

# Our name says it all!

## RTW SOLUTIONS

*RTW Solutions is a Nationally Recognised  
Training Organisation (RTO-21194).*

### **We provide an integrated package of total Risk management, on-site Training, Worksite assessment and OH&S Solutions**

Sec 21 and 25 of the Occupational Health and Safety Act (No. 107–2004) specify the responsibility of employers and employees regarding workplace health and safety issues. A vital element of such responsibility is to provide adequate training to all staff to ensure that every workplace remains a safe working environment.

Our courses are designed to meet all current Acts, Standards and Regulation requirements, and are flexible to meet each client's specific objectives. Our mission is to provide our clients with the best training and consultancy services in Australia! Our courses are of a Competency Based Level under Nationally Recognised Training outcomes.

- Fire Extinguisher & Warden Training
- Emergency Evacuation – Commercial
- Breathing Apparatus – SCBA
- Fire Team Training (ERT)
- Confined Space Entry
- Hazardous Material Spillage
- Emergency Procedure Manuals
- Emergency Response Procedures & Plans as well as OH&S site audits.
- First Aid & CPR Training
- All Forms of OH&S Training
- Site Surveys & Dangerous Goods Audits
- WorkSafe approved RTW Co-ordinator Training
- Workplace Bullying & Harassment
- Manual Handling
- WorkSafe Victoria approved - (Red Card) Construction Induction Training
- WorkSafe Victoria approved High Risk Work Training – Forklift, Order picking & Elevated Work Platform Training

We normally train on each clients site to save time and to also ensure that this training is site specific for each client. Should you require something different, we also undertake training at our training rooms at Oakleigh. We are able to supply lunch and refreshments during our Oakleigh training days at a small cost to our clients or our Dandeong forklift training site.

All our Training is competency and assessment based to enable our clients to conform with audits and accreditation specifications.

**Our consulting services are based on a "common sense" approach to each situation and our competency-based training is innovative. While courses are designed to meet all current acts and regulations, they are also sufficiently flexible to take into account our clients' own unique situation and meet their specific objectives. Our Mission is to provide our clients with the best training and consultancy services in industry anywhere in Australia!**

For all your training requirements contact our friendly sales team at RTW Solutions on Telephone 03 9563 2411 or 03 9563 2122. Web page [www.rtwolutions.com.au](http://www.rtwolutions.com.au) or e-mail us at [syitraining@syi.au.com](mailto:syitraining@syi.au.com) or speak to Stephen Yeats directly [0418 373 504](tel:0418373504)

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## Forklift Training, Order Picking & Elevated Work Platform Proposal

Throughout Australia legislation requires all people operating a **forklift** to be licensed to national load shifting standards. Therefore, it is a requirement by law to have a forklift license when operating any forklift. Operating without such license means a fine can be imposed on the individual or business or both.

### Do you want to obtain a forklift License?

Do you want to be employed or are you currently employed in an industry, whereby obtaining a Forklift Licence can often be a great way to improve your chances of promotion?

### How can you achieve this goal?

Our program is targeted specifically at getting everyone up to speed with the appropriate Forklift Training and then undertaking the Forklift assessment at the one location and at an affordable and competitive price. Upon your successful completion of the assessment you will be eligible to apply for your Forklift Licence which is issued only by WorkSafe. Your Forklift License will allow you to work as a Forklift Driver in any State or Territory of Australia as all criteria is now an Australian Standard throughout.

SYI Pty Ltd T/A RTW Solutions are accredited through WorkSafe to undertake these assessments of competency for our clients who wish to become competent in the following areas:

- TLILIC108A           Licence to Operate a Forklift Truck.
- TLILIC208A           Licence to operate a Order Picking Forklift Truck.
- TLILIC508A           Licence to operate a boom-type elevating work platform (boom length 11+metres).

### At S.Y.I. Pty. Ltd. T/A RTW Solutions we offer the following Courses:

Forklift HRW Licence LF	Training & Assessment	2 day beginners course
Forklift HRW Licence LF	Training & Assessment	1.5 days Intermediate Course
Forklift HRW Licence LF	Assessment	3.5hrs Experience

Order Picking Forklift HRW Licence LO	Training & Assessment	8 hrs beginners course
Order Picking Forklift HRW Licence LO	Training & Assessment	6 hrs days Intermediate Course
Order Picking Forklift HRW Licence LO	Assessment	3.5hrs Experience

Elevating Work Platform HRW Licence WP	Training & Assessment	4-8 hrs day beginners course
on Elevating Work Platform HRW Licence WP	Training & Assessment	1 days Intermediate Course
Elevating Work Platform HRW Licence WP	Assessment	3.5hrs Experience

### RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE

- ⇒ All equipment used for training
- ⇒ Training site for those companies who do not wish the training to be carried out on their own site.

**Price:** Please contact us on 9563 2122 or email [steve@syi.au.com](mailto:steve@syi.au.com) for a quote.

### Please Note:

There is a \$60.00 fee payable directly to WorkSafe Victoria which is NOT included in any quotes given. This fee must be paid at the Post Office by the successful applicant when applying for their license after assessment.

## **Construction Induction Card (formerly Red Card Training) Proposal.**

The Construction Induction Card (formerly Red Card Training) will enable participants to work in a safe manner within the Australian Construction Industry. (Red Card is Australia wide recognised).

The Construction Induction Card course is recognised by WorkSafe for the registration of construction workers for their compulsory OH&S induction.

The Construction Induction Card course is intended to provide individuals with the skills and knowledge to operate safely in a work environment and should be completed prior to entering any construction workplace.

Under WorkSafe Victoria requirements, all persons participating in onsite activities in the building and construction industry must undertake Construction Induction Card training.

At the completion of this Construction Induction Card course, participants will be issued with a statement of attainment on the day of training. This statement of attainment, which is valid for 60 days after training is completed, allows the participant to perform construction work while WorkSafe processes their Construction Induction Card and then sends this directly to the inductee.

The Construction Induction Card course provides participants with the skills and knowledge to work safely in the construction industry and also includes the following topics:

- Identifying OH&S legislative requirements.
- Identifying construction hazards and control measures.
- Identifying OHS communication and reporting processes.
- Identifying OHS incident response procedures.

### **Career-Study Pathways**

The Construction Induction Card course will provide credit for the unit of competency CPCCOHS1001A Work Safely in the construction industry when the training package is subsequently endorsed.

**PLEASE NOTE:** You will be required to present a **photo ID** on the day of training (see below for acceptable ID documents). If acceptable identification is not presented, your details will not be forwarded to WorkSafe until such documentation has been sighted and registered with this office.

### **TYPES OF IDENTITY DOCUMENTS**

The documents listed below are examples of documents that can be used as proof of identity. Other documents may be used as long as the document as a minimum provides proof of the participant's full name as well as a photo:

- Passport (Australian Passport current or expired within the last two years, but not cancelled, International Passport must be current)
- Driver's Licence - Australian with photo, must be current.
- Driver's Learners Permit - Australian with photo, must be current.
- Boat Operator's Licence - Australian with photo, must be current.
- Firearm Licence - Victorian with photo, must be current. (Can accept interstate Firearms Licence as long as it contains a photo and is current).
- Licence to Perform High Risk Work or equivalent photo certificate of competency that is still current.
- State, Territory or Federal Government Employee ID card with photo.
- Other Australian Government issued ID card with photo.
- Photo identity card issued by a Tertiary Education Institution but must be current.
- Keypass ID Card with photo must be current.
- Consumer Affairs Victoria Proof of Age Card with photo.

**\*\* Training in Red Card can be undertaken either on your own site or at our training rooms.**

**Price:** Please contact us on 9563 2122 or email [steve@syi.au.com](mailto:steve@syi.au.com) for a quote.



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**Address: PO Box 2220, Oakleigh, Vic, 3166**  
**Telephone: 03 9563 2122**  
**Fax: 03 9563 1833**  
**Email: [steve@syi.au.com](mailto:steve@syi.au.com)**  
**Web: [www.rtwolutions.com.au](http://www.rtwolutions.com.au)**

## **WorkSafe (Victoria Approved) CPCOHS1001A Course in Construction (OHS Induction) Work Safely in the Construction Industry - Course Outline. (6 hour course)**

### **Occupational Health & Safety Regulations 2007**

As set out in part 5.1 of the Occupational Health & Safety Regulations 2007, a person must not do any construction work at any workplace unless they are registered, or taken to be registered, to perform that work. This requirement came into effect from 1 July 2008.

**RTW Solutions is NOW approved by WorkSafe Victoria to undertake this accredited training:**

**Venue:** Either on your own site or at our training rooms situated at 136 Atherton Road Oakleigh Victoria 3166:  
Phone: 9563 2122 or Email [steve@syi.au.com](mailto:steve@syi.au.com) (Ample Parking is available in Atherton Road.)

### **Course Overview**

This course (formerly known as Red Card) provides a standard basic introduction to Occupational Health & Safety in order to work safely in the construction industry. This course has been accredited by WorkSafe Victoria who will issue the card only after the successful completion of the course and notification by RTW Solutions. (Allow up to 4/6 weeks after completion).

### **Designed for**

This course is designed for all levels of construction personnel and is recognised by WorkSafe for the registration of all construction workers for OHS induction.

### **Course Content**

- Identify OHS legislative requirements.
- Identify construction hazards and control measures.
- Identify OHS communication and reporting measures.
- Identify OHS incident response procedures.

### **Learning Outcomes**

Upon completion of this course, participants should be able to recognise hazards and unsafe work practices on construction sites, initiate remedial action by informing those responsible for implementing corrective measures. Participants will be regarded as having the knowledge, instruction and training to be working on a construction site safely.

### **Course Delivery**

Our facilitators are renowned for their enthusiastic and dynamic presentation styles. Each participant's own experiences are drawn upon to ensure the learning is relevant and practical. This course has been designed to have an energetic and highly interactive approach to inspire enthusiasm from participants.

### **Enrolment**

Please return your **enrolment form** with **payment** in advance to confirm your booking. Payment methods are either by Postal Order, cheque or cash. For further information, please **contact Anna, Chris or Steve on 03 9563 2122 or via email at [steve@syi.au.com](mailto:steve@syi.au.com)**.

## Course Timetable

	Session Title
	<b>Introduction and Course Overview</b>
<b>Section 1</b>	<b>The Health and Safety Problem.</b>
1.1	Background - extend of OHS problems in the industry.
1.2	Occupational Health and Safety (OHS) legislative requirements relevant to work, role and responsibility.
1.3	Legislative requirements – Duty of care requirements.
1.4	Legislative requirements – Comply with safe working practices.
<b>Section 2</b>	<b>Construction Hazards and Control Measures.</b>
2.1	Basic principles of hazard management.
2.2	Common construction hazards.
2.3	Measures for controlling hazards and risks.
<b>Section 3</b>	<b>OHS Communication and Reporting Process.</b>
3.1	OHS Communication processes, information, documentation.
3.2	The role of health and safety personnel.
3.3	Safety signs and symbols.
3.4	Reporting hazards, incidents and injuries.
<b>Section 4</b>	<b>OHS Incident Response Procedures.</b>
4.1	Responding to incidents and emergencies.
4.2	Procedures for first aid are identified.
4.3	Fire safety equipment is identified.
4.4	Personal protective equipment .
	<b>Course evaluation and Finish.</b>

All participants will be assessed to meet the competencies outlined by way of adult learning principals.

### PHOTOGRAPH PROOF OF IDENTIFICATION – MANDATORY REQUIRMENT.

**All participants needs photo identification such as ONE of the following as proof of Identification:**

- Passport – Australian – current or expired within the last two years – but not cancelled. International Passport **MUST BE CURRENT.**
- Drivers Licence – Australian with photo – **MUST BE CURRENT.**
- Drivers Learners Permit - Australian with photo – **MUST BE CURRENT.**
- Boat Operators Licence - Australian with photo – **MUST BE CURRENT.**
- Firearm Licence – Victorian with photo - **MUST BE CURRENT** (Can accept Interstate so long as it contains a photo and **MUST BE CURRENT**).
- State, Territory or Federal Government Employee ID Card with photo.
- Other Australian Government issued ID card with photo.
- Keypass ID Card with photo - **MUST BE CURRENT.**
- Consumer Affairs Victoria Proof of Age Card With Photo.

**Cost:** \$180 plus GST & Includes all WorkSafe Requirements for licensing.

**Assessment:** Written Test & Practical demonstration by Participants.

**Training Needs:** Flexibility of training needs and site specific can be arranged either on your or on our site.

**THIS IS A NATIONALLY ACCREDITED TRAINING COURSE**

# KEEP YOURSELF SAFE TO HELP OTHERS

## RTW Solutions Training Department Confirmation Purchase Order Request Form

Phone No. 03 9563 2122

Fax No. 03 9563 1833

FROM:-Stephen Yeats 0418 373504

DATE:

COMPANY: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Purchase Order No.: \_\_\_\_\_

Preferred Training Dates-Times: \_\_\_\_\_

Training Facilities and Equipment – Can your company provide:

Training Room

Yes

No

TV-Video

Yes

No

**I would like RTW Solutions to provide our staff training and instruction in the following:-**

**Forklift HRW Licence**

**Order Picking Forklift HRW Licence**

**Elevating Work Platform HRW Licence**

**Construction Industry Induction Training**

Other i.e safety equipment etc.....

### **Additional Overtime Rate for Instructors Provided**

Weekday - After 7pm a minimum charge of 1.5 hours will apply at a rate of \$80.00 per hour per instructor

Weekend - A minimum charge of 2 hours will apply at a rate of \$100.00 per hour per instructor.

**Additional costs will be incurred for country, regional and national sites, i.e. travel, accommodation & expenses if applicable. P.O.A.**

Please contact our training department for further details of these and other courses that we can design & develop for your needs.

### **Commercial In Confidence**

**If notice of cancellation is not forwarded within 7 days prior to date of training, a cancellation fee of 50% will be incurred.**