



RISK MANAGER
CONSULTING
PREQUAL
TRAINING
VRCOMPETENCY
TALENTBANK
SAFEWORX

HEALTH & SAFETY TRAINING CATALOGUE

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INTRODUCTION

We provide New Zealand's most comprehensive portfolio of H+S training. As an NZQA Category 1 PTE, we offer NZQA, NEBOSH and IOSH courses and qualifications and are the only NZ based Gold Status Learning Partner for NEBOSH.

We are New Zealand's Health + Safety experts with unrivalled industry experience. We understand your H+S challenges and are the best equipped people in the market to find solutions that work for you and your organisation.



Why choose +IMPAC?

+ QUALITY

We are a private training establishment with Category 1 status which demonstrates excellence in both education and quality.

+ COMPETENCE

All our trainers are practicing Health and Safety professionals and qualified Adult Educators.

+ REACH

We are one of the largest providers of industry specific health and safety training across NZ delivering public training courses nationwide as well as delivering training at your workplaces.

+ FOCUS

+IMPAC focuses on building the competence of your staff, with scenario and case study-based activities to embed learning. Unit standards are built into the training to provide assurance.

+ ADAPTABLE

We are flexible in our format, enabling us to design courses to meet your specific needs as well as offering “off the shelf” courses.

+ ADDED VALUE

We can offer services such as training needs analysis, competency management as well as administration services and reporting to track your training requirements.

Both HASANZ and NZISM recognise +IMPAC's NEBOSH's courses as meeting the academic requirement for categories of Professional membership. We can provide advice and guidance on relevant H&S pathways to help upskill individuals and grow an organisation's health and safety capability.



E kore e mutu te ako

Learning is a journey
not a destination

Course Delivery Methods

+IMPAC offers customisable courses through a range of delivery methods.



INHOUSE

Classroom-based training led by an IMPAC trainer in small group formats, delivered in-house with your team.



PUBLIC

We offer a comprehensive range of courses open for public bookings, at venues around New Zealand.



FACE TO FACE

A short term (traditionally 1- or 2-day) courses that include interactive small group work, individual exercises, and individual support from an +IMPAC trainer.



TAILORABLE

We work with you to develop training specific to your organisation and team's training needs.



ONLINE TRAINING

Synchronous learning short term (traditionally a 1- or 2-day) courses delivered via Zoom by an +IMPAC trainer. This includes interactive small group work, individual exercises, and individual support from an +IMPAC trainer.



ELEARNING (DISTANCE)

Learners are self-directed through their course in +IMPAC's learning management system. To complete the course and be successfully assessed in the unit standard, they are required to complete interactive course modules including reading content, watching videos, completing activities and an assessment.

- + Completed at a learner's own pace
- + Access to support from an +IMPAC trainer
- + Self-paced webinars now available



RECOMMENDED COURSES SUITABLE FOR ROLES

- we can assist with developing customised training pathways.

DIRECTORS, PARTNERS AND ELECTED MEMBERS

Health & Safety Leadership and Governance	½ day
ICAM Governance	½ day

CEO, C-SUITE AND SENIOR MANAGERS

Health & Safety Leadership for Executives	1 day
Workplace Wellbeing	1 day
IOSH Managing Workplace Safety	3 day
ICAM Awareness	1 day

FRONTLINE MANAGERS, SUPERVISORS, TEAM LEADERS

Health & Safety Leadership for Supervisors	1 day
Managers Supporting HSRs	½ day
Workplace Wellbeing	1 day
Mental Health First Aid	2 day
Working with multiple PCBU's / Contractor Management	2 day
Workplace Risk Assessment	1 day
Incident Reporting & Investigation	1 day
Managing Critical Risks: Bow Tie Fundamentals	2 day
H&S Leader: Auditing HSMS	2 day
IOSH Managing Workplace Safety	3 day
Contractor Management	1 day
ICAM Awareness	1 day
ICAM Investigation Techniques	2 day

WORKER REPRESENTATIVES

HSR Stage 1: Introduction to the HSR Role	2 day
HSR Stage 2: Risk Assessment & Incident Investigation and Reporting	2 day
HSR Stage 3: Workplace H&S Culture and Communication	2 day
Workplace Wellbeing	1 day
Mental Health First Aid	2 day
Health & Safety Committees	1 day
Health & Safety Champions	½ -1 day
Preventing Back Injuries and Managing DPI	1 day
Injury Management	1 day

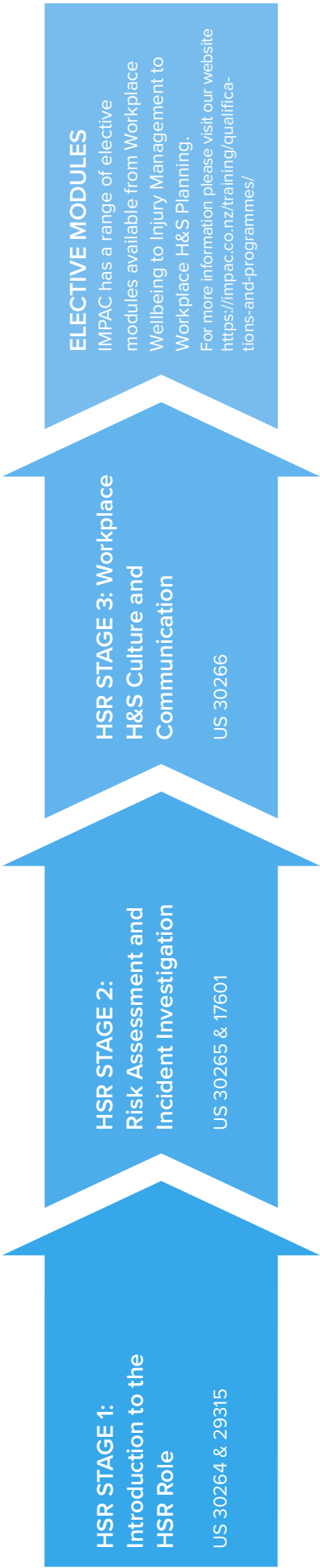
TRAINING COURSES FOR WORKERS

Health & Safety Leadership for Workers	1 day
Workplace Risk Assessment	1 day
Workplace Risk Assessment and Incident Investigation	2 day
De-escalation Techniques Workshop	2 day
Job Safety Analysis	2 day
Energy Isolations (LOTO - Lock Out/Tag Out)	½ day
Permit Issuer	1 day
Permit Receiver	1 day
Confined Space & Gas Detection	2 day
Workplace Risk Assessment and Incident Investigation	2 day
Fire Warden	½ day
Fire Extinguisher Training	½ day
Fire Extinguisher Refresher	½ day

TRAINING COURSES FOR HEALTH & SAFETY PRACTITIONERS

NEBOSH International General Certificate in Occupational Health & Safety	10 day
NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals	18 months – 5 years
Auditing HSMS	2 day
Introduction to ISO 45001	1 day
Introduction to ISO31000 Risk Management - Guidelines	1 day
ICAM (Incident Cause Analysis Method) Investigation Techniques	2 day
Managing Critical Risks: Bow Tie Fundamentals	2 day
Health & Safety Committees	1 day
Job Safety Analysis	1 day

LEVEL 3 PROGRAMME



QUALIFICATIONS



HEALTH & SAFETY REPRESENTATIVE



HSR STAGE 1: Introduction to the HSR Role

UNIT STANDARD: 29315 & 30264

Outline

This course introduces students to the HSR role and helps them to understand the role and responsibilities as a representative and meet the minimum regulatory requirements for training.





This course has been designed for:

- Any employee elected or appointed as a HSR
- Managers who want to fully understand the role of the representative in their workplace

Objectives

On successful completion, students will be able to:

- + Understand why health and safety matters
- + Identify the rights and responsibilities of key health and safety stakeholders
- + Describe key health and safety legislation, documentation that supports health and safety at work, and the role of the health and safety Regulator
- + Describe key duties and the application of those duties in the workplace in accordance with health and safety legislation
- + Describe key roles in terms of worker participation and engagement in relation to the HSW Act 2015
- + A basic understanding of the risk management process
- + Identify and assess hazards and risks through strategies and tools
- + Understand the importance of monitoring and reviewing implemented controls
- + Know the importance of communicating and effective methods to communicate with workers and management about the risk management process, recommendations, and other health and safety issues
- + Know the role of the HSR as an advocate for workers in the workplace
- + Understand about the Provisional Improvement Notice including the purpose, implementation process, and the PCBU's obligations to comply or seek regulatory review
- + Support workers with post-injury rehabilitation and graduated return to work planning.

-  Inhouse
-  Public
-  Face to face
-  Online
-  Tailorable

ASSESSMENT:

This course includes one assessment.

DURATION: 2 days

Introduction to NZ H&S Legislation

UNIT STANDARD: 30264

Outline

This course introduces students to the HSW Act 2015 particularly focusing on duties, rights, representation and the regulator.

This course has been designed for:

- 👤 Workers
- 👤 Managers, Team Leaders and Supervisors
- 👤 Anyone studying for NZ Certificate Level 3 who already has completed US29315

Objectives

On completion of the course, participants will be able to:

- + Describe the purpose of Health and Safety at Work Act and other key health and safety legislation
- + Understand the role of the health and safety regulator
- + Describe key duties of the PCBU, Officer and Worker and the application of those duties in the workplace in accordance with health and safety legislation
- + Describe the role of the Health and Safety Representative, workplace Health and Safety Committee and the PCBU in terms of worker participation and engagement in relation to the HSW Act 2015
- + Describe documentation that supports health and safety at work.



SELF -PACED

HSR STAGE 2: Risk Assessment & Incident Investigation

UNIT STANDARD: 30265, 17601

Outline

This course has been designed for students to understand how to conduct both a risk assessment and a basic incident investigation.

This course has been designed for:

- 👤 Health and safety representatives
- 👤 Supervisors, team leaders, frontline managers, engineers, project managers, contract managers, designers, and anyone else who has a role to play in understanding health and safety risks and how to conduct a basic incident investigation

Objectives

On successful completion, students will be able to:

- + Know the legal requirements for risk assessment
- + Identify hazards
- + Understand how to assess risks
- + Know how to control risks
- + Understand monitoring and review of risks
- + Know how to communicate and consult about risk assessment
- + Understand the purpose of investigating incidents and legislative requirements
- + Know the barriers to reporting incidents and how to overcome them
- + Understand the concepts of multiple causation and root cause analysis
- + Apply The Defences Model to identify and explain causes of incidents
- + Know how an incident investigation is conducted
- + Know how an effective incident investigation report is written.

- 🏠 Inhouse
- 👥 Public
- 🗣️ Face to face
- 💻 Online
- 🔧 Tailorable

ASSESSMENT:

This course has two assessments.

DURATION: 2 days

HSR STAGE 3: Workplace H&S Culture and Communication

UNIT STANDARD: 30266

Outline

This course is designed for students to understand workplace health and safety culture, and practices and how to communicate effectively about workplace health and safety.

This course has been designed for:

- 👤 Health and safety representatives
- 👤 Supervisors, team leaders, frontline managers, engineers, project managers, contract managers, designers, and anyone else who has a role to play in understanding health and safety culture within an organisation and communicating effectively about health and safety with others.

Objectives

On successful completion, students will be able to:

- + Describe healthy and safe practices in a workplace
- + Describe reporting and documentation requirements in terms of workplace health and safety
- + Describe the communication process in terms of health and safety practices in a workplace setting
- + Describe workplace health and safety culture
- + Define communication and understand basic models and theories of communication
- + Identify a variety of communication media and methods
- + Match media, method, message, and audience to achieve effective communication outcomes
- + Explain specific issues when communicating about workplace health and safety
- + Develop a workplace health and safety communication plan for a specific topic and audience.

- 🏠 Inhouse
- 👥 Public
- 💬 Face to face
- 💻 Online

ASSESSMENT:

This course has one assessment.

DURATION: 2 days

LEVEL 3 CERTIFICATE IN APPLIED WORKPLACE H&S PRACTICE

IMPAC's programme is designed to provide students with a foundation of health and safety skills and knowledge for application in their workplace. Designed in consultation with New Zealand's health & safety practitioners, this Level 3 Certificate is designed as an achievable and attainable vocational qualification.

On completion students will be awarded with the New Zealand Certificate in Workplace Health and Safety Practice - Level Three.

COMPULSORY MODULES (21 CREDITS)

COURSE NAME	UNIT STANDARD	LEVEL	CREDIT VALUE
Introduction to NZ H&S Legislation <i>This is offered publicly as part of IMPAC's HSR Stage 1: Introduction to the HSR Role and as an eLearning course)</i>	30264	3	3
Workplace Risk Assessment <i>(This is offered publicly as part of IMPAC's HSR Stage 2: Risk Assessment & Incident Investigation course)</i>	30265	3	8
HSR Stage 3: Workplace H&S Culture and Communication	30266	3	6
	N/A	3	4

ELECTIVE MODULES (23 CREDITS)

* Courses marked with an asterisk are currently unavailable for training with IMPAC but can be recognised as prior learning.

COURSE NAME	UNIT STANDARD	LEVEL	CREDIT VALUE
HSR Stage 1: Introduction to the HSR role	29315	3	2
Incident Reporting & Investigation <i>(This is offered publicly as part of IMPAC's HSR Stage 2: Risk Assessment & Incident Investigation course)</i>	17601	4	6
Permit Receiver	17588	3	4
Permit Issuer	17590	3	6
Preventing and Managing Discomfort, Pain and Injury	17591	3	8
	17592	3	4
Confined Space and Gas Detection	17599	4	5
	18426	3	4
	25510	3	4
Fire & Emergency Warden Duties	18408	3	3
Injury Management	18411	4	6
Job Safety Analysis	19522	3	3
Workplace Health and Safety Planning	25042	3	4
Energy Isolation (Lock Out Tag Out)	25043	3	4
Health and Safety Committees	30433	3	2
Workplace Wellbeing	N/A	3	4
Working in Thermal Extremes <i>(Available for inhouse training only)</i>	17585	3	4
Electrical Safety in the Workplace*	17586	3	4
Noise and Hearing Conservation*	17594	3	3
Safety Observer*	17596	3	4
Working at Heights*	17600	3	3
Sleep and Fatigue Management*	21337	3	2
Drug and Alcohol Management*	22316	3	4
Employers Responsibilities: Drug and Alcohol use in the workplace*	22318	3	10
Asbestos Awareness*	30596	3	2

FOUNDATIONAL



Health & Safety Committees

UNIT STANDARD: 30433

Outline

The desired outcome is that the committee has a clear direction for moving forward. We also cover what the committee should and should not be covering in meetings, in order to ensure the effectiveness of the committee and engaging it's members to encourage participation.

The course covers:

- + *Worker Engagement, Participation, and Representation Regulations 2016*
- + *General duties of the committee under the Health and Safety at Work Act 2015*
- + *The Health and Safety Committee composition and functions*
- + *Preparation and documentation of meetings*
- + *Guidance on how to hold effective meetings and communicate the outcomes*

The course uses a range of practical group exercises and scenarios. For inhouse courses your specific company documentation can be included on request.

This course is ideal for all members of the health and safety committee and all health and safety representatives.

Objectives

On successful completion, students will be able to:

- + Describe the current legislative requirements of involvement of employees in the New Zealand workplace
- + Understand what a committee should comprise of, how they should be run, common pitfalls, and what makes an effective health and safety committee
- + Understand effective communication channels, conflict resolution, and when to consider using an external expert
- + Know planning and preparation requirements, running a meeting, taking minutes, understanding how to communicate effectively, working as a team, and how to motivate others.

-  **Inhouse**
-  **Public**
-  **Face to face**
-  **Online**
-  **Tailorable**

ASSESSMENT:

This course has one assessment.

DURATION: 1 day



Injury Management




UNIT STANDARD: 18411

Outline

Develop an understanding of injury management principles which can be used to underpin effective policies, procedures, and resourcing.











Effective injury management is a coordinated process to help workers to recover from injury in the shortest possible timeframe. The goal is for injured workers to return to their pre-injury state as early as possible.

This course has been designed for:

-  Employees at supervisory and management level
-  Staff involved in the claims and injury management process
-  Employers who are in the ACC Partnership Programme or Workplace Safety Management Practices will also benefit through better audit results.

Objectives

On successful completion, students will be able to:

-  Describe why injuries need to be managed and the role of the representative in injury management
-  Provide an overview of the Accident Compensation Act
-  Explain early reporting and intervention requirements
-  Identify employee and employer responsibilities under the ACC partnership programme
-  Describe the claim lodgement process and requirements for a rehabilitation plan
-  Complete exercises to gain familiarity with interpreting requirements
-  Encourage your employer to provide alternative duties
-  Identify the range of physical, emotional, financial, and social costs of incidents
-  Describe what injury costs can be covered under ACC
-  Help prevent injury, work-related injury claims, and rehabilitation costs

 **Inhouse**

 **Public**

 **Face to face**

 **Online**

ASSESSMENT:

This course has one assessment.

DURATION: 1 day

Workplace Health & Safety Planning

UNIT STANDARD: 25042

Outline

This course is designed to explain how effective health and safety planning reduces costs and increases productivity, and how organisations can plan to systematically improve their health and safety performance.

Good health and safety is good business and takes planning. The largest multinationals, as well as some of New Zealand's most successful organisations, have shown this to be true time and time again.

This course is ideal for health and safety practitioners, representatives, supervisors, or managers who need to understand and explain the productivity benefits of a safe workplace and develop health and safety plans.

Objectives

After completing this course, you'll have knowledge and practical skills in:

- + Identify the impact of workplace injuries in terms of cost
- + Explain drivers of productivity and their application to workplace health and safety
- + Use records to identify workplace patterns of injury and hazard
- + Prepare a health and safety improvement plan

 Inhouse

 Public

 Face to face

 Online

ASSESSMENT:

This course has one assessment.

DURATION: 1 day

Preventing and Managing Discomfort, Pain and Injury (Manual Handling)

UNIT STANDARD: 17591, 17592

Outline

This course builds understanding of the causes and symptoms of Discomfort, Pain and Injury (DPI) and the risk factors involved with manual handling. Students will gain an understanding of methods to prevent and manage the development of symptoms and how to minimise risk.

This course has been designed for:

- 👤 All employees, supervisors, and managers who are involved in repetitive, forceful work or sustained postures where there is a risk of DPI
- 👤 All employees who are involved in planning and/or undertaking manual handling tasks.

Objectives

On successful completion, students will be able to:

- + Know how the spine works
- + Understand the risk factors for injuring your back
- + Apply techniques for preventing back injury
- + Know workplace control measures to reduce the risk of back injury
- + Define DPI, the different types of DPI, risk factors and key symptoms of DPI, and how DPI develops
- + Understand how DPI can be prevented through design ergonomics, environmental ergonomics, and good work organisation
- + Know key workplace exercises to help reduce the development of DPI
- + Address early reporting of symptoms, staff monitoring, and the development of a rehabilitation plan.

🏠 Inhouse

👥 Public

💬 Face to face

💻 Online

ASSESSMENT:

This course has two assessments.

DURATION: 1 day

Job Safety Analysis

UNIT STANDARD: 19522

Outline

Job Safety Analysis involves looking at a task and considering what is the safest way to complete it. Before starting a task, it is essential to think of what the safest and best way is to complete it. It is a way of becoming aware of the hazards involved in doing the job and acting to prevent injury.







This course is for anyone involved in operations and maintenance that needs to know how to perform a job safety analysis of new or existing tasks.

We recommend candidates to have completed Workplace Risk Assessment (US30265) before starting this course.

Objectives

After completing this course, you'll have the knowledge and practical skills to:

- + Identify key processes and the environmental context of a task
- + Prepare a work method statement for a specified job
- + Define a task in terms of work to be performed and the steps to be taken
- + Identify hazards and controls
- + Undertake a job safety analysis for a specified job
- + Develop a safe operating procedure

-  Inhouse
-  Public
-  Face to face
-  Online
-  eLearning
-  Tailorable

ASSESSMENT:

This course has an on-course assessment.

DURATION: 1 day

HEALTH & SAFETY LEADERSHIP




Managers Supporting Health and Safety Representatives

UNIT STANDARD: N/A

Outline

This half-day workshop provides attendees with an understanding of the pivotal role health and safety representatives (HSRs) play within their workplace. This workshop equips managers with the knowledge and insights necessary to support and collaborate effectively with HSRs.







This course has been designed for:

-  Managers supporting and collaborating with HSRs in their workplaces.

Objectives

On completion of the course, participants will be able to:

- + Understand why health and safety matters
- + Identify duty holders and their responsibilities under the Health and Safety at Work (HSW) Act 2015
- + Describe worker engagement, participation, representation and key roles in relation to the HSW Act 2015
- + Know the role, functions, and powers of the HSR as an advocate for workers in the workplace
- + Apply effective communication and coaching techniques to be able to support the HSR
- + Describe common pitfalls to avoid while coaching and supporting HSRs

-  **Inhouse**
-  **Public**
-  **Face to face**
-  **Online**
-  **eLearning**
-  **Tailorable**

DURATION: ½ day

Health & Safety Champions

UNIT STANDARD: N/A

Outline

Understanding the key duties under the Health and Safety at Work Act 2015 and the reasons for managing health and safety is the key content of this foundation level course. It gives the practical knowledge and skills workers need to become a health and safety champion and to contribute to and help improve effectiveness of their H&S Committee.

Students will learn to respond consistently when approached for help from co-workers, how to advocate for change in relation to health and safety, how to identify and report hazards, and competently participate in health and safety meetings and forums.

This course has been designed for:

- 👤 All nominated health and safety champions and is a stepping stone to becoming a HSR.

Objectives

On successful completion, students will be able to:

- + Understanding the reasons for managing health and safety
- + The key duties under the Health and Safety at Work Act 2015
- + Understanding the concepts of health and safety risk management
- + Communicating in support of health and safety
- + Incident reporting and investigation and the importance of reporting

 Inhouse

 Face to face

 Online

 Tailorable

DURATION: 1 day

Health & Safety Leadership for Workers

UNIT STANDARD: N/A

Outline

From understanding key duties under the HSW Act 2015 to key incident causation, hazard identification and risk management, students will be provided with practical learning, knowledge and skills to support other workers, their team, and wider organisation in key activities that improve workplace health and safety and drive a positive difference.

This course has been designed for:

- 👤 Workers involved in health and safety
- 👤 Team leaders.

Objectives

On successful completion, students will be able to:

- + Understand the key reasons why they'll be engaged in managing health and safety
- + Understand key duties under the HSW Act
- + Know how to contribute to a good health and safety culture and be inspired to make a difference to their teams and the organisation's culture and performance
- + Understand hazard identification and risk management concepts and their role in ensuring critical risks are managed effectively
- + Understand key incident causation principles, and how they can help in ensuring investigations are successful
- + Know the purpose and content of their health and safety management system
- + Demonstrate how to make a positive difference so they can confidently work to improve health and safety.

🏠 Inhouse

💬 Face to face

💻 Online

🔧 Tailorable

DURATION: 1 day




Health & Safety Leadership for Frontline Managers / Supervisors

UNIT STANDARD: N/A

Outline

Attendees will learn leadership actions and responses that help build a positive work culture, using virtual reality technology to bring real-world situations to the classroom. Covering practical knowledge and skills including key aspects of a health and safety culture, hazard and risk management concepts, the importance of incident response and investigation, attendees will learn strategies on how to lead health and safety in practice through values, behaviours and capability.

This course has been designed for:

-  Supervisors
-  Team leaders
-  Frontline managers

Objectives

On successful completion, students will be able to:

- + Understand the reasons for managing health and safety
- + Understand the key duties under the Health and Safety at Work Act 2015
- + Understand key aspects of health and safety culture
- + Understand the purpose and content of a health and safety management system
- + Understand hazard and risk management concepts
- + Understand the importance of incident response, reporting and effective investigation
- + Understand how to measure health and safety performance at the team level
- + Understand how to lead H&S in practice through values, behaviours and capability

-  Inhouse
-  Public
-  Face to face
-  Online
-  Tailorable

DURATION: 1 day



Health & Safety Leadership for Executives

UNIT STANDARD: N/A

Outline

This leadership course provides understanding of key duties under the HSW Act 2015 and context to drive a health and safety culture, with an emphasis on core hazard and risk management concepts, key incident causation principles and understanding relevant performance indicators, so attendees can make a difference within their sphere of influence and confidently lead health and safety within their organisation.

This course has been designed for:

-  Chief Executives
-  Executive Managers / Senior managers

Objectives

On successful completion, students will be able to:

- + Know why you need to manage health and safety within your organisation and be genuine advocates of this
- + Understand key duties under the HSW Act that impact you
- + Recognise and develop the key aspects of health and safety culture
- + Recognise key elements of a health and safety management system and identify existing business management systems that will aid in applying health and safety within your organisation
- + Understand core hazard and risk management concepts, and your role and key focus areas to ensure hazards and risks are effectively managed
- + Understand key incident causation principles including the concept of multiple contributing factors, and identify what a good investigation and corrective actions look like
- + Know which performance indicators are best able to drive health and safety performance improvement within your organization
- + Know how you can make a difference within your sphere of influence and be able to confidently lead health and safety through the use of practical tools and techniques

-  **Inhouse**
-  **Face to face**
-  **Online**
-  **Tailorable**

DURATION: 1 day OR ½ day

Health & Safety Leadership and Governance






UNIT STANDARD: N/A

Outline

The HSW Act 2015 places duties on Officers to keep up to date in their knowledge of health and safety risk management.

Highly tailorable to be relevant, practical and meet the needs and capabilities of Officers who are tasked with providing effective governance of health and safety across an organisation, this course provides guidance and direction so attendees will be able to confidently lead health and safety through practical governance tools and techniques.

This course has been designed for:

-  Directors
-  Trustees
-  Councillors
-  Chief Executives
-  Anyone providing governance to your organisation

Objectives

On successful completion, students will be able to:

- + Know why they need to manage health and safety within their organisation and be genuine advocates of this
- + Understand key duties under the HSW Act 2015 that impact governance
- + Recognise the key elements of health and safety culture so they can provide direction to executive teams
- + Understand core hazard and risk management concepts and the role and key focus areas for Officers to ensure critical hazards and risks within the organisation are being managed effectively
- + Understand key incident causation principles including the concept of multiple contributing factors, and identify what a good investigation, corrective actions, and reports should look like
- + Know which performance indicators will drive health and safety performance improvement
- + Know how to make a difference within their sphere of influence and be able to confidently lead health and safety through the use of practical governance tools and techniques.

 Inhouse

 Face to face

 Online

 Tailorable

DURATION: ½ day

MENTAL HEALTH, WELLBEING, DE-ESCALATION



Workplace Wellbeing

UNIT STANDARD: N/A

Outline

IMPAC has developed, in collaboration with Frank O'Connor, Chartered Organisation Psychologist, a balanced and informative Wellbeing at Work training programme.

Attendees will gain insight and understanding on the importance of wellbeing, as well as legal and ethical drivers of wellbeing in the workplace. Within this 8-hour course, attendees will also learn techniques and tools to take practical action to improve wellbeing at work.

Objectives

On successful completion students will be able to:

- + Define Wellbeing
- + Understand why Wellbeing matters
- + Know the relationship of Wellbeing and Stress
- + Understand legal and ethical drivers
- + Implement practical action to improve Wellbeing at Work

This course has been designed for:

- 👤 Health & Safety leaders, advisors
- 👤 Team leaders, supervisors
- 👤 Anyone with a remit or interest in Wellbeing in the workplace

- 🏠 Inhouse
- 🗣️ Face to face
- 💻 Online
- 📺 eLearning
- 🔧 Tailorable

DURATION: 1 day

Mental Health First Aid Aotearoa

UNIT STANDARD: N/A

Outline

This course is designed for students to learn how to assist someone who is developing a mental health challenge or is in a mental health crisis.

*The course covers the most common mental health challenges in New Zealand; depression, anxiety, psychosis, eating disorders, gambling harm and problematic substance use. The mental health crises covered include suicidal thoughts and behaviours, non-suicidal self-injury, panic attacks, traumatic events, psychosis, acute effects from substance use and aggressive behaviour.**

The interactive course content has been adapted to be specifically relevant within the cultural context of New Zealand including workplace scenarios and guidelines for providing MHFA when someone identifies as Maori or Pasifika.

***Trigger warning: The content of this course may be emotionally challenging for some students.**

This course has been designed for:

- Anyone over 18 years of age who wants to gain increased confidence in their ability to offer Mental Health First Aid which enables early access to help.

Objectives

On successful completion students will be able to:

- Confidently provide initial support to adults experiencing a mental health problem or crisis, using the evidence-based ALGEE 5 step action plan:
 - Approach, assess and assist any crisis
 - Listen and communicate non judgementally
 - Give support and information
 - Encourage professional help
 - Encourage other supports
- Understand the mental health challenges people experience, when to intervene, their options for treatments and helpful first aid strategies
- Respond to mental health and addiction needs at a level that is appropriate to their day-to-day roles
- Better promote and destigmatise mental health in the workplace
- Complete an online assessment to be accredited for three years as a Mental Health First Aider



ASSESSMENT:

This course has an optional off-course assessment.

DURATION: 2 day

De-escalation Techniques Workshop

UNIT STANDARD: N/A

Outline

Through role playing scenarios, attendees learn and practice applying techniques to recognise potentially aggressive behaviours, and to successfully de-escalate aggressive or abusive phone calls or verbal interactions

This course has been designed for:

- 👤 Frontline and public facing staff
- 👤 Call centre workers
- 👤 Anyone who may deal with verbally abusive members of the public.

Objectives

On successful completion, students will be able to:

- + Understand how the HSW Act 2015 applies to de-escalation
- + Describe key de-escalation definitions including Stress, Assertive and Aggressive behaviours
- + Identify the bodies response to Stress
- + Use the S.T.A.M.P. model to recognise warning signs of potential aggressive behaviour and violence
- + Apply the H.E.A.T model when de-escalating aggressive or abusive phone calls or verbal confrontations
- + Recognise when situations have escalated beyond their control and identify steps to take next.

- 🏠 Inhouse
- 👥 Public
- 🗣️ Face to face
- 💻 Online
- 📺 eLearning
- 🔧 Tailorable

DURATION: 1/2 day

RISK & INCIDENT MANAGEMENT



Workplace Risk Assessment

UNIT STANDARD: 30265




Outline

This course will give you practical knowledge and skills to help better identify hazards; and assess, control, monitor and review risks, as a manager or supervisor.

You will be able to confidently use a set of practical tools to improve health and safety risk assessments in your workplace.







The course uses virtual reality scenarios and case studies, to allow you to apply your new skills in a workplace environment. It includes a take away toolkit, complete with health and safety advice, tips, information and definitions.

This course has been designed for people in roles who need to understand how to conduct a risk assessment and communicate effectively with others. This includes;

-  Supervisors and managers
-  Engineers and project managers
-  Workers who carry out physical activities or work with machinery and are exposed to risks that need to be assessed before starting work.

Objectives

After completing this course, you will have knowledge and practical skills in:

-  The legal requirements for risk assessment
-  Identifying hazards
-  How to assess risks
-  How to control risks
-  Monitoring and review of risks
-  How to communicate and consult on Risk Assessment

This course is available publicly as day 1 on HSR Stage 2.

-  **Inhouse**
-  **Public**
-  **Face to face**
-  **Online**
-  **Tailorable**

ASSESSMENT:

This course has one assessment.

DURATION: 1 day



Incident Reporting & Investigation


UNIT STANDARD: 17601

Outline

This course explains how incidents occur, how causes should be identified, and how to investigate and write an incident report.

Effective incident reporting and investigation procedures are key for any company who wants to prevent re-occurrences of incidents.

This course has been designed for:

-  Employees in any industry who work in roles such as:
 - Safety
 - Operational
 - Maintenance
 - Supervisory
 - Health and safety.

Objectives

On successful completion, students will be able to:

- + Understand the purpose of investigating incidents and legislative requirements
- + Know the barriers to reporting and how to overcome them
- + Understand the concepts of multiple causation and root cause analysis
- + Apply the Defences Model to identify and explain causes of incidents
- + Know how an incident investigation is conducted
- + Know how an effective incident investigation report is written.

This course is available publicly as day 2 on HSR Stage 2.

-  Inhouse
-  Public
-  Face to face
-  Online
-  Tailorable

ASSESSMENT:

This course has one assessment.

DURATION: 1 day

ICAM Awareness

UNIT STANDARD: N/A

Outline

This course will help you understand and apply the ICAM (Incident Cause Analysis Method) root cause investigation methodology. This course will build the first responder's understanding thus increasing the effectiveness of the investigation outcomes.

While line managers and supervisors may not be involved in carrying out the investigation. However, they still need a clear understanding of the process and their obligations in terms of securing the scene, providing evidence as required, and understanding corrective actions.

Pre-requisites

There are no pre-requisites for this course, but we prefer candidates to have some general knowledge and experience of accident investigation.

Objectives

On successful completion, students will be able to:

- + Understand the investigation process from initial response to report sign off
- + Know the ICAM principles and the concepts of multiple causation and root cause analysis
- + Understand organisational and human factors and their role in accident investigation.

This course has been designed for:

- 👤 Line managers
- 👤 Supervisors
- 👤 Anyone who is likely to be the first from the management team to an accident scene
- 👤 Anyone who requires an awareness of the ICAM process.

- 🏠 Inhouse
- 💬 Face to face
- 💻 Online
- 🔧 Tailorable

DURATION: 1 day

ICAM Investigation Techniques





UNIT STANDARD: N/A

Outline

ICAM investigators are an asset for any organisation wanting to maximise learning from adverse events, to avoid reoccurrence, and to improve future resilience to hazards.

This ICAM (Incident Cause Analysis Method) course introduces best practice in incident investigation, understanding and applying root cause investigation methodology, and teaches practical skills to apply in the workplace.

This course has been designed for employees in any industry who work in the following roles:

-  Safety
-  Operational
-  Maintenance
-  Supervisory

They may currently participate in health and safety investigations and are aiming to become ICAM investigators involved in more complex events.



Pre-requisites

We prefer candidates to have some general knowledge and experience of incident investigation or to have completed Unit Standard 17601 or Unit Standard 30265.

Objectives

On successful completion, students will be able to:

- + Build an effective investigation team
- + Know and understand the investigation process
- + Understand barriers to effective incident reporting and investigation, and how to overcome them
- + Apply effective tools for information-gathering and classification
- + Reconstruct timelines
- + Know concepts of multiple causation and root cause analysis
- + Understand structure and content of effective investigation reports
- + Understand effective recommendations/corrective actions
- + Apply interpersonal communication and active listening
- + Apply interviewing skills
- + Apply analytical skills based on models of multiple causation and root cause analysis
- + Understand data gathering and classification.

-  **Inhouse**
-  **Public**
-  **Face to face**
-  **Online**
-  **Tailorable**

DURATION: 2 days

ICAM Governance




UNIT STANDARD: N/A

Outline

For ICAM investigations to be truly effective there must be informed support from a senior level and a willingness to review, accept, and apply challenging recommendations. If you're a director or senior manager of an organisation that uses ICAM investigations, you should understand the ICAM methodology and how recommendations are gained from it.

This course provides knowledge and understanding of ICAM principles and processes and discusses key organisational management perspectives.

The course has been designed for:

-  Directors
-  Senior Managers
-  Senior H&S professionals who review and approve recommendations and actions

Your organisation will already be practicing ICAM investigations, and you'll be responsible for commissioning investigations and /or receiving investigation reports.

Pre-requisites

There are no pre-requisites for this course, but it is preferable for candidates to have some general knowledge of incident investigations.

Objectives

On successful completion, students will be able to:

- + Understand why ICAM is important and its long-term benefits
- + Know ICAM principles and the concepts of multiple causation and root cause analysis
- + Understand organisational and human factors and their role in accident investigation
- + Understand responsibility, accountability, and organisational learning
- + Understand legal privilege — investigation findings and confidentiality
- + Know the key components of effective ICAM governance.



DURATION: ½ day

MANAGING CRITICAL RISKS: Bow Tie Fundamentals








UNIT STANDARD: N/A

Outline

This Bow Tie Fundamentals course provides experienced and inexperienced professionals with insights specifically into Health and Safety risk control, focuses on how risks are managed and provides a targeted and easy-to-use auditing tool.

One of the most well-regarded approaches to risk management, Bow Tie increases capability and confidence in managing an organisation's critical risks.

This course has been designed for:

-  Supervisors
-  Engineers
-  Project Managers
-  Contract Managers
-  Managers
-  Safety professionals
-  Anyone interested in increasing their skills or involved with managing the critical risks of the business.

 **Inhouse**

 **Public**

 **Face to face**

 **Tailorable**

Objectives

On successful completion, students will be able to:

- + Understand and apply the principles and concepts of the Bow Tie risk management approach
- + Have capability and confidence on when to apply the Bow Tie risk management approach
- + Understand the link between Bow Tie, the risk management process, and the organisation's health and safety management system
- + Understand the links between Bow Tie risk management and the ICAM investigation process
- + Know how to understand the concept and build the evidence associated with 'defences in depth' thinking.

DURATION: 2 days

CONTRACTOR MANAGEMENT, AUDITING, ISO











Working With Multiple PCBU's: Contractor Management

UNIT STANDARD: 17595, 30270

Outline

This course equips emerging leaders with the knowledge and confidence to lead their teams in working effectively with other organisations and to develop effective, high-quality health and safety plans.

This course has been designed for:

-  Contract/Contractor Managers
-  Project Managers
-  Procurement Managers
-  Facilities Managers
-  Engineering Managers;
-  Health and Safety Managers
-  Health and Safety Co-ordinators
-  Quantity Surveyors

Who work in situations where they:

- + Are engaged in the selection and/or management of contracting organisations through operational activity, facilities and maintenance, or projects

- + Prepare or evaluate health and safety plans for contractor prequalification
- + Are engaged in the selection and/or management of contracting organisations through operational activity, facilities and maintenance, or projects
- + Have input into the liaison with other PCBU's

Objectives

On successful completion, learners will be able to:

- + Understand the law governing Contractor Management and interaction between PCBU's
- + Understand what a PCBU is and identify the different types of PCBU relationships that may exist within their organisation
- + Apply a contractor management process and tools, to support safe, healthy and successful operational work involving multiple PCBU's
- + Apply a contractor management process and tools to support safe, healthy and successful work
- + Explain what planning is, and outline the benefits and limitations of planning
- + Explain how to develop practical health and safety objectives through engagement and participation with a team
- + Develop and implement a health and safety plan for a team
- + Review the effectiveness of the implemented plan in terms of achievement of its objectives and organisational requirements.

-  Inhouse
-  Public
-  Face to face

ASSESSMENT:

This course includes two on-course assessments and 1 off-course assessment.

DURATION: 2 days

(Also available as a one day course for US 17595)

Auditing HSMS

UNIT STANDARD: 5619

Outline

This intensive course equips learners with the knowledge and confidence to conduct internal health and safety management systems audits.”

This course has been designed for:

- 👤 Health and safety professionals
- 👤 Internal and external auditors
- 👤 Management in charge of auditing their systems internally (including team leaders and line managers)

Auditing is one of the most valuable tools for management to be kept informed about the actual status of their health and safety management system. A health and safety management system provides the management framework and enables auditors to monitor performance so improvements can be proposed and implemented as required.

An internal health and safety auditor needs good knowledge of key New Zealand health and safety management standards. They must also be able to plan and conduct an audit, document and report results.

This intensive course covers the ISO 19011:2018 auditing guidelines, and covers how to develop and audit in accordance with ISO 45001 (the new internationally recommended health and safety standard), WorkSafe SafePlus, or your company's own health and safety management system.

Objectives

On successful completion, students will be able to:

- + Demonstrate knowledge of New Zealand occupational health and safety management standards for a selected business operation
- + Plan an occupational health and safety management systems audit for a selected business operation
- + Conduct an occupational health and safety management systems audit for a selected business operation
- + Document and report results of an occupational health and safety management systems audit for a selected business operation.

- 🏠 Inhouse
- 👥 Public
- 🗣️ Face to face

ASSESSMENT:

This course includes one off course project.

DURATION: 2 days



Introduction to ISO 45001

UNIT STANDARD: N/A

Outline

This course provides a general awareness of the globally and locally accepted ISO 45001 health and safety management standard.

Students will learn to contribute more effectively through meaningful participation and engagement, to the day-to-day implementation of a health and safety management system.

This course has been designed for:

- 👤 Workers, supervisors, team leaders, frontline managers, engineers, project managers, and contractors
- 👤 Internal and external auditors
- 👤 Implementers of a health and safety management system

Objectives

On successful completion, students will be able to:

- + Understand the history of health and safety leading to the approval of the ISO 45001 standard
- + Know the correct use and application of the ISO 45001 standard document
- + Know the clauses of the ISO 45001 standard and be able to apply the requirements in your workplace's health and safety management systems.

Auditors or individuals with prior knowledge of the requirements of ISO 45001 may want to consider ISO 45001: **Lead Auditor course (see page 67)**

- 🏠 Inhouse
- 👥 Public
- 🗨️ Face to face
- 💻 Online
- 🔧 Tailorable

ASSESSMENT:

This course has an on-course assessment.

DURATION: 1 day

Introduction to ISO 31000 Risk Management- Guidelines

UNIT STANDARD: N/A

Outline

The purpose of risk management is the creation and protection of value. The ISO31000: 2018 Standard provides guidelines on the principles of risk management; the framework and processes to follow.

The ISO31000: 2018 Standard provides guidelines on the principles of risk management; the framework and processes to follow. This introductory course gives an overview of the ISO 31000 Risk Management – Guidelines Standard content.

This course is ideal for:

- 👤 Implementers of health and safety management systems
- 👤 Anybody involved in the risk management process
- 👤 Internal and external auditors
- 👤 Management in charge of health and safety management systems

- 🏠 Inhouse
- 👥 Public
- 💬 Face to face
- 🔧 Tailorable

Objectives

On successful completion, students will be able to:

- + Describe the importance of the risk management framework towards assisting the organization in integrating risk management into significant activities and functions.
- + Appreciate that the effectiveness of risk management depends on its integration into the governance of the organization, including decision-making.
- + Recognize that the principles of risk management are the foundation for managing risk and should be considered when establishing the organization's risk management framework and processes.
- + Demonstrate use of risk management processes involving the systematic application of policies, procedures and practices to the activities of communicating and consulting, establishing the context and assessing, treating, monitoring, reviewing, recording and reporting risk.

ASSESSMENT:

This course has an on-course assessment.

DURATION: 1 day

CONFINED SPACE / GAS DETECTION



Confined Space and Gas Detection

UNIT STANDARD: 17599, 18426, 25510

Outline

This course is designed to empower your team with the knowledge and skills needed to navigate confined spaces safely, in compliance with New Zealand's regulatory standards.

Our Confined Space Course covers the following unit standards:

Unit Standard 17599: Plan a confined space entry.

Unit Standard 18426: Demonstrate knowledge of hazards associated with confined space.

Unit Standard 25510: Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely.

This course has been designed for:

- 👤 Workers who will be involved in a confined space entry. This could include the entrant, standby person, the supervisor (permit receiver) and permit issuer.
- 👤 This would also be beneficial for staff who manage or supervise staff involved in confined space entry to ensure that they have a thorough understanding of the requirements involved.

Objectives

On successful completion students will be able to:

- + 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.



ASSESSMENT:

This course has one on-course assessment.

DURATION: 2 Day

Confined Space and Gas Detection Refresher

Outline

Our training programme is designed to refresh your team with the knowledge and skills needed to navigate confined spaces safely, in compliance with New Zealand's regulatory standards.

You will be refreshed in unit standards already held below:

Unit Standard 17599

Unit Standard 18426

Unit Standard 25510

Unit standards are not awarded on completion of a refresher course.

This refresher course plays a vital role in maintaining a high standard of health and safety in the workplace ensuring students remain current with best practices and safety measures.

This course has been designed for:

- 👤 Workers who are involved in a confined space entry. This could include the entrant, standby person, the supervisor (permit receiver) and permit issuer.
- 👤 This would also be beneficial for staff who manage or supervise staff involved in confined space entry to ensure that they have a thorough understanding of the requirements involved.

Prerequisites

The learner will only be refreshed in the unit standards that they currently hold - unit standards that are applicable for this course are 17599, 18426, 25510.

17599 - Plan a confined space entry

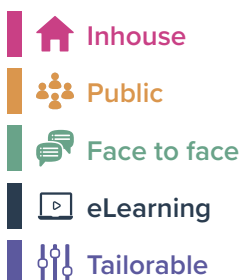
18426 - Demonstrate knowledge of hazards associated with confined space

25510 - Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely

Objectives

On successful completion students will be able to:

- + Identify hazards and controls within confined spaces.
- + Demonstrate knowledge of confined spaces and their permit notification and implementation requirements.
- + Demonstrate knowledge of monitoring and confined space testing requirements.
- + Demonstrate knowledge of atmospheric testing in potentially hazardous environments.
- + Conduct atmospheric tests and interpret and respond to atmospheric testing results.



ASSESSMENT:

This course has one assessment.

DURATION: 4 hours

FIRE EXTINGUISHER / FIRE WARDEN



Fire Extinguisher

UNIT STANDARD: 3271, 4647



Outline

A comprehensive course designed to enhance fire safety skills in both home and workplace environments. This course adheres to the NZQA standards, ensuring that participants receive regulated and high-quality training.

Participants will gain a thorough understanding of various types of fire extinguishers and develop practical skills in extinguishing fires using the correct equipment. The course also introduces the latest developments in fire suppression techniques.




The course content includes personal safety, first response actions, an introduction to fire science, classes of fire, and fire suppression methods. It is tailored to familiarise participants with their specific workplace fire and emergency systems and equipment.

This course has been designed for:

-  individuals who have access to fire extinguishers in their homes or workplaces, equipping them with the skills and knowledge to respond effectively to fire incidents.
-  HR professionals responsible for workplace safety training and awareness.

Objectives

On completion of the course, participants will be able to:

-  Demonstrate knowledge of fire classes and fire suppression techniques.
-  Select and implement effective strategies for fire management.
-  Understand the basic principles of fire chemistry and physics.

 **Inhouse**

 **Public**

 **Face to face**

 **Tailorable**

DURATION: 1/2 day

Fire Extinguisher Awareness Seminar






UNIT STANDARD: N/A

Outline

In this seminar, attendees learn about various types of fire extinguishers, their appropriate uses, and emergency response strategies. This course covers fundamental principles of fire, how to prevent and contain it, and potential hazards in the work and home environments.

There will be a short demonstration of how to use a fire extinguisher, but learners do not undertake any practical exercises on this course.

This course has been designed for:

-  Workplace Safety Officers.
-  Homeowners and residents.
-  Education staff, teachers, administrative staff, and even older students can significantly benefit from this course. Knowing how to use a fire extinguisher can make a crucial difference during a crisis.
-  Business Owners and Managers.
-  Anyone interested in personal safety and preparedness; fire hazards can occur anytime, anywhere. This course provides vital knowledge and skills for personal safety.

Objectives

On successful completion students will be able to:

- + Recognize different types of fire extinguishers and their specific uses.
- + Understand how to use a fire extinguisher (including a demonstration). NOTE: no live scenarios.
- + Understand maintenance, inspection and testing requirements for fire extinguishers to ensure they are in optimal condition.
- + Provide clear and concise communication during fire emergency and drills.
- + Understand how to effectively liaise with emergency services in the event of a fire.

 **Inhouse**

 **Public**

 **Face to face**

DURATION: 2 hours

Fire Extinguisher Refresher

UNIT STANDARD: N/A

Outline

The refresher course is designed for individuals who have previously completed fire extinguisher training and are looking to update their knowledge and skills. Participants will revisit various types of fire extinguishers and refresh their practical skills in using the correct equipment for fire suppression. A key focus will be on the latest developments and techniques in fire suppression, ensuring that participants are aware of the most current practices in the field.


Students will only be refreshed in the unit standards that they have already gained.

Objectives

On completion of the course, participants will be able to:

- + Identifying potential fire hazards and fuel sources in the workplace.
- + Developing strategies for responding to fire outbreaks, including the selection and use of extinguishers and safe suppression methods.
- + Recognizing the risks associated with handheld extinguishers and their potential consequences.
- + Practical training in extinguishing fires using portable extinguishers.

This course has been designed for:

-  This course is ideal for individuals who have had fire training and are wanting to refresh their knowledge and have access to fire extinguishers in their homes or workplaces, equipping them with the skills and knowledge to respond effectively to fire incidents.

 **Inhouse**

 **Public**

 **Face to face**

DURATION: 2 hours

Fire Warden

UNIT STANDARD: 18408

Outline

With our fire warden training, you will gain comprehensive knowledge of fire warden duties in the workplace, demonstrate knowledge of evacuation requirements in your designated workplace or site and understand the duties of a fire warden.

This training is essential for preparing individuals to effectively respond to any evacuation emergency.

This half-day training is often attended in conjunction with our practical fire extinguisher course. Participants can conveniently schedule both sessions on the same day, one following the other.

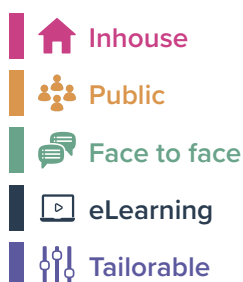
This course has been designed for:

- Anyone who has been designated as a fire warden in their respective workplace, this includes team leaders, supervisors and managers across a wide range of industries such as hospitality, healthcare, education, manufacturing, and office settings.
- This course could also be beneficial for HR professionals responsible for workplace safety training and awareness.

Objectives

On successful completion students will be able to:

- + Understand the role and responsibilities of a fire warden in the event of a fire.
- + Identify potential fire hazards and prevent fires from occurring at your workplace.
- + Effectively wear fire warden PPE and maintain fire safety equipment, such as fire alarms, fire doors, fire extinguishers.
- + Understand the way to implement and communicate an effective emergency evacuation plan.
- + Execute a successful fire drill, understanding key elements like timing, routes, assembly points, and headcounts.
- + Provide clear and concise communication during fire emergency and drills.
- + Understand how to effectively liaise with emergency services in the event of a fire.



ASSESSMENT:

This course has one on-course assessment.

DURATION: 1/2 day

Fire Warden Awareness Seminar

UNIT STANDARD: N/A

Outline

This course offers an awareness of vital skills needed for those appointed as Fire Wardens, including fire prevention, fire control measures, and procedures for emergency evacuation.

This course has been designed for:

- 👤 Those who have been designated as Fire Wardens in their respective workplaces. This includes but is not limited to; team leaders, supervisors, and managers across a wide range of industries such as hospitality, healthcare, education, manufacturing, and office settings.
- 👤 The seminar could also be beneficial for HR professionals responsible for workplace safety training and awareness.

Objectives

On completion of the course, participants will be able to:

- + Understand the role and responsibilities of a Fire Warden in the event of a fire.
- + Identify potential fire hazards and prevent fires from occurring at their workplace.
- + Effectively wear Fire Warden PPE and maintain fire safety equipment, such as fire alarms, fire doors, fire extinguishers.
- + Understand how to effectively liaise with emergency services in the event of a fire.

- 🏠 Inhouse
- 👥 Public
- 🗣️ Face to face
- 💻 Online
- 🔧 Tailorable

DURATION: 2 hours

Fire Warden Refresher

UNIT STANDARD: N/A

Outline

Refresh your knowledge of fire warden duties in the workplace. With our fire warden training, you will be able to demonstrate knowledge of evacuation requirements in your designated workplace or site and understand the duties of a fire warden.

This course has been designed for:

- 👤 The fire warden training is designed specifically for those who have been designated as fire wardens in their respective workplaces. This includes but is not limited to; team leaders, supervisors, and managers across a wide range of industries such as hospitality, healthcare, education, manufacturing, and office settings.
- 👤 The training could also be beneficial for HR professionals responsible for workplace safety training and awareness.

Objectives

On completion of this course students will be refreshed on the fire warden unit standard that they already hold including:

- + Understand the role and responsibilities of a fire warden in the event of a fire.
- + Identify potential fire hazards and prevent fires from occurring at your workplace.
- + Effectively wear fire warden PPE and maintain fire safety equipment, such as fire alarms, fire doors, fire extinguishers.
- + Understand the way to implement and communicate an effective emergency evacuation plan.
- + Provide clear and concise communication during fire emergency and drills.

- 🏠 Inhouse
- 👥 Public
- 💬 Face to face
- 📺 eLearning

ASSESSMENT:

This course has one assessment.

DURATION: 1/2 day

SAFETY PROCESS



Energy Isolation - Lock Out, Tag Out

UNIT STANDARD: 25043

Outline

Energy sources in the workplace need to be controlled and often isolated to safely access machinery or any mechanised system. Incidents occur when there's a lack of isolation systems and a lack of employee knowledge of the hazards associated with plant and equipment.





This course has been designed for:

- Anyone who is required to perform operational or maintenance duties and may need to protect themselves from hazardous energies.

Objectives

After completing this course, you'll have the knowledge and practical skills to:

- + Identify types of hazardous energy
- + Identify and explain the purpose of lockout and reinstatement procedures
- + Describe the purpose of a tag out device and how to use one
- + Explain the responsibilities of staff in relation to isolation systems
- + Identify and explain the purpose and range of isolation equipment
- + Describe the safe procedure of performing isolations
- + Practically demonstrate your knowledge by safely carrying out isolation and reinstatement procedures on a piece of machinery in your workplace.

-  Inhouse
-  Public
-  Face to face
-  eLearning
-  Tailorable

ASSESSMENT:

This course has one assessment.

DURATION: 1/2 day



PERMITS



Permit Issuer

UNIT STANDARD: US 17590

Outline

Students credited with this unit standard will be able to explain work permit procedures and requirements, ensure the need for a work permit is properly identified and the worksite is prepared accordingly.

Students will also learn to issue a work permit, monitor and close the work permit and audit work permits.


This course has been designed for:

- Those who have been or are going to be authorised to issue permits on behalf of their PCBU.
- Ideally students should have a sound understanding of the risk assessment process, understand their company specific permit to work procedures and be aware of site-specific risks.

Objectives

After completing this course, you'll have the knowledge and practical skills to:

- + Understand the role and responsibilities of a permit issuer in the workplace.
- + Identify the requirements to be in place before a permit is issued.
- + Effectively carry out auditing of permits as per company specific requirements.
- + Understand the responsibility of issuing a permit on behalf of the PCBU.
- + Understand the requirements of permits where extra controls are required such as hot work, confined space, work at height, excavation.

-  Inhouse
-  Public
-  Face to face
-  eLearning
-  Tailorable

ASSESSMENT:

This course has one on-course assessment.

DURATION: 1 day

Permit Receiver



UNIT STANDARD: 17588





Outline

This course will allow you to explain the types of work permits, understand the roles of those involved in the work permit system, and the requirements for receiving a work permit.

We will cover the preparatory requirements when applying for a work permit, accepting a work permit and undertaking work under the permit. We will also describe and carry out the controls and actions to be taken at the end of a work period or upon the completion of work.

This course has been designed for:

-  The permit receiver course is designed for both company personnel and contractors who will be receiving work permits in a workplace.
-  Ideally students should have a sound understanding of the risk assessment process, understand their company specific permit to work procedures and be aware of site-specific risks.

-  Inhouse
-  Public
-  Face to face
-  eLearning
-  Tailorable

Objectives

After completing this course, you'll have the knowledge and practical skills to:

- + Understand the role and responsibilities of a permit receiver in the workplace.
- + Identify the requirements to be in place before a permit is issued to them by the permit issuer.
- + Understand the requirements around permit users in terms of inductions, site sign in, working to the scope listed on the permit and their role in an emergency plan.
- + Demonstrate the communication requirements as a permit receiver.
- + Complete permit to work documentation to a high standard.
- + Understand the requirements of permits where extra controls are required such as hot work, confined space, work at height, excavation in terms of the permit receiver.

ASSESSMENT:

This course has one assessment.

DURATION: 1 day

+IMPAC INTERNATIONAL QUALIFICATIONS

+IMPAC is an approved learning provider of **IOSH** and the only NZ based accredited **Gold Status Learning partner** of **NEBOSH**.



IOSH Managing Workplace Safety

UNIT STANDARD: N/A

Outline

This highly interactive, IOSH approved course provides knowledge and practical skills in managing workplace safety; understanding of hazards, harm and risk; controlling risk, incident investigation and measuring performance and safety leadership, and shift the paragraph about IOSH to a separate area.

Course structure:

+ Day 1:

Module 1 - Managing workplace safety - an introduction
Module 2 - Hazards, harm, and risk

+ Day 2:

Module 3 - Controlling risks
Module 4 - Common workplace hazards

+ Day 3:

Module 5 - Incident investigation
Module 6 - Measuring performance and safety leadership

Objectives

On successful completion, students will be able to:

- + Describe the meanings of 'safety' and 'health', and how the concept of health and safety fits into today's business environment
- + Describe the key reasons for managing health and safety at work
- + Identify how the law can have an impact on safety and health in the workplace
- + Describe how leadership can impact on workplace culture in a way that supports healthier and safer work
- + Describe how to identify, analysis, evaluate, control, monitor and review risk in the workplace
- + Identify common workplace hazards and risks, their impact and how to manage them
- + Describe an effective investigation process and why it is important to report and investigate health and safety related incidents.
- + List the benefits and key aspects of an effective occupational health and safety management system

 **Inhouse** **Public** **Face to face**

ASSESSMENT:

The assessment component includes an:

- + In-class closed-book assessment
- + Off-course risk assessment project, which should take 2 to 3 hours to complete — this is due within two weeks of the course end date

DURATION: 3 days

NEBOSH International General Certificate in Occupational Health and Safety

INTERNATIONAL QUALIFICATION: YES

Outline

Do you need to deliver specialist advice to your organisation?

The NEBOSH International General Certificate course will provide you with an excellent grounding in the principles and practice of health and safety management.

It's relevant to practitioners from all sectors and combines international standards with an understanding of the New Zealand business environment.

Prerequisites

Learners enrolling in this course must have a working knowledge of health and safety equivalent to a NZQA Level 3 qualification.

It is recommended by IMPAC that learners have equivalent to an International English Language Testing System score of 6.0 or higher in IELTS tests.

The course is suitable for anyone looking to grow their knowledge and understanding of health and safety and to have it recognised through an internationally accredited qualification. It is the must-have qualification for site health and safety advisers.

Who is this qualification designed for?

This qualification is designed for anyone (managers, supervisors and workers) in any type of organisation. It's ideal for anyone who needs a broad understanding of health and safety issues to be able to manage day-to-day risks effectively. Many people take the International General Certificate in Occupational Health and Safety (IGC) as a first step to a career as a health and safety professional. It gives a valuable overview and is a sound basis for further professional study.

Objectives

Benefits for learners

The IGC looks at everyday solutions for general workplace health and safety issues. When you have completed the qualification, you will be able to:

- + Justify the need for health and safety improvements
- + Advise on duties for health and safety in the workplace
- + Help your organisation to manage contractors



NEBOSH International General Certificate in Occupational Health and Safety *(continued)*

INTERNATIONAL QUALIFICATION: YES

Objectives *(continued)*

- + Work within a health and safety management system
- + Positively influence health and safety culture and behavior
- + Carry out a general risk assessment (using a 5-step approach) of your workplace
- + Recognise workplace changes and their impacts and understand how to minimise these impacts
- + Develop basic safe systems of work that include emergency arrangements and know when to use a permit-to-work system
- + Take part in incident investigations; and help your employer check the effectiveness of their health and safety management system through monitoring, auditing and review.

Benefits for employers

When you achieve the IGC, you will be a huge asset to your employer. You will make a real difference

in the workplace. You will have the knowledge, understanding and skills to help protect the health and safety of all workers. You will also be able help your employer to comply with the law and good practice, as well as help them towards a culture of health and safety excellence. Develop processes and procedures for investigating and reporting accidents at work



ASSESSMENT:

This qualification has one open book exam and one practical project.

DURATION: 10 days

(2 x 5 day block courses)

NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals

INTERNATIONAL QUALIFICATION: YES

Outline

The syllabus is divided into three units, each of which is assessed separately through an assignment or case study designed to test the candidates ability to apply the knowledge. Only by passing all three units can the candidate be awarded the qualification.

The Units are:

- + **DI1: Know** - workplace health and safety principles
- + **DI2: Do** - controlling workplace health issues
- + **DI3: Do** - controlling workplace safety issues

+IMPAC offers the NEBOSH Level 6 International Diploma as a unique blended learning package combining online learning and distance learning. Our students have access to online content created by +IMPAC including videos and activities as well as telephone and web support from our tutors.

Prerequisites

Learners will need to have knowledge of health and safety equivalent to that provided by the NEBOSH International General Certificate (IGC).

Learners must be proficient in their use of written English. NEBOSH recommends that learners undertaking this qualification should reach a minimum standard of English equivalent to an International English Language Testing System (IELTS) score of 7.0 or higher.

Who this course designed for:

Anyone who wants to make health and safety their career. Building upon the foundation of knowledge provided by the NEBOSH General Certificate, it is particularly relevant for:

- + Health and safety professionals or those with aspirations to be one
- + People with health and safety responsibilities who want to gain an in-depth understanding

Objectives

When you have completed the qualification, you will be able to:

- + Advise on the types of legislation likely to apply to their organisation and how enforcement actions could apply; the relevance of the International Labour Organisation's conventions/ recommendations to the organisation; how non-government bodies and standards could influence health and safety in the organisation.

NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals (continued)

INTERNATIONAL QUALIFICATION: YES

Objectives (continued)

- + Promote a positive health and safety culture by:
 - + gaining commitment and participation; and
 - + engaging, supporting, and influencing leaders (and others) to change attitudes and behaviour and make health and safety a priority.
- + Assess, develop and maintain individual and organisational health and safety competence.
- + Understand risk management including the techniques for identifying hazards, the different types of risk assessment, considerations when implementing sensible and proportionate additional control measures and developing a risk management strategy.
- + Develop and implement proactive and reactive health and safety monitoring systems and carry out reviews and auditing of such systems.
- + Continually develop their own professional skills and ethics to actively influence improvements in health and safety by providing persuasive arguments to workers at all levels.
- + Develop a health and safety policy strategy within their organisation (including proactive safety, Corporate Social Responsibility and the change management process).
- + Manage contractors and supply chains to ensure compliance with health and safety standards.
- + Advise the organisation on a range of common workplace health issues/hazards including how these can be assessed and controlled.
- + Advise the organisation on a range of common workplace safety issues/hazards including how these can be assessed and controlled.



ASSESSMENT:

- + Unit D11 - Assignment (approximately 40 hours of assessment time)
- + Unit D12 - Case Study (approximately 20 hours of assessment time)
- + Unit D13 - Case Study (approximately 20 hours of assessment time)

DURATION: 18 months –
5 years blended learning

IEMA Foundation Certificate in Environmental Management

INTERNATIONAL QUALIFICATION: YES

Outline

This interactive online course provides a broad understanding of sustainability and a range of practical skills to apply in the workplace including collecting and collating environmental or sustainability data through to providing routine checks on legislative or pollution prevention measures.

The course covers all the areas of knowledge required to become an Associate Member of IEMA (AIEMA) and is delivered by +IMPAC partner Make UK.

This course has been designed for:

- Students new to environmental management or those in a sustainability role.

Prerequisites

Students should have a suitable standard of English to understand and articulate the concepts contained in the syllabus.

-  Inhouse
-  Public
-  Online

Objectives

On successful completion students will be able to:

- Outline the implications of global trends for the environment, for society, for the economy and for organisations.
- Outline sustainable business/governance principles and their relationship with organisations, products and services.
- Outline environmental principles and their relationship with organisations, products and services.
- Outline major policy and legislation and their implications for organisations, products and services.
- Outline major tools, techniques, systems and practices used to improve sustainability performance.
- Outline the role of innovation and other leading practices in developing sustainable products and services and providing sustainable solutions.
- Collect data, perform analysis, and evaluate information.
- Research and plan to provide sustainable solutions.
- Deliver effective communication and capture feedback.
- Engage with stakeholders.
- Outline tools and techniques that identify opportunities and risks.
- Identify and propose ways to improve performance.
- Support change and transformation to improve sustainability.

ASSESSMENT:

This course has a one hour, open-book, online exam.

DURATION: 5 days

ISO 45001: Lead Auditor

INTERNATIONAL QUALIFICATION: YES

Outline

This highly practical CQI and IRCA Certified training is focused on understanding and applying the skills needed to be a successful Occupational Health + Safety Management Systems (OHSMS) auditor and support your business achieve ISO 45001 accreditation.

The course is delivered by +IMPAC partner Make UK.

Prerequisites

- + Students should have a prior knowledge of: the Plan-Do-Check-Act cycle; knowledge of managing OHS through hazard identification, risk assessment, risk control and compliance with legal requirements; common examples of relevant national and local OH&S legislation and requirements; the requirements of ISO 45001; and the commonly used occupational health and safety management terms and definitions, as given in ISO 45001.

This course has been designed for:

- 👤 Auditors
- 👤 Anyone involved in ISO 45001:2018.

Objectives

On successful completion students will be able to:

- + Understand the purpose of OHSMS.
- + Understand the structure of Annex SL.
- + Understand the structure and requirements contained within ISO 45001 including top management and leadership requirements.
- + Outline the process of implementing and maintaining a OHSMS System.
- + Understand the business benefits of improved performance of the OHSMS.
- + Understand the context of an organisation as well as internal and external interested parties.
- + Provide an explanation of the key definitions contained within ISO 45001.
- + Recognise the principles and practices of first, second and third party audits.
- + Conduct all phases of a third party audit in the style of a Certification Body.
- + Prepare and present effective reports.
- + Understand the role of objectives, scope, and criteria in the audit process.
- + Plan audits and conduct audit team selection.
- + Initiate audit and conduct effective opening and closing meetings.
- + Understand lead auditor responsibilities.
- + Communicate effectively during the audit.
- + Prepare accurate audit conclusions.
- + Report audit results concisely and clearly.

 **Inhouse** **Public** **Online**

ASSESSMENT:

This course has two types of assessments: continuous assessment, where all participants will be assessed and awarded marks in each session on various competences and skills gained, including relevant soft skills; and a formal examination at the end of the course.

DURATION: 5 days

TRAINING CANCELLATION POLICY

TRAINING CANCELLATION POLICY TERMS & CONDITIONS

For all our Training Cancellation Policy Terms and Conditions visit:

<https://impac.co.nz/training/training-cancellation-policy/>

Public Course Cancellation Terms (eLearning training)

Cancellation fees (prior to start date)

Any cancellation prior to accessing the eLearning course will be refunded in full.

Any cancellation after to accessing the eLearning course no refund will be available.

All costs incurred in the collection of overdue accounts will be payable by you. +IMPAC may charge interest on the unpaid overdue balance under this agreement commencing on the due date until the date of actual payment. The interest rate will be the current commercial overdraft rate by +IMPAC's bank.

For fees that are being refunded please allow up to 10 working days for reimbursement to credit card.



What other services can +IMPAC offer your business?



RISK MANAGER **EXPRESS**

Delivering foresight to protect people from harm



CONSULTING

Focusing Health + Safety investment on what matters



PREQUAL

Identifying safe contractors



VRCOMPETENCY

Specialised heavy machinery training using innovative VR simulator technology



TALENTBANK

Connecting the right Health + Safety people with the right opportunity



SAFEWORX

Delivering better workwear, PPE and safety equipment solutions

A worker wearing a yellow hard hat and a high-visibility yellow vest with orange reflective stripes is seen from behind, looking at a tablet. The background consists of several blue shipping containers. One container has the text "concrete turbo flange" written on it in white. The top left corner of the image has a blue overlay with the +IMPAC logo.

+IMPAC

CONTACT DETAILS

Our team can be contacted by phone, email, or mail or in person at our offices.

Please contact us if you have any queries about +IMPAC's range of services.

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