

## HUMANKAPITAL ONLINE TRAINING

### SUMMARY OF COURSES AVAILABLE

**Anti-Money Laundering (85min)** – Provides an understanding of how to identify, prevent and report money laundering and terrorism financing.

**Bullying and Harassment – Employees (55min)** – Focuses on building positive behaviours and stopping negative behaviours based on Australian legislation.

**Bullying and Harassment – Managers/Supervisors (85min)** – Provides managers/supervisors with an understanding about workplace bullying and harassment.

**Competition and Consumer Law – An Introduction (35min)** – Provides an introduction to competition and consumer legislation.

**Competition and Consumer Law – Dealing with Consumers Pt 1 (60min)** – Provides an understanding of the Australian Consumer Law and how it provides consumer protection.

**Competition and Consumer Law – Dealing with Consumers Pt 2 (70min)** – Provides an understanding of the provisions of the Australian Consumer Law that protect consumers and how businesses deal with consumers.

**Competition and Consumer Law – Dealing with Other Businesses (60min)** – Provides an understanding of anti-competition and restrictive trade practices prohibited under the Competition and Consumer Act 2010.

**Dealing with Workplace Conflict (35min)** – Provides an understanding of how to deal with and de-escalate conflict.

**Equal Employment Opportunity – Employees (40min)** – Provides an understanding of what behaviour is considered unlawful and unacceptable.

**Equal Employment Opportunity – Managers/Supervisors (45min)** – Provides managers/supervisors an understanding of EEO and discrimination.

**Fraud and Corruption Awareness and Prevention (45min)** – Provides an understanding of what actions can be described as fraud or corruption.

**How to Behave at the Christmas Party (10min)** – Provides an understanding of appropriate Christmas party behaviour.

**Identifying Poor Performance, Misconduct and Absenteeism (45min)** – Provides an understanding of what misconduct, poor performance and absenteeism are.

**Information and Cyber Security (30min)** – Provides an understanding of the importance of improving the confidentiality and integrity of an organisation's information.

**Managing the Discipline Process (75min)** – Provides training on how to manage the discipline process with consistency and procedural fairness.

**Modern Slavery (20min)** – Provides an understanding of how organisations can minimise their risk of being involved in modern slavery and fulfil their reporting obligations.

**Positive Workplace Culture (25min)** – Provides awareness of what positive workplace culture looks like and how to reduce risks that may negatively impact it.

**Privacy and the Workplace (30min)** – Provides an understanding of the right to privacy and how personal information must be protected.

**Protecting Whistleblowers (15min)** – Provides an understanding of the role whistleblowers play in the workplace and how they are protected.

**Sexual Harassment (25min)** – Provides an understanding of how to recognise and avoid behaviour that may be considered sexual harassment.

**Social and Digital Media and the Workplace (40min)** – Provides an understanding of appropriate uses of social and digital media in the workplace.

**Working from Home (10min)** – Provides an understanding on how to work from home effectively.

### Health and Safety Courses

**Alcohol and Other Drugs (25min)** – Provides an understanding of the impacts of alcohol and drugs on the workplace.

**Armed Robbery Safety Awareness (55min)** – Provides an understanding of safe behaviour during a robbery related incident.

**Asbestos Awareness in the Workplace (50min)** – Provides an awareness of the dangers posed by asbestos.

**Confined Spaces Hazard Guide (10min)** – provides an understanding of the controls that should be applied to confined spaces in the workplace.

**Contractor Induction (60min)** – Provides an understanding of WHS requirements, risk management and injury prevention.

**COVID-Safe Workplace (20min)** – Encourages COVID-19 risk minimisation behaviours in the workplace.

**Driver Safety (20min)** – Provides an understanding of driver safety and how to follow driver management procedures in the workplace.

**Duty of Care for Managers and Supervisors (25min)** – Provides managers/supervisors with an overview of how to fulfil their duty of care regarding WHS.

**Duty of Care for Workers (20min)** – Provides an understanding of duty of care responsibilities.

**Electrical Risks Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to working with electricity.

**Environmental Awareness (20min)** – Provides an understanding of the environmental impact individual behaviour has.

**Excavations Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to excavations in the workplace.

**Fire Awareness and Extinguisher Training (60min)** – Provides an understanding of fire safety and how to use portable fire equipment.

**General Evacuation Training (70min)** – Increases the safety of building occupants in an emergency situation.

**Globally Harmonised System (10min)** – Provides an understanding of the changes made by the Globally Harmonised System of Classification and Labelling of Chemicals.

**Hand Operated Power Tools Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to hand operated power tools in the workplace.

**Hazardous Chemicals for Managers and Supervisors (60min)** – Provides an understanding of how to manage hazardous chemicals in the workplace.

**Hazardous Chemicals Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to hazardous chemicals in the workplace.

**Incident Investigation (70min)** – Provides an overview of the legislative requirements and knowledge required for incident reporting and investigation.

**Injury Management for Managers and Supervisors (45min)** – Provides an understanding of the role and responsibilities of managers and supervisors in the injury management process.

**Injury Management for Workers (40min)** – Provides an understanding of the injury management process, their rights and responsibilities.

**Manual Handling Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to manual handling in the workplace.

**Manual Tasks for Workers (55min)** – Provides risk management training for performing manual tasks.

**Mental Health in the Workplace (35min)** – Raises awareness about the effects of mental health in the workplace.

**Minimising Risk Using PPE Hazard Guide (10min)** – Provides an understanding of why PPE is used in the workplace and PPE responsibilities.

**Noise Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to noise in the workplace.

**Occupational Health and Safety Fundamentals (45min)** – Provides an understanding of some of the issues related to health and safety.

**Office Ergonomics (40min)** – Provides an understanding of how to set up a safe, healthy and productive office workspace.

**Risk Management for Employees (30min)** – Provide you with an understanding of what risk is, how it's managed and your role in reducing risks.

**Risk Management for Managers and Supervisors (45min)** – Provides an understanding of what risk is, how it is managed and the role of a leader in reducing risks to health and safety.

**Slips and Trips Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to slips and trips in the workplace.

**Stress Less at Work (40min)** – Provides an understanding of workplace stress and a range of stress management strategies.

**Underground Utilities Hazard Guide (10min)** – Provides an understanding of the controls that should be applied to underground utilities in the workplace.

**Warden Training (115min)** – Provides an understanding of the warden's role in the workplace, as well as emergency preparation, prevention and readiness.

**Work Health and Safety Fundamentals (45min)** – Provides an understanding of health and safety responsibilities in the workplace, how risk is managed and the risk management process.

**Work Health and Safety Harmonisation (60min)** – Provides an introduction to work health and safety harmonisation, and key legislative requirements.

**Working at Heights Hazard Guide (10min)** – Provides an understanding of the risk controls that should be applied to working at heights.

**Working Safely with Hazardous Chemicals (45min)** – Provides an understanding of what hazardous chemicals are, responsibilities and requirements, and the controls used to manage risks.