**OHS Training**

Training is a very important aspect in any workplace. It is essential that all staff members have up-to-date training, on all equipment they may use in the office. This is to prevent injuries such as sore eyes from glare on a computer screen to very serious injuries such as Spinal Strain.

**Types of OHS Training**

There are many types of training that are necessary. These include:

* Manual handling
* Seating positions and posture (ergonomics)
* First aid
* Fire emergency procedure
* Correct use of equipment – computers, printers, fax machines, photocopiers
* What to do if an accident occurs
  + How to report it
* How to identify a risk
  + **SAM** – **S**pot the hazard, **A**ssess the risk, **M**ake any changes

**How can OHS Training be delivered?**

Not all people can be taught the same way. Some like visual aids whereas others do not need visual aids, along with the verbal discussion.

* Visual – PowerPoint presentations, DVD’s, posters, pictures.
* Verbal – presentation, discussion, debate.
* Groups – make the training more enjoyable.
* Written work – manuals, tables.
* External training – attending a training course/workshop
* Internal training – by company, manager, OHS representative
* Online training

**What can happen if OHS Training is not followed**

If OHS training is not followed an employee could get seriously injured. This could result in not only medical issues for the employee, but also legal costs for the company (compensation claims). Loss of employees could occur, if the company does not provide the necessary training needed to prevent this from occurring.

**Benefits of OHS Training**

* All staff have up-to-date training and knowledge on equipment used
* Give a less chance of injuries occurring
* Employer feels comfortable letting employees use equipment

**Who benefits from OHS Training**

Every employee and member of management in the workplace benefits from OHS training.