



# Workplace Health for Small Business:

Nationwide Seminars – Sept 28th, 29th, 30th, Oct 12th, 13th, 14th, 2010.

A new workplace health Toolkit has just been developed by the Health and Safety Authority (HSA) which is **specifically designed to provide guidance and direction for small business**. If you are already in business or are a first-time (or second-time) start up, you will have one less challenge facing you if you attend these short information sessions. At the two-hour session you will be shown how to carry out Risk Assessments and put in place effective control measures for aspects of workplace health. All attendees will also receive a free copy of the Toolkit.

## Background

Maintaining good health at work is an important contributor to productivity and efficiency. Health is an important predictor of attendance at work, as well as being associated with satisfaction with work and commitment to the workplace. Healthy employees are more likely to be innovative and to engage with problem solving at work. Absences due to ill-health cost more than money – they place a cost on employee's families and the public health system, the employer and the individual themselves.

which directly and indirectly impact on the high performance you need from all your employees right now. The HSA Toolkit contains a range of comprehensive information sheets on a variety of related workplace topics. It provides an outline of how to proactively manage health issues through Risk Assessment generally, including

- **Manual Handling**
- **Stress and Bullying cases**
- **Pregnancy**

## Aim of Seminars

Attendance at these seminars may improve management of employee health, could result in reduction of accidents and absences, and this can reduce costly injuries and health problems

## Who should attend

- Employers in the small business sector
- Managers
- Supervisors
- Workplace health service providers
- EAP/s / workplace counsellors
- Safety Representatives & Health and Safety Officers

## Seminar Agenda

**Breakfast sessions** 8am – 10 am (tea/ coffee and pastry 7.30 – 8)

**Lunchtime sessions** 12 – 2pm (tea/coffee sandwiches 1pm)

### Outline of content

#### First hour

**Topic presentations – 1 Pregnancy and related control measures required**

**2 Manual handling, risk assessment and effective systems of work**

**3 Stress and Bullying - How to manage cases and some case examples**

#### Second hour

**Practical application of the workplace health Toolkit, with discussion**

## Cost and How to Book

The seminars cost just €25 per delegate. There are a number of booking options:

1. **On-Line:** Book on-line at [www.hsa.ie](http://www.hsa.ie). This is the easiest and quickest option.
2. **By Post:** Send a cheque for the appropriate amount (number of delegates at €25 each) to Barry Devitt, Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin, ensuring the below form is attached
3. **By Email:** Email delegate details and credit card (VISA only) or laser card details to [barry\\_devitt@hsa.ie](mailto:barry_devitt@hsa.ie)
4. **By Telephone:** Phone Barry Devitt on (01) 6147066

### Workplace Health for Small Business Seminars – Booking Form:

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Payment Details:  Cheque attached    By Card:  VISA     MasterCard     Laser

Number of attendees: \_\_\_\_\_ @ €25 each    Total Amount: € \_\_\_\_\_

Name on card: \_\_\_\_\_ Card number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

(Please note: If paying for multiple delegates please attach the names of all delegates)

The Health and Safety Authority occasionally issues newsletters, publications alerts and other safety alerts.

Please tick this box if you would not like to be included on our contact list.

Location	Date	Venue	Please tick which venue you wish to attend	
Dublin:	28th September	The Clarion Hotel IFSC	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Athlone:	29th September	The Sheraton Hotel	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Galway:	30th September	The Harbour Hotel	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Waterford:	12th October	The Tower Hotel Waterford	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Cork:	13th October	The Clarion Cork	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon
Limerick:	14th October	The Clarion Limerick	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon