

# OCCUPATIONAL HEALTH & SAFETY

Safety in the workplace is critical to the success of running a business, no matter what size it is. As a small / medium or large business owner you have certain rights, responsibilities and duties regarding health and safety in your workplace. Even if you don't have any employees, you must ensure that your business doesn't create health and safety problems for your customers and the general public. Understanding the familiarising yourself in Occupational Health and Safety (OH&S) situations will help you avoid the unnecessary costs and damage to your business caused by workplace injury and illness. The following movies discuss OH&S issues.



NEW  
RELEASE

## Email Use & Abuse

Who can imagine life without Email and the Internet? Every company should have its own policy on Email and Web usage, with employers needing to implement a policy that protects both their staff and customers. Harassment, discrimination, privacy and illegal activities such as distribution of viruses and pornography are all areas for consideration, so it is important that every organisation educates its staff about its own policy on usage. Your policy must reflect your business requirements, legal responsibilities and address what privacy employees have. This program will enlighten you with some of the issues that may effect your organisation. **DVD 19.5 mins with facilitator guide.**



NEW  
RELEASE

## Fire Safety – it's no laughing matter

Every workplace is prone to fire. Uncontrolled, it is one of the most devastating events to affect life and property. Mark Mitchell has co-written and stars in this film which depicts a buffoonish worker experiencing a series of hot happenings. Through his ineptitude, we learn what not to do when a fire breaks out and consequently, we also learn the right way to attack a fire and protect people and property. The real attraction in this film is the way humour is used to keep audience interest whilst learning points are being delivered. This clever combination makes the film suitable for all levels of workers across a myriad of industry sectors. **DVD 21 mins with facilitators guide & workbook.**



NEW  
RELEASE

## Getting A Handle On Stress

The demands placed on us from day to day are increasing. Learning to deal with stress is critical for your success and happiness. Are you aware of the negative health effects associated with prolonged tension and stress? More importantly, are you aware of how to turn them around and thrive on stress by controlling your mind? Topics covered include: How long term stress affects individuals, Ways to stress proof your body, Relaxation exercises, Where does stress come from, Work issues, Making time for you **DVD 30 mins with exercise program, facilitators guide & workbook.**



NEW  
RELEASE

## Workplace Bullying

Did you know that in Australia:

- Across every industry 8% of the workforce become victims of bullying.
- The hidden cost of bullying is estimated at \$160,000 per 100 employees.

Workplace bullying can destroy a business.

This new training package will help you prevent bullying.

Part One is for general viewing by all staff. Part Two is for managers, explaining their obligations and offering solutions. **DVD 27 mins with facilitators guide.**



## The High Price of Discrimination

TDiscrimination takes many forms, but the outcome is always the same. Loss of trained staff, loss of productivity, an unhappy workplace and potentially damaging legal actions against companies. This program evaluates the issue from a number of different perspectives and offers steps to setting clear guidelines.