
Refreshed unit standard listed *(*If currently held)*	Unit 18408	Demonstrate knowledge of fire and emergency warden duties in the workplace.
Course Duration		3 Hours
Availability		Online via webinar

Fire Extinguisher Webinar - Theory

Gain knowledge in the operation of different types of fire extinguishers and fire suppression techniques used in the workplace.

LOCKDOWN NOTICE: PRACTICAL COMPONENT TO BE COMPLETED AT A LATER DATE

Online webinar training delivery allows you to train from any location.

This course will provide you with an understanding of the different types of fire extinguishers and give you the practical skills to put out a fire using the correct equipment, whilst learning about new developments relating to effective fire suppression.

Key Learning Outcomes:

- Demonstrate knowledge of the basic principles of the physics and chemistry of fire
- Understand the fire classes and fire suppression techniques
- Select and implement a strategy to deal with fire

FIRE EXTINGUISHER WEBINAR - THEORY	
UNIT 3271	Suppress fire with hand extinguishers and fixed hose reels
Unit 4647	Explain the principles of fire science
Attendance Prerequisites	Hazard and Risk Management recommended
Course Duration	3 Hours (webinar component)
Availability	Online via webinar

Fire Extinguisher *Refresher* Webinar

Refreshe your knowledge in the operation of different types of fire extinguishers and fire suppression techniques used in the workplace.

Online webinar training delivery allows you to train from any location.

This course will provide you with an understanding of the different types of fire extinguishers and give you the practical skills to put out a fire using the correct equipment, whilst learning about new developments relating to effective fire suppression.

Key Learning Outcomes:

✅ Demonstrate knowledge of the basic principles of the physics and chemistry of fire

✅ Understand the fire classes and fire suppression techniques

✅ Select and implement a strategy to deal with fire

FIRE EXTINGUISHER REFRESHER WEBINAR	
UNIT 3271	Suppress fire with hand extinguishers and fixed hose reels
Unit 4647	Explain the principles of fire science
Attendance Prerequisites	Hazard and Risk Management recommended
Course Duration	3 Hours
Availability	✅ Online via webinar

Height Safety Introduction Webinar - Theory

Understand the legal requirements, systems and procedures to conduct work safely at height.

This webinar and practical course will guide you through the selection and use of different types of fall arrest equipment.

It involves a number of practical scenarios (completed during practical training following the webinar) including fall arrest, work positioning, restraint systems and developing a rescue plan. We also cover hazards associated with scaffolds, mobile elevated work platforms, ladders, guardrails, walkways, ramps and stairways.

LOCKDOWN NOTICE: PRACTICAL COMPONENT TO BE COMPLETED AT A LATER DATE

Key Learning Outcomes:

✅ Explain the legislative requirements and systems used for working at heights

✅ Demonstrate knowledge of hazards associated with wearing a safety harness and associated equipment

✅ Demonstrate knowledge of safety harnesses and associated systems and equipment

✅ Check and fit a safety harness system

✅ Use a safety harness system where a fall hazard exists at height

✅ Demonstrate knowledge of the rescue plan to be activated in the event of a fall

✅ Identify the common types of height safety equipment used in the workplace

✅ Identify suitable height work equipment and suitable anchor points for fall and arrest systems

✅ Identify anchor points and prepare to install a temporary proprietary height safety systems

✅ Install horizontal and vertical temporary proprietary height safety systems

✅ Use and disestablish temporary proprietary height safety systems

✅ Use height safety equipment and plan rescue techniques and emergency procedures for working at height

✅ Reinforcement of the knowledge and skills obtained during the training

HEIGHT SAFETY INTRODUCTION WEBINAR	
Unit 17600	Explain safe work practices for working at heights
Unit 23229	Use safety harness system when working at height
Unit 25045	Employ height safety equipment in the workplace
Attendance Prerequisites	• Hazard and Risk Management is recommended • Permit Receiver and Issue is recommended • Mobile Elevated Work Platforms is recommended
Reassessment	Refresher courses available.
Course Duration	6 Hours (webinar component)
Availability	✅ Online via webinar

Height Safety Advanced Webinar - Theory

Gain a comprehensive understanding of the legal requirements and management of proprietary height safety systems and procedures.

This course will guide you through the selection and inspection of various fall arrest systems and relevant ropes and knots. There are also practical scenarios to ensure you understand the use, installation and disestablishment of proprietary height safety systems, anchor points, work positioning, restraint systems and developing and implementing a rescue plan. We also cover hazards associated with scaffolds, mobile elevated work platforms, ladders, guardrails, walkways, ramps and stairways.

HEIGHT SAFETY ADVANCED WEBINAR	
Unit 17600	Explain safe work practices for working at heights
Unit 23229	Use safety harness system when working at height
Unit 25045	Employ height safety equipment in the workplace
Unit 15757	Use, install and disestablish temporary proprietary height safety systems when working at height
Attendance Prerequisites	• Permit Receiver and Issuer is recommended • Mobile Elevated Work Platform is recommended
Reassessment	Refresher courses available
Course Duration	6 Hours (webinar component)
Availability	✅ Online via webinar

LOCKDOWN NOTICE: PRACTICAL COMPONENT TO BE COMPLETED AT A LATER DATE

Key Learning Outcomes:

✅ Explain the legislative requirements and systems used for working at heights

✅ Demonstrate knowledge of hazards associated with wearing a safety harness and associated equipment

✅ Demonstrate knowledge of safety harnesses and associated systems and equipment

✅ Check and fit a safety harness system

✅ Use a safety harness system where a fall hazard exists at height

✅ Demonstrate knowledge of the rescue plan to be activated in the event of a fall

✅ Identify the common types of height safety equipment used in the workplace

✅ Identify suitable height work equipment and suitable anchor points for fall and arrest systems

✅ Identify anchor points and prepare to install a temporary proprietary height safety systems

✅ Install horizontal and vertical temporary proprietary height safety systems

✅ Use and disestablish temporary proprietary height safety systems

✅ Use height safety equipment and plan rescue techniques and emergency procedures for working at height

✅ Reinforcement of the knowledge and skills obtained during the training

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Height Safety Refresher Webinar

Refresh your understanding of the legal requirements and management of proprietary height safety systems and procedures. All while accessing the training remotely via webinar.

This refresher course will guide you through the selection and inspection of various fall arrest systems and relevant ropes and knots.

This webinar is completely theory based and refreshes your previous height safety practical training.

If you did not complete your original training with Safety 'n Action then we may require evidence of competency

HEIGHT SAFETY REFRESHER WEBINAR			
Refreshed unit standard listed [*If currently held]	17600	Safe work practices for working at heights	
	23229	Use a safety harness for personal fall prevention	
	25045	Employ height safety equipment in the workplace	
	15757	Use, install and disestablish proprietary fall arrest systems	
Course Duration	6 Hours		
Availability	✅ Online via webinar		

Key Learning Outcomes:

✅ Explain the legislative requirements and systems used for working at heights

✅ Demonstrate knowledge of hazards associated with wearing a safety harness and associated equipment

✅ Demonstrate knowledge of safety harnesses and associated systems and equipment

✅ Check and fit a safety harness system

✅ Use a safety harness system where a fall hazard exists at height

✅ Demonstrate knowledge of the rescue plan to be activated in the event of a fall

✅ Identify the common types of height safety equipment used in the workplace

✅ Identify suitable height work equipment and suitable anchor points for fall and arrest systems

✅ Identify anchor points and prepare to install a temporary proprietary height safety systems

✅ Install horizontal and vertical temporary proprietary height safety systems

✅ Use and disestablish temporary proprietary height safety systems

✅ Use height safety equipment and plan rescue techniques and emergency procedures for working at height

✅ Reinforcement of the knowledge and skills obtained during the training

Mobile Elevating Work Platforms Webinar -Theory

Understand the legal obligations, pre-check requirements and skills needed to safely operate a Mobile Elevating Work Platform.

This webinar and practical course ensures you understand the relevant guidelines, regulations and Codes of Practice to safely assess and operate a MEWP. Practical training following the webinar includes a series of practical exercises where you will apply and test your knowledge of hazards, risk management and operational skills.

Machine Options:
Only two machine combinations can be trained during your practical training. You will need to specify which combination you require on booking. The machine options are as follows:

- Scissor Lift
- Self-Propelled Boom
- Vertical Lift
- Trailer Mounted Elevating Work Platform
- Truck Mounted Elevating Work Platform

Key Learning Outcomes:

- ✓ Demonstrate knowledge of types of MEWP's
- ✓ Their suitability for purpose & Safety features
- ✓ Legislative requirements in relation to code of practice and the use of MEWP's
- ✓ Assess the worksite and prepare to use the relevant MEWP
- ✓ How to identify and report faults and damage for the MEWP
- ✓ How to shut down the MEWP

LOCKDOWN NOTICE: PRACTICAL COMPONENT TO BE COMPLETED AT A LATER DATE

MOBILE ELEVATING WORK PLATFORMS WEBINAR	
Unit 23966 (Mandatory)	Describe types of elevating work platforms (EWPs) and legislative requirements for their use
Unit 23960	Assess the worksite, prepare and operate a scissor lift
Unit 23961	Assess the worksite, prepare and operate a truck-mounted EWP
Unit 23962	Assess the worksite, prepare and operate a self-propelled boom lift
Unit 23963	Assess the worksite, prepare and operate a trailer-mounted EWP
Unit 23964	Assess the worksite, prepare and operate a vertical lift
Reassessment	Refresher course available
Course Duration	4 Hours (webinar component)
Availability	✓ Online via webinar

Disclaimer: due to availability of machinery we are only able to train certain machines on a company course. Open courses at our training centres only cover the Scissor Lift and Self-Propelled Boom unit standards.

Accident & Event Investigation Webinar

Webinar Accident and Event Investigation is a self paced, pre-recorded webinar that you are able to complete whenever it fits into your schedule, ensuring that you take in the information presented at your own pace.

This course will give you the hands-on tools and knowledge to effectively report and investigate accidents and incidents, as well as putting in place the processes and procedures to prevent future events. Included in the course is a simulated accident scene, designed to develop and hone your skills. guardrails, walkways, ramps and stairways.

Key Learning Outcomes:

- ✓ Explain why workplace accidents need to be reported and investigated
- ✓ Explain the concepts of multiple causation and root-cause analysis
- ✓ Detail an incident investigation process using a hypothetical incident
- ✓ Produce an incident investigation report based on a documented incident

ACCIDENT AND EVENT INVESTIGATION WEBINAR	
Unit 17601	Produce an occupational health and safety incident investigation
Course Duration	6 Hours
Availability	✓ Online via webinar

Hazard and Risk Management Webinar

Effective hazard and risk management reduces the chance of harm occurring, resulting in a safer and more productive workplace for you and your team.

This course will give you the knowledge and skills required to effectively assess the level of risk associated with workplace hazards, enabling you to identify and prevent potential illness, injury or incidents in your workplace.

Key Learning Outcomes:

- Understand the responsibilities for workplace health and safety according to the Health and Safety at Work Act 2015
- Be able to explain the legislative requirements for risk management in the workplace
- Apply the risk management cycle within your workplace to identify hazards, assess risk, control the risks, monitor controls and review for continuous improvement
- Complete any necessary documentation associated with managing risk in the workplace
- Describe methods used to determine the effectiveness of controls such as audits, statistical analysis, accident and incident registers

HAZARD AND RISK MANAGEMENT SELF PACED WEBINAR	
Unit 30265	Apply health and safety risk assessment to a job role
Unit 497	Demonstrate knowledge of workplace health and safety requirements
Course Duration	5 Hours
Availability	✓ Online via webinar

Asbestos Awareness Webinar

If you or your team work in the construction industry or any sort of demolition or refurbishment then you will need to be aware of when and where you could be exposed to Asbestos.

This webinar will give you a broad overview of the dangers of Asbestos, where you will likely encounter Asbestos Containing Materials (ACM), as well as how to safely handle it, including the removal and disposal of up to 10m² of non-friable asbestos.

Key Learning Outcomes:

- Overview on what Asbestos is
- Asbestos health hazards
- Legislation and new Asbestos licencing
- Identifying asbestos or ACM in buildings
- Personal and respiratory protective equipment
- How to take samples safely
- Safe removal procedures of up to 10m²
- Where and how to safely dispose of Asbestos
- Overview on personal decontamination procedures
- Understanding personal decontamination procedures

ASBESTOS AWARENESS WEBINAR	
Unit Standards	*This is a non unit standard course*
Course Duration	2 Hours
Availability	✓ Online via webinar

Hazardous Substances in the Workplace Webinar

Understand how to work safely with hazardous substances found in the workplace.

Train at a time that fits your schedule with this pre-recorded webinar.

With a focus on practical tasks and real workplace procedures, participants will come away with valuable hazardous substances knowledge that can be easily applied in their working environment.

This course is suitable for first time users or handlers of hazardous substances. The knowledge gained will provide a greater understanding of such substances prior to advanced training in the future.

This course is also suitable for employees not involved in the direct use or handling of hazardous substances, but who would benefit from increasing their knowledge.

This course acts as a natural starting point for training in Hazardous Substances. To continue to upskill in hazardous substances management, you could consider Management & Handling of Hazardous Substances (Level 4) or Certified Handler (Level 5).

Key Learning Outcomes:

- ✓ Demonstrate knowledge of hazardous substances in a workplace and their potential adverse effects
- ✓ Demonstrate knowledge of a workplace's procedures to prevent adverse effects of hazardous substances
- ✓ Undertake practical tasks; container exercise, decanting and spill response (optional)

HAZARDOUS SUBSTANCES IN THE WORKPLACE WEBINAR

Unit Standard 31292	Demonstrate knowledge of workplace procedures relating to hazardous substances
Prerequisites	None
Course Duration	3 Hours
Availability	✓ Online via webinar

Management & Handling of Hazardous Substances Webinar

Understand how to handle, store and manage hazardous substances in the workplace.

Train online at a time that fits your schedule with this pre-recorded webinar.

This course will provide you with the opportunity to develop your knowledge of workplace hazardous substances; understand safe storage and handling and learn how to identify, select and apply legislated and other controls designed to minimise the exposure of workers to these risks, and ensure the proper reporting required under the Health and Safety at Work (Hazardous Substances) Regulations 2017.

This Course is designed for those responsible for the management, storage, use, disposal and handling of hazardous substances in a workplace. This would apply to store persons, team leaders, supervisors, shift managers, safety officers, purchasing officers and other managers responsible for the PCBU Hazardous Substances controls.

Key Learning Outcomes:

- ✓ Demonstrate knowledge of monitoring of controls managing the risks of workplace hazardous substances
- ✓ Demonstrate knowledge of procedures relating to the uncontrolled release of hazardous substances
- ✓ Demonstrate an understanding of the technical vocabulary and documentation used for hazardous substances
- ✓ Understand the potential adverse effects of hazardous substances on the body and environment, types of exposure monitoring, and treatment options
- ✓ Know the precautions to take relating to the storage and handling of hazardous substances in the workplace
- ✓ Understand responsibilities relating to the safe storage, handling, and disposal controls compliant to the legislation and workplace requirements
- ✓ Classification of workplace hazardous substances according to their hazardous property thresholds

MANAGEMENT & HANDLING OF HAZARDOUS SUBSTANCES WEBINAR

Unit 31290	Demonstrate knowledge of safe management and potential adverse effects of hazardous substances in the workplace
Unit 31293	Demonstrate safe handling, storage, and disposal of hazardous substances in the workplace
Course Duration	6 Hours
Availability	✓ Online via webinar

Self-Paced Webinar Training

Accident & Event Investigation - Self Paced Webinar

Webinar Accident and Event Investigation is a self paced, pre-recorded webinar that you are able to complete whenever it fits into your schedule, ensuring that you take in the information presented at your own pace.

This course will give you the hands-on tools and knowledge to effectively report and investigate accidents and incidents, as well as putting in place the processes and procedures to prevent future events. Included in the course is a simulated accident scene, designed to develop and hone your skills. guardrails, walkways, ramps and stairways.

Key Learning Outcomes:

- Explain why workplace accidents need to be reported and investigated
- Explain the concepts of multiple causation and root-cause analysis
- Detail an incident investigation process using a hypothetical incident
- Produce an incident investigation report based on a documented incident

ACCIDENT AND EVENT INVESTIGATION SELF PACED WEBINAR	
Unit 17601	Produce an occupational health and safety incident investigation
Course Duration	Self paced
Availability	Online via pre-recorded webinar

Asbestos Awareness
– Self Paced Webinar

If you or your team work in the construction industry or any sort of demolition or refurbishment then you will need to be aware of when and where you could be exposed to Asbestos.

This pre-recorded webinar will give you a broad overview of the dangers of Asbestos, where you will likely encounter Asbestos Containing Materials (ACM), as well as how to safely handle it, including the removal and disposal of up to 10m² of non-friable asbestos.

Key Learning Outcomes:

- Overview on what Asbestos is
- Asbestos health hazards
- Legislation and new Asbestos licencing
- Identifying asbestos or ACM in buildings
- Personal and respiratory protective equipment
- How to take samples safely
- Safe removal procedures of up to 10m²
- Where and how to safely dispose of Asbestos
- Overview on personal decontamination procedures
- Understanding personal decontamination procedures

ASBESTOS AWARENESS SELF PACED WEBINAR	
Unit Standards	*This is a non unit standard course*
Course Duration	Self paced
Availability	Online via pre-recorded webinar

Confined Space & Gas Detection *Refresher*
– Self Paced Webinar

Refresh your knowledge and technical skills to effectively plan, observe and safely enter a confined space.

This refresher course will provide you with up to date skills and knowledge, as an entrant or observer, to identify the types of confined spaces and hazards and risks associated with working in a confined space. It will also reinforce your understanding of atmospheric testing and equipment required to establish a planned and safe entry, as well as the correct emergency procedures in the event of a rescue.

Key Learning Outcomes:

- Identify hazards and controls within confined spaces
- Develop an emergency procedure plan for a confined space
- Complete required documentation for a confined space entry
- Demonstrate knowledge of confined spaces and their permit notification and implementation requirements
- Demonstrate knowledge of monitoring and confined space testing requirements
- Describe the responsibilities and duties of people entering; or conducting observation duties for a confined space
- Demonstrate knowledge of atmospheric testing in potentially hazardous environments
- Conduct atmospheric tests and interpret and respond to atmospheric testing results

CONFINED SPACE AND GAS DETECTION REFRESHER SELF PACED WEBINAR	
Refreshed unit standard listed (*If currently held)	
17599	Plan a confined space entry
18426	Demonstrate knowledge of hazards associated with confined spaces
25510	Operate an atmospheric testing device to determine a suitable atmosphere exists to work safety
Optional Extra Units:	
3058	Perform gas tests for an energy and chemical plant)
19207	Work in a confined space in the infrastructure (Water) industry
18037	Plan a confined space entry in the electricity supply industry
Course Duration	One Day (8 Hours)
Availability	Nationwide at one of our training centres At your own site or workplace

Fire and Emergency Warden
– Self Paced Webinar

Gain the knowledge and skills to carry out an effective fire and emergency plan.

This course will give you an in-depth understanding of the duties of a Fire and Emergency Warden in accordance with the law, as well as the practical skills to effectively evacuate the workplace in event of a fire or emergency.

In accordance with the requirements to maintain Consent to Assess for the unit standards taught on this course, Safety 'n Action had this course pre moderated and approved by our standard setting body, The Skills Organisation.

Key Learning Outcomes:

- Demonstrate knowledge of evacuation requirements for a particular workplace or site.
- Explain the duties of a Fire and Emergency Warden in accordance with the law
- Select and implement a strategy to evacuate the workplace

FIRE AND EMERGENCY WARDEN	
Unit 18408	Demonstrate knowledge of fire and emergency warden duties in the workplace.
Attendance Prerequisites	Fire Extinguisher is recommended Hazard and Risk Management is recommended
Course Duration	Self paced
Availability	✓ Online via pre-recorded webinar

Fire and Emergency Warden
Refresher – Self Paced Webinar

Refresh your knowledge in the operation of different types of fire extinguishers and fire suppression techniques used in the workplace.

This refresher course will provide you with an up to date reinforcement of understanding regarding the different types of fire extinguishers and give you the practical skills to put out a fire using the correct equipment, whilst learning about new developments relating to effective fire suppression.

Key Learning Outcomes:

- Demonstrate knowledge of evacuation requirements for a particular workplace or site.
- Explain the duties of a Fire and Emergency Warden in accordance with the law
- Select and implement a strategy to evacuate the workplace

FIRE AND EMERGENCY WARDEN REFRESHER SELF PACED WEBINAR		
Refreshed unit standard listed *[*If currently held]*	Unit 18408	Demonstrate knowledge of fire and emergency warden duties in the workplace.
Course Duration		Self paced
Availability		✓ Online via pre-recorded webinar

Fire Extinguisher *Refresher* – Self Paced Webinar

Refresh your knowledge in the operation of different types of fire extinguishers and fire suppression techniques used in the workplace.

This refresher course will provide you with an up to date reinforcement of understanding regarding the different types of fire extinguishers and give you the practical skills to put out a fire using the correct equipment, whilst learning about new developments relating to effective fire suppression.

* If you did not complete your original training with Safety 'n Action then we may require evidence of competency

Key Learning Outcomes:

✅ Demonstrate knowledge of the basic principles of the physics and chemistry of fire

✅ Understand the fire classes and fire suppression techniques

✅ Select and implement a strategy to deal with fire

FIRE EXTINGUISHER REFRESHER		
Refreshed unit standard listed (*If currently held)	3271	Suppress fire with hand extinguishers and fixed hose reels
	4647	Explain the principles of fire sciences
Course Duration	Self paced	
Availability	✅ Online via pre-recorded webinar	

Hazardous Substances in the Workplace - Self Paced Webinar

Understand how to work safely with hazardous substances found in the workplace.

Train at a time that fits your schedule with this pre-recorded webinar.

With a focus on practical tasks and real workplace procedures, participants will come away with valuable hazardous substances knowledge that can be easily applied in their working environment.

This course is suitable for first time users or handlers of hazardous substances. The knowledge gained will provide a greater understanding of such substances prior to advanced training in the future.

This course is also suitable for employees not involved in the direct use or handling of hazardous substances, but who would benefit from increasing their knowledge.

This course acts as a natural starting point for training in Hazardous Substances. To continue to upskill in hazardous substances management, you could consider Management & Handling of Hazardous Substances (Level 4) or Certified Handler (Level 5).

Key Learning Outcomes:

✅ Demonstrate knowledge of hazardous substances in a workplace and their potential adverse effects

✅ Demonstrate knowledge of a workplace's procedures to prevent adverse effects of hazardous substances

✅ Undertake practical tasks; container exercise, decanting and spill response (optional)

ONLINE HAZARDOUS SUBSTANCES IN THE WORKPLACE SELF PACED WEBINAR	
Unit Standard 31292	Demonstrate knowledge of workplace procedures relating to hazardous substances
Prerequisites	None
Course Duration	Self-paced
Availability	✅ Online via pre-recorded webinar

Management & Handling of Hazardous Substances – Self Paced Webinar

Understand how to handle, store and manage hazardous substances in the workplace.

Train online at a time that fits your schedule with this pre-recorded webinar.

This course will provide you with the opportunity to develop your knowledge of workplace hazardous substances; understand safe storage and handling and learn how to identify, select and apply legislated and other controls designed to minimise the exposure of workers to these risks, and ensure the proper reporting required under the Health and Safety at Work (Hazardous Substances) Regulations 2017.

This Course is designed for those responsible for the management, storage, use, disposal and handling of hazardous substances in a workplace. This would apply to store persons, team leaders, supervisors, shift managers, safety officers, purchasing officers and other managers responsible for the PCBU Hazardous Substances controls.

Key Learning Outcomes:

- Demonstrate knowledge of monitoring of controls managing the risks of workplace hazardous substances
- Demonstrate knowledge of procedures relating to the uncontrolled release of hazardous substances
- Demonstrate an understanding of the technical vocabulary and documentation used for hazardous substances
- Understand the potential adverse effects of hazardous substances on the body and environment, types of exposure monitoring, and treatment options
- Know the precautions to take relating to the storage and handling of hazardous substances in the workplace
- Understand responsibilities relating to the safe storage, handling, and disposal controls compliant to the legislation and workplace requirements
- Classification of workplace hazardous substances according to their hazardous property thresholds

ONLINE MANAGEMENT & HANDLING OF HAZARDOUS SUBSTANCES	
Unit 31290	Demonstrate knowledge of safe management and potential adverse effects of hazardous substances in the workplace
Unit 31293	Demonstrate safe handling, storage, and disposal of hazardous substances in the workplace
Course Duration	Self-paced
Availability	✓ Online via pre-recorded webinar

Management & Handling of Hazardous Substances *Refresher* - Self Paced Webinar

Refresh your knowledge of how to handle, store and manage hazardous substances in the workplace.

Train online at a time that fits your schedule with this pre-recorded webinar.

This course will provide you with the opportunity to refresh your knowledge of workplace hazardous substances; understand safe storage and handling and learn how to identify, select and apply legislated and other controls designed to minimise the exposure of workers to these risks, and ensure the proper reporting required under the Health and Safety at Work (Hazardous Substances) Regulations 2017.

This Course is designed for those responsible for the management, storage, use, disposal and handling of hazardous substances in a workplace. This would apply to store persons, team leaders, supervisors, shift managers, safety officers, purchasing officers and other managers responsible for the PCBU Hazardous Substances controls.

Key Learning Outcomes:

- Demonstrate knowledge of monitoring of controls managing the risks of workplace hazardous substances
- Demonstrate knowledge of procedures relating to the uncontrolled release of hazardous substances
- Demonstrate an understanding of the technical vocabulary and documentation used for hazardous substances
- Understand the potential adverse effects of hazardous substances on the body and environment, types of exposure monitoring, and treatment options
- Know the precautions to take relating to the storage and handling of hazardous substances in the workplace
- Understand responsibilities relating to the safe storage, handling, and disposal controls compliant to the legislation and workplace requirements
- Classification of workplace hazardous substances according to their hazardous property thresholds

MANAGEMENT & HANDLING OF HAZARDOUS SUBSTANCES REFRESHER SELF PACED WEBINAR		
Refreshed unit standard listed (*If currently held)	31290	Demonstrate knowledge of safe management and potential adverse effects of hazardous substances in the workplace
	3123	Demonstrate safe handling, storage, and disposal of hazardous substances in the workplace
Course Duration	Self paced	
Availability	✓ Online via pre-recorded webinar	

Coordinated Incident Management System (CIMS) - Self Paced Webinar

Gain knowledge in the CIMS framework and system including how to respond to agencies and services for multiple incidents.

The course covers the roles and principals, functions and structures and the terms used in the CIMS framework. The Introduction to CIMS course is recommended for all people involved in any aspect of emergency response. The Coordinated Incident Management System (CIMS) provides the structure for the command, control and coordination response to an emergency incident, so all personnel should have a basic understanding of the principles of CIMS, its terminology and key functional areas.

Key Learning Outcomes: Knowledge of roles and principles of CIMS Knowledge of functions, structure and terms used in the CIMS framework Practical scenario using an incident action plan.

Key Learning Outcomes:

- ✓ Knowledge of roles and priciples of CIMS
- ✓ Knowledge of functions, structure and terms used in the CIMS framework
- ✓ Practical scenario using an incident action plan

CIMS is applicable across all types of emergency incidents from a car crash, earthquake, major flooding event, rural fire or avalanche rescue.

COORDINATED INCIDENT MANAGEMENT SYSTEMS (CIMS) SELF PACED WEBINAR

Unit 32158	Demonstrate basic knowledge of New Zealand's Coordinated Incident Management System
Course Duration	Self paced
Availability	✓ Online via pre-recorded webinar

Hazard and Risk Management - Self Paced Webinar

Effective hazard and risk management reduces the chance of harm occurring, resulting in a safer and more productive workplace for you and your team.

This course will give you the knowledge and skills required to effectively assess the level of risk associated with workplace hazards, enabling you to identify and prevent potential illness, injury or incidents in your workplace.

Key Learning Outcomes:

- ✓ Understand the responsibilities for workplace health and safety according to the Health and Safety at Work Act 2015
- ✓ Be able to explain the legislative requirements for risk management in the workplace
- ✓ Apply the risk management cycle within your workplace to identify hazards, assess risk, control the risks, monitor controls and review for continuous improvement
- ✓ Complete any necessary documentation associated with managing risk in the workplace
- ✓ Describe methods used to determine the effectiveness of controls such as audits, statistical analysis, accident and incident registers

HAZARD AND RISK MANAGEMENT SELF PACED WEBINAR

Unit 30265	Apply health and safety risk assessment to a job role
Unit 497	Demonstrate knowledge of workplace health and safety requirements
Course Duration	Self-paced
Availability	✓ Online via pre-recorded webinar

Health and Safety Representative Initial – Self Paced Webinar

Empower your Health & Safety Representatives (HSRs) with effective training and support to fulfil their responsibilities and duties.

This online self paced course will provide your Health & Safety Representatives (HSR's) with the knowledge and skills to address issues raised by workers and manage them to the satisfaction of stakeholders. HSR's will be updated on their responsibilities, functions and powers according to the Health and Safety at Work Act 2015 and its regulations.

Key Learning Outcomes:

- Explain and demonstrate the overall role, powers and functions of a Health and Safety Representative in a New Zealand workplace
- Explain the role, functions and powers of the Health and Safety Representative under the Health and Safety at Work Act 2015 and its Regulations
- Explain the role of a Health and Safety Representative as an advocate for workers
- Identify the obligations of a PCBU and WorkSafe New Zealand towards the Health and Safety Representative
- Describe the risk management process and the importance of communicating with workers and management
- Describe and demonstrate the powers and obligations that a health and safety representative has in terms of issuing a provisional improvement notice (PIN) and how and when to direct a worker to cease unsafe work

HEALTH AND SAFETY REPRESENTATIVE INITIAL SELF PACED WEBINAR

Unit 29315	Describe the role and functions of the Health and Safety Representative in a New Zealand workplace
Attendance Prerequisites	Hazard and Risk Management is recommended
Course Duration	Self-paced
Availability	✔ Online via pre-recorded webinar

Height Safety Refresher - Self Paced Webinar

Refresh your understanding of the legal requirements and management of proprietary height safety systems and procedures. All while accessing the training remotely via pre-recorded webinar.

This refresher course will guide you through the selection and inspection of various fall arrest systems and relevant ropes and knots.

This webinar is completely theory based and refreshes your previous height safety practical training.

If you did not complete your original training with Safety 'n Action then we may require evidence of competency

Key Learning Outcomes:

- Explain the legislative requirements and systems used for working at heights
- Demonstrate knowledge of hazards associated with wearing a safety harness and associated equipment
- Demonstrate knowledge of safety harnesses and associated systems and equipment
- Check and fit a safety harness system
- Use a safety harness system where a fall hazard exists at height
- Demonstrate knowledge of the rescue plan to be activated in the event of a fall
- Identify the common types of height safety equipment used in the workplace
- Identify suitable height work equipment and suitable anchor points for fall and arrest systems
- Identify anchor points and prepare to install a temporary proprietary height safety systems
- Install horizontal and vertical temporary proprietary height safety systems
- Use and disestablish temporary proprietary height safety systems
- Use height safety equipment and plan rescue techniques and emergency procedures for working at height
- Reinforcement of the knowledge and skills obtained during the training

HEIGHT SAFETY REFRESHER

Refreshed unit standard listed [*If currently held]	**17600**	Safe work practices for working at heights
	23229	Use a safety harness for personal fall prevention
	25045	Employ height safety equipment in the workplace
	15757	Use, install and disestablish proprietary fall arrest systems
Course Duration	Self-paced	
Availability	✔ Online via pre-recorded webinar	

Permit Issuer
- Self Paced Webinar

Gain a comprehensive understanding of Permit Issuer procedures to ensure you have the controls in place to safely and effectively complete the task.

This course will ensure you understand the essential components of the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

Note: this course is based on generic Safety 'n Action permits. If contracting to Fonterra it is recommended that you book onto a Permit Issuer - Safe Work Systems course.

Key Learning Outcomes:

- ✅ Explain permit types, roles and requirements for issuing a permit
- ✅ Demonstrate the preparation requirements for issuing a permit including hazard analysis and supervisory requirements on site
- ✅ Explain and demonstrate the implementation of control systems including monitoring of and compliance to work scope
- ✅ Explain procedures for deviations in terms of change of scope, new hazards, changes in personnel and reasons for cancellation
- ✅ Explain and demonstrate the action for completion of work and procedures for closure of permit

PERMIT ISSUER SELF PACED WEBINAR	
Unit 17590	Issue work site specific work permits
Course Duration	Self-paced
Availability	✅ Online via pre-recorded webinar

Permit Receiver
- Self Paced Webinar

Gain a comprehensive understanding of Permit Receiver procedures to ensure you have the controls in place to safely and effectively complete the task.

This course will ensure you understand the essential roles involved in the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Receiver. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident in applying for or accepting a work permit.

Note: this course is based on generic Safety 'n Action permits. If contracting to Fonterra it is recommended that you book onto a Permit Receiver - Safe Work Systems course.

Key Learning Outcomes:

- ✅ Understand and explain the types of work permits
- ✅ Understand the roles of those involved in the work permit system
- ✅ Gain clarity on the requirements for receiving a work permit
- ✅ Understand how to accept a work permit and undertake work under the permit
- ✅ Describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work

PERMIT RECEIVER SELF PACED WEBINAR	
Unit 17588	Apply for, accept and carry out work according to a work permit in the workplace
Course Duration	Self-paced
Availability	✅ Online via pre-recorded webinar

Safe Work System Permit Issuer
- Self Paced Webinar

Gain the required knowledge and skills to work as a Permit Issuer under the Fonterra Safe Work System.

This self-paced webinar will ensure you understand the essential roles involved in Fonterra's Safe Work System, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

Key Learning Outcomes:

- Demonstrate the preparation requirements for issuing a permit including hazard analysis and supervisory requirements on site
- Explain procedures for deviations in terms of change of scope, new hazards, changes in personnel and reasons for cancellation
- Explain and demonstrate the action for completion of work and procedures for closure of permit
- Explain permit types, roles and requirements for issuing a permit and demonstrate the implementation of control systems
- Understand and explain the requirements of the Fonterra Safe Work System
- Gain a comprehensive understanding of the JSAA form, and the Permit Form
- Describe the use of the risk matrix and its application within the JSAA

SAFE WORK SYSTEM PERMIT ISSUER SELF PACED WEBINAR	
Unit 17590	Issue worksite specific work permits
Attendance Prerequisites	Hazard and Risk Management unit standard 17602
Course Duration	Self-paced
Availability	✔ Online via pre-recorded webinar

Safe Work System Permit Receiver
- Self Paced Webinar

Gain the required knowledge and skills to work as a Permit Receiver under the Fonterra Safe Work System.

This self-paced webinar will ensure you understand the essential roles involved in Fonterra's Safe Work System, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Receiver. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident in applying for or accepting a work permit.

Key Learning Outcomes:

- Demonstrate the preparation requirements for receiving a permit including hazard analysis and supervisory requirements on site
- Explain procedures for deviations in terms of change of scope, new hazards, changes in personnel and reasons for cancellation
- Explain and demonstrate the action for completion of work and procedures for closure of permit
- Explain permit types, roles and requirements for receiving a permit and demonstrate the implementation of control systems
- Understand and explain the requirements of the Fonterra Safe Work System
- Gain a comprehensive understanding of the JSAA form, and the Permit Form
- Describe the use of the risk matrix and its application within the JSAA

SAFE WORK SYSTEM PERMIT RECEIVER SELF PACED WEBINAR	
Unit 17588	Apply for, accept and carry out work according to a work permit in the workplace
Attendance Prerequisites	Hazard and Risk Management unit standard 17602
Course Duration	Self-paced
Availability	✔ Online via pre-recorded webinar

Online Training

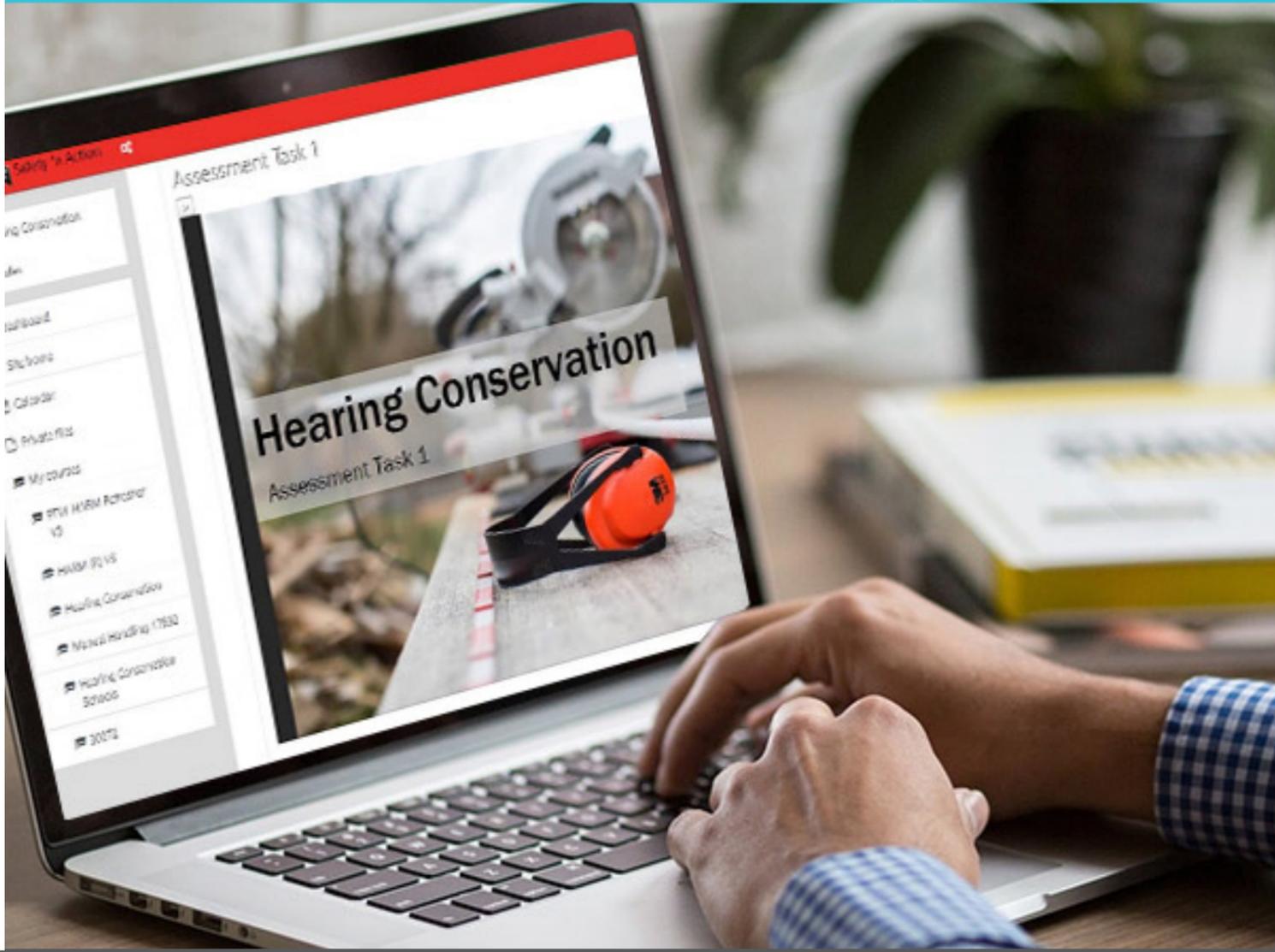## Isolations
– Self Paced Webinar

Safeguard your workforce by effectively applying isolations to workplace activities, which prevent risk of exposure to dangerous hazards and power sources.

Train at a time that fits your schedule with this pre-recorded webinar.

This online course will give you the necessary knowledge to identify when you need to apply isolation procedures and how to lockout or reinstate machinery. Through simulated exercises you will have the opportunity to conduct multiple tag out and lockout scenarios, to reinforce your understanding and skill application.

Key Learning Outcomes:

✓ Demonstrate machinery, lockout and reinstatement

✓ Conduct a machinery lockout

✓ Conduct a reinstatement following a machinery lockout

✓ Apply isolations for different hazardous energy sources (subject to authority requirements following documented site procedures and permits)

✓ Identify how isolations are verified as achieving zero state

ISOLATIONS SELF PACED WEBINAR	
Unit 25043	Lockout and reinstate machinery in the workplace
Attendance Prerequisites	Hazard and Risk Management is recommended
Course Duration	Self-paced
Availability	✓ Online via pre-recorded webinar

Online Construction Site Access

This course will ensure that you are able to demonstrate knowledge of your organisation's health and safety procedures. You will also learn how to effectively apply the organisation's health and safety procedures under supervision for a building construction site.

People credited with this unit standard are able to demonstrate knowledge of the organisation's health and safety procedures and apply this knowledge under supervision on a building construction site.

Participants in this training will learn methods of hazard identification in accordance with the organisations' procedures, identify PPE for the worksite and describe its correct use. Participants will also learn the skill to effectively seek out and learn the accident notification and workplace emergency procedures in line with the workplace or worksite they are entering.

This course is suitable for any person required to enter and work on a building or construction site. It offers a nationally recognised NZQA unit standard.

Key Learning Outcomes:

- Understand health and safety procedures
- Identify personal protective equipment for the workplace and its correct use
- Identify worksite specific health and safety procedures
- Awareness of hazard identification relating to hazards
- Awareness of what to do in an emergency

ONLINE CONSTRUCTION SITE ACCESS

Unit 21209	Demonstrate knowledge of and carry out health and safety procedures for a building construction site
Course Duration	Self-paced
Availability	✓ Online (Web-based)

Online Sling Regular Loads Safely

Gain knowledge of how to sling loads safely as well as a broad understanding of relevant crane regulations.

This course will reinforce your knowledge of slinging loads safely. Included are a series of questions and exercises, ensuring you are up to date with the skills needed to understand calculations in regards to lifting gear and working load limit tables, and carrying out required duties. This course will also cover all relevant crane regulations.

Our Online Sling Regular Loads Safely course is a pre-requisite for further crane training. It is offered only in conjunction with a confirmed practical assessment.

Key Learning Outcomes:

- Knowledge of hazards, hazard control and lift planning
- Knowledge of lifting gear and working load limit (WLL) tables
- Understand the preparations for slinging regular loads safely

SLING REGULAR LOADS SAFELY

Unit 30072	Apply knowledge of slinging regular loads safely
Prerequisites	Hazard and Risk Management is recommended
Course Duration	Self-paced
Availability	✓ Online (web-based)

Online Hazard and Risk Management

Effective hazard and risk management reduces the chance of harm occurring, resulting in a safer and more productive workplace for you and your team.

This course will give you the knowledge and skills required to effectively assess the level of risk associated with workplace hazards, enabling you to identify and prevent potential illness, injury or incidents in your workplace.

Key Learning Outcomes:

- Understand the responsibilities for workplace health and safety according to the Health and Safety at Work Act 2015
- Be able to explain the legislative requirements for risk management in the workplace
- Apply the risk management cycle within your workplace to identify hazards, assess risk, control the risks, monitor controls and review for continuous improvement
- Complete any necessary documentation associated with managing risk in the workplace
- Describe methods used to determine the effectiveness of controls such as audits, statistical analysis, accident and incident registers

ONLINE HAZARD AND RISK MANAGEMENT	
Unit 30265	Apply health and safety risk assessment to a job role
Unit 497	Demonstrate knowledge of workplace health and safety requirements
Course Duration	Self-paced
Availability	Online (Web-based)

Online Hazard and Risk Management *Refresher*

Ensure your knowledge of Hazard and Risk Management is up to date with the latest industry standards.

This course will refresh your skills in identifying the difference between hazards and risks in the workplace or job role. You will also revise the effect of uncontrolled risks and how they can affect not only the workers, but the organisation and the environment as well.

If you did not complete your original training with Safety 'n Action then we may require evidence of competency.

Key Learning Outcomes:

- Understand the responsibilities for workplace health and safety according to the Health and Safety at Work Act 2015
- Be able to explain the legislative requirements for risk management in the workplace
- Apply the risk management cycle within your workplace to identify hazards, assess risk, control the risks, monitor controls and review for continuous improvement
- Describe methods used to determine the effectiveness of controls such as audits , statistical analysis and accident/ incident registers

ONLINE HAZARD AND RISK MANAGEMENT REFRESHER		
Refreshed unit standards listed (if currently held):	17602	Apply hazard identification and risk assessment procedures in the workplace
	497	Demonstrate knowledge of workplace health and safety requirements
	17593	Apply safe work practices in the workplace
	30265	Apply health and safety risk assessment to a job role
Course Duration	Self-paced	
Availability	Online (web-based)	

![Safety 'n Action logo]

Online Hazard & Risk Management & Permit Issuer

This course will give you the knowledge and skills required to effectively assess the level of risk associated with workplace hazards, enabling you to identify and prevent potential illness, injury or incidents in your workplace.

This course will ensure you understand the essential components of the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

Key Learning Outcomes:

- ✓ Review the legislative rights and responsibilities for workplace health and safety
- ✓ Demonstrate knowledge of assessing and managing risk in the workplace
- ✓ Describe control measures and methods to manage risk in the workplace
- ✓ Review the risk management process in your workplace (if applicable)
- ✓ Explain the different types of work permits
- ✓ Recognise the duties of those involved in the work permit system
- ✓ Understand the preparatory requirements when applying/receiving a work permit
- ✓ Describe the actions to be taken at the end of a work period or upon the completion of work

ONLINE HAZARD AND RISK MANAGEMENT & PERMIT ISSUER	
Unit 30265	Apply health and safety risk assessment to a job role
Unit 497	Demonstrate knowledge of workplace health and safety requirements
Unit 17590	Demonstrate knowledge of workplace health and safety requirements
Course Duration	Self-paced
Availability	✓ Online (Web-based)

Online Hazard & Risk Management & Permit Issuer *Refresher*

This course will refresh your knowledge and skills required to effectively assess the level of risk associated with workplace hazards, enabling you to identify and prevent potential illness, injury or incidents in your workplace.

This course will ensure you understand the essential components of the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

If you did not complete your original training with Safety 'n Action then we may require evidence of competency.

Key Learning Outcomes:

- ✓ Review the legislative rights and responsibilities for workplace health and safety
- ✓ Demonstrate knowledge of assessing and managing risk in the workplace
- ✓ Describe control measures and methods to manage risk in the workplace
- ✓ Review the risk management process in your workplace (if applicable)
- ✓ Explain the different types of work permits
- ✓ Recognise the duties of those involved in the work permit system
- ✓ Understand the preparatory requirements when applying/receiving a work permit
- ✓ Describe the actions to be taken at the end of a work period or upon the completion of work

HAZARD & RISK MANAGEMENT AND PERMIT TO WORK REFRESER		
Refreshed unit standard listed *(*If currently held)*	Unit 497	Demonstrate knowledge of workplace health and safety requirements
	Unit 30265	Apply health and safety risk assessment to a job role
	Unit 17590	Issue worksite specific work permits
Course Duration		Self-paced
Availability		✓ Online (Web-based)

Online Hazard & Risk Management & Permit Receiver

This course will give you the knowledge and skills required to effectively assess the level of risk associated with workplace hazards, enabling you to identify and prevent potential illness, injury or incidents in your workplace.

This course will ensure you understand the essential components of the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

Key Learning Outcomes:

- Review the legislative rights and responsibilities for workplace health and safety
- Demonstrate knowledge of assessing and managing risk in the workplace
- Describe control measures and methods to manage risk in the workplace
- Review the risk management process in your workplace (if applicable)
- Explain the different types of work permits
- Recognise the duties of those involved in the work permit system
- Understand the preparatory requirements when applying/receiving a work permit
- Describe the actions to be taken at the end of a work period or upon the completion of work

ONLINE HAZARD AND RISK MANAGEMENT & PERMIT RECEIVER	
Unit 30265	Apply health and safety risk assessment to a job role
Unit 497	Demonstrate knowledge of workplace health and safety requirements
Unit 17588	Apply for, accept and carry out work according to a work permit in the workplace
Course Duration	Self-paced
Availability	✓ Online (Web-based)

Online Hazard & Risk Management & Permit Receiver *Refresher*

This course will give you the knowledge and skills required to effectively assess the level of risk associated with workplace hazards, enabling you to identify and prevent potential illness, injury or incidents in your workplace.

This course will ensure you understand the essential components of the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

If you did not complete your original training with Safety 'n Action then we may require evidence of competency.

Key Learning Outcomes:

- Review the legislative rights and responsibilities for workplace health and safety
- Demonstrate knowledge of assessing and managing risk in the workplace
- Describe control measures and methods to manage risk in the workplace
- Review the risk management process in your workplace (if applicable)
- Explain the different types of work permits
- Recognise the duties of those involved in the work permit system
- Understand the preparatory requirements when applying/receiving a work permit
- Describe the actions to be taken at the end of a work period or upon the completion of work

ONLINE HAZARD & RISK MANAGEMENT AND PERMIT RECEIVER REFRESER		
Refreshed unit standard listed *(*If currently held)*	Unit 497	Demonstrate knowledge of workplace health and safety requirements
	Unit 30265	Apply health and safety risk assessment to a job role
	Unit 17588	Apply for, accept and carry out work according to a work permit in the workplace
Course Duration		Self-paced
Availability		✓ Online (Web-based)

Online Hazard & Risk Management, Permit Receiver & Permit Issuer *Refresher*

This course will refresh your Hazard and Risk Management, Permit Receiver and Permit Issuer. If you do not hold the unit standards for all 3 courses please select the course option that suits your needs.

MUST HOLD unit standards: 497, 30265, 17590, 17588 to enrol.

If you did not complete your original training with Safety 'n Action then we may require evidence of competency.

Key Learning Outcomes:

- Review the legislative rights and responsibilities for workplace health and safety
- Demonstrate knowledge of assessing and managing risk in the workplace
- Describe control measures and methods to manage risk in the workplace
- Review the risk management process in your workplace (if applicable)
- Explain the different types of work permits
- Recognise the duties of those involved in the work permit system
- Understand the preparatory requirements when applying/ receiving a work permit
- Describe the actions to be taken at the end of a work period or upon the completion of work

HAZARD & RISK MANAGEMENT, PERMIT ISSUER AND RECEIVER REFRESER		
Refreshed unit standard listed	**Unit 497**	Demonstrate knowledge of workplace health and safety requirements
	Unit 30265	Apply health and safety risk assessment to a job role
	Unit 17588	Apply for, accept & carry out work according to a work permit in the workplace
	Unit 17590	Issue worksite specific work permits
Course Duration		Self-paced
Availability		✓ Online (Web-based)

Online Manual Handling

Gain a valuable understanding of how to avoid back pain

This course will help you understand the harmful and physical demands placed on our bodies and give you the tools to support your long term physical performance. Learn to apply effective lifting and moving techniques that will relate directly to your work activities and gain awareness and knowledge for combating back and musculoskeletal injuries.

Key Learning Outcomes:

- Describe the structure and function of the spine
- Identify risk factors associated with occupational back injury and techniques that reduce the risk of back injury
- Identify work place control measures to reduce the risk of back injury
- Identify back care techniques

ONLINE MANUAL HANDLING	
Refreshed Unit 17592	Identify the causes of back injury and methods to prevent back injuries in the workplace.
Course Duration	Self-paced
Availability	✓ Online (Web-based)

Online Permit Issuer

Gain a comprehensive understanding of Permit Issuer procedures to ensure you have the controls in place to safely and effectively complete the task.

This course will ensure you understand the essential components of the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

Note: this course is based on generic Safety 'n Action permits. If contracting to Fonterra it is recommended that you book onto a Permit Issuer - Safe Work Systems course.

Key Learning Outcomes:

- ✅ Explain permit types, roles and requirements for issuing a permit
- ✅ Demonstrate the preparation requirements for issuing a permit including hazard analysis and supervisory requirements on site
- ✅ Explain and demonstrate the implementation of control systems including monitoring of and compliance to work scope
- ✅ Explain procedures for deviations in terms of change of scope, new hazards, changes in personnel and reasons for cancellation
- ✅ Explain and demonstrate the action for completion of work and procedures for closure of permit

ONLINE PERMIT ISSUER	
Unit 17590	Issue work site specific work permits
Course Duration	Self-paced
Availability	✅ Online (Web-based)

Online Permit Issuer *Refresher*

This online refresher course will allow you to review, reinforce and enhance your existing knowledge and skills, whilst learning about new developments relating to Permit Issuing.

The course has been specifically designed for those people who have previouslycompleted an NZQA Accredited Permit Issuer course.

Refresher Information:

To remain compliant with Health and Safety legislation and industry 'good practise' guidelines, students are generally required to refresh their training every two years. When booking a refresher course, Safety 'n Action will require evidence of the student's NZQA record of achievement displaying the relevant unit standard/s to the course they are attending. Please note no unit standards will be uploaded to NZQA.

If students are unable to provide us with this information, they will need to attend a full course to gain the unit standard/s. Alternatively, if the student has completed prior training and does not hold the applicable NZQA unit standard/s, on request we can provide the student with an attendance certificate only.

Key Learning Outcomes:

- ✅ Understand the uses of different types of work permits
- ✅ Recognise the duties of those involved in the work permit system
- ✅ Explain the requirements for applying/receiving a work permit
- ✅ Describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work
- ✅ Fill out the appropriate permit from a given scenario for assessment

ONLINE PERMIT ISSUER REFRESHER		
Refreshed unit standard listed [*If currently held]	**Unit 17590**	Issue worksite specific work permits
Course Duration		Self-paced
Availability		✅ Online (Web-based)

Online Permit Receiver

Gain a comprehensive understanding of Permit Receiver procedures to ensure you have the controls in place to safely and effectively complete the task.

This course will ensure you understand the essential roles involved in the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Receiver. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident in applying for or accepting a work permit.

Note: this course is based on generic Safety 'n Action permits. If contracting to Fonterra it is recommended that you book onto a Permit Receiver - Safe Work Systems course.

Key Learning Outcomes:

- Understand and explain the types of work permits
- Understand the roles of those involved in the work permit system
- Gain clarity on the requirements for receiving a work permit
- Understand how to accept a work permit and undertake work under the permit
- Describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work

ONLINE PERMIT RECEIVER	
Unit 17588	Apply for, accept and carry out work according to a work permit in the workplace
Course Duration	Self-paced
Availability	✓ Online (Web-based)

Online Permit Receiver *Refresher*

Refresh your knowledge and understanding of Permit Receiving and the responsibilities that come along with this.

This online refresher course will allow you to review, reinforce and enhance your existing knowledge and skills, whilst learning about new developments relating to Permit Receiving. The course has been specifically designed for those people who have previously completed an NZQA Accredited Permit Receiver course.

Refresher Information:

To remain compliant with Health and Safety legislation and industry 'good practise' guidelines, students are generally required to refresh their training every two years. When booking a refresher course, Safety 'n Action will require evidence of the student's NZQA record of achievement displaying the relevant unit standard/s to the course they are attending. Please note no unit standards will be uploaded to NZQA.

If students are unable to provide us with this information, they will need to attend a full course to gain the unit standard/s. Alternatively, if the student has completed prior training and does not hold the applicable NZQA unit standard/s, on request we can provide the student with an attendance certificate only.

Key Learning Outcomes:

- Understand and explain the types of work permits
- Recognise the duties of those involved in the work permit system
- Explain the requirements for applying/receiving a work permit
- Describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work
- Fill out the appropriate permit from a given scenario for assessment

ONLINE PERMIT RECEIVER REFRESHER		
**Refreshed unit standard listed *[*If currently held]*	**Unit 17588**	Apply for, accept and carry out work according to a work permit in the workplace
Course Duration		Self-paced
Availability		✓ Online (Web-based)

Online Permit Issuer & Receiver

Gain knowledge and understanding of the Permit to Work system and responsibilities when issuing and receiving permits.

This course will ensure you understand the essential roles involved in the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Receiver. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident in applying for or accepting a work permit.

This course will also ensure you understand the essential components of the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

Key Learning Outcomes:

- Understand and explain the types of work permits
- Understand the roles of those involved in the work permit system
- Gain clarity on the requirements for receiving a work permit
- Understand how to accept a work permit and undertake work under the permit
- Describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work

ONLINE PERMIT ISSUER & PERMIT RECEIVER	
Unit 17588	Apply for, accept and carry out work according to a work permit in the workplace
Unit 17590	Issue work site-specific work permits
Course Duration	Self-paced
Availability	✅ Online (Web-based)

Online Permit Issuer & Permit Receiver

Refresh your knowledge and understanding of the Permit to Work system and responsibilities when issuing and receiving permits.

This course will ensure you understand the essential roles involved in the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Receiver. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident in applying for or accepting a work permit.

This course will also ensure you understand the essential components of the Permit to Work system, the mechanics of implementing the system and how to monitor its effectiveness in your role as a Permit Issuer. Practical application of permits, including worksite inspection, isolation requirements and permit auditing procedures, will reinforce learning and ensure you are confident to issue and close permits in the workplace.

Key Learning Outcomes:

- Understand and explain the types of work permits
- Recognise the duties of those involved in the work permit system
- Explain the requirements for applying/receiving a work permit
- Describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work
- Fill out the appropriate permit from a given scenario for assessment

ONLINE PERMIT ISSUER & PERMIT RECEIVER REFRESHER		
Refreshed unit standard listed *[*If currently held]*	Unit 17588 Unit 17590	Apply for, accept and carry out work according to a work permit in the workplace. Issue work site-specific work permits
Course Duration		Self-paced
Availability		✅ Online (Web-based)

Online Hearing Conservation

Learn how to identify and manage the risk and hazards associated with hearing loss.

This course will give you an understanding of the hearing mechanism and the causes of hearing impairment. It will also cover your legal obligations in terms of protecting the hearing of your team.

Key Learning Outcomes:

- ✓ Demonstrate knowledge of the hearing mechanism, and the causes of hearing impairment

- ✓ Understand how sound intensity is measured, the hearing comfort zone, and the effects of noise on the hearing mechanism

- ✓ Determine the types of hearing protection equipment and the benefits of using it

- ✓ Recognise workplace hearing protection programme requirements

ONLINE HEARING CONSERVATION	
Unit 17594	Demonstrate knowledge of hearing conservation in the workplace
Course Duration	Self-paced
Availability	✓ Online (Web-based)

Online Certified Handler Preparation

This is intended to prepare students for their application to become a Certified Handler. It is specially designed for people required to deal specifically with highly hazardous substances.

This online course provides information on the requirements and duties of Certified Handlers. Under the new Regulations, anyone who handles a hazardous substance must be trained. Additional information, training and instruction is required for Certified Handlers who handle highly hazardous substances.

These being:

- ✓ Explosives

- ✓ Fumigants

- ✓ Vertebrate toxic agents (VTAs)

- ✓ Acutely toxic (6.1A and 6.1B) substances

This course will cover the duties of PCBU's to ensure that substances with certified handler requirements are under the control of a certified handler and also covers the guide to workers who want to become Certified Handlers; getting a Certified Handler Compliance Certificate, the competency requirements around obtaining a Compliance Certificate, the documented knowledge required for a Compliance Certifier, the required information, training, instruction and practical experience required and the keeping of records.

This course will enable you to:

- *Demonstrate requirements relevant to a Certified Handler*
- *Demonstrate knowledge of hazardous substances relevant to your role; and*
- *Describe emergency procedures involving hazardous substances relevant to your role.*

ONLINE CERTIFIED HANDLER PREPARATION	
Unit 31291	Demonstrate knowledge of hazardous substances relevant to Certified Handlers
Course Duration	Self-paced
Availability	✓ Online (Web-based)

SAFETY 'N ACTION

Innovative training solutions from New Zealand's Leader in Health and Safety Training.

Here's what our customers have to say . .

" Great online course - really interactive. "

" When I required help the assistance I received was excellent. Thank you. "

" Online module is very easy to work with and can be completed in my own pace. Good to know that there is help over the phone available if needed. "

" I would like to thank Safety n Action for the support and assistance that they have offered during the course. They were very patient and reliable "

" Refresher course is well laid out in plain/clear wording, easy to navigate and understand. "

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