

# RTW

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## SOLUTIONS

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

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**RTW Solutions Prides Itself On Service, Safety and Experience.  
Contact us regarding all your OH&S needs for a free Quote.**

**All courses: A 50% cancellation fee will apply if 4 days notice of cancellation is not provided.**

**Should our trainers attend on site to train and for whatever reason our attendance is not required then a 50% cancellation fee will apply.**

**Overtime will be charged for any course commencing prior to 6.00am or commencing & finishing after 5.30pm.**

**ALL Overtime rates are charged in addition to the normal course fees.**

**Any course that exceeds 25 participants MAY be charged at \$10.00 P/P extra for each course for Accredited Training.**

**For Flexibility - Our assessments can be undertaken either Oral, Written or by Demonstration As Per Adult Learning Principles.**

## **EMERGENCY RESPONSE FOR AGED & COMMUNITY CARE - OPTION 1 - All**

To train participants to a level of competency standard for emergency response under Australian Standard 4083 – 2010 Aged Care Services 1997 – 4.6, Australian Standard 3745 – 2010, Aged Care Services 1997:4.6.

This course is a means for management to discharge certain responsibilities under their **duty of care provisions** relevant state occupational health & safety acts, building fire and safety regulations. It is also an opportunity to properly train staff members in operating equipment and communicating effectively in an **EMERGENCY situation, minimising the risk to residents, visitors, staff and property.**

### **COURSE CONTENT:**

The course content is designed to suit the client needs, and includes the following topics:

#### **Module 1 – 1 Hour**

- ✧ Building Fire safety regulations and Occupational Health & Safety Act 2004
- ✧ Standard Fire Orders.
- ✧ Staff response on receipt of alarm.
- ✧ Evacuation procedures, duties and responsibilities of staff members.
- ✧ Fire Safety and Awareness (hazards and potential ignition sources).
- ✧ Emergency situations and types (site specific).

#### **Module 2 – 1 Hour**

- ✧ Building fire safety features.
- ✧ Fire safety equipment (identification).
- ✧ Choice of either a Trial evacuation & debriefing or Tabletop Exercise. (Staff Exercise only).

#### **Module 3 – 1 Hour**

- ✧ Limited practical use of fire extinguishers by course participants.

### **TRAINING OUTCOMES:**

Upon completion of this training program participants should be able to:

- ✧ React safely in emergency situations.
- ✧ Demonstrate knowledge of the methods of evacuation.
- ✧ Demonstrate knowledge of how to help prevent emergencies.
- ✧ Communicate and evacuate in a calm and safe manner.
- ✧ Control small uncomplicated emergencies.
- ✧ Safeguard endangered persons.
- ✧ Demonstrate an understanding of the methods of extinguishing small fires and identify extinguishers.
- ✧ Competency Based Assessment.

### **RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE:**

Attendance Register listing the names of course participants.

- ✧ Nationally Accredited Certificate upon attaining competency.
- ✧ All equipment for training (fire extinguishers etc).
- ✧ Competency Assessment for all candidates.
- ✧ Client will receive Competency outcome for all candidates.
- ✧ All results are recorded on a database at RTW Solutions for future reference.

### **CLIENT TO PROVIDE:**

- ✧ Safe area for practical fire extinguisher training. (As a guide a cleared car park area).
- ✧ Suitable Training room.
- ✧ Provision for Trainer's Vehicle and Equipment.
- ✧ List of Participants Attending.

**COURSE DURATION:** 3 hours

**ASSESSMENT:** Written & Practical.

**COURSE PARTICIPATION:** Maximum 25 participants

**PRICE - POA**

**This course is competency based.**

## **EMERGENCY RESPONSE FOR AGED & COMMUNITY CARE - OPTION 2- Extin's**

To train participants to a level of competency standard for emergency response under Australian Standard 4083 – 2010. Australian Standard 3745 – 2010, Aged Care Services 1997 – 4.6, Aged Care Services 1997:4.6.

This course is a means for management to discharge certain responsibilities under **their duty of care provisions**, relevant state occupational health & safety acts, building fire and safety regulations. It is also an opportunity to properly train staff members in operating equipment and communicating effectively in an **EMERGENCY situation, minimising the risk to residents, visitors, staff and property.**

### **COURSE CONTENT**

The course contents would be individually designed to suit the sites needs, and would include the following:

#### **Module 1 – 1 Hour**

- ✧ Building Fire safety regulations and Occupational Health & Safety Act 2004, Duty of Care.
- ✧ Standard Fire Orders.
- ✧ Staff member response on receipt of alarm.
- ✧ Evacuation procedures, duties and responsibilities of staff members.
- ✧ Fire Safety and Awareness (hazards and potential ignition sources).
- ✧ Emergency situations and types (site specific).

#### **Module 2 – 1 Hour**

- ✧ Practical use of fire extinguishers by course participants.

### **TRAINING OUTCOMES**

- ✧ Upon completion of this training program participants should be able to:
- ✧ React safely in emergency situations.
- ✧ Demonstrate knowledge of methods of evacuation.
- ✧ Help prevent emergencies.
- ✧ Communicate and evacuate in a calm and safe manner.
- ✧ Operate as part of a workplace team.
- ✧ Control small uncomplicated emergencies.
- ✧ Safeguard endangered persons.
- ✧ Demonstrate an understanding of the theory of fire, classes of fire and fire extinguishing techniques.
- ✧ Demonstrate extinguishers using fire equipment.

**COURSE DURATION:** 2 hours

**ASSESSMENT:** Written & Practical.

**COURSE PARTICIPATION:** Maximum 25

### **RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE:**

- ✧ Attendance Register listing the names of course participants.
- ✧ Nationally Accredited Certificate upon attaining competency.
- ✧ All equipment for training (fire extinguishers etc).
- ✧ Competency Assessment for all candidates.
- ✧ Client will receive Competency outcome for all candidates.
- ✧ All results are recorded on a database at RTW Solutions for future reference.

### **CLIENT TO PROVIDE:**

- ✧ Safe area for practical fire extinguisher training. (As a guide a cleared car park area).
- ✧ Suitable Training room.
- ✧ Provision for the Trainer's Vehicle and Equipment.
- ✧ Typed List of Participants Attending.

**PRICE: POA**

**This course is competency based.**

## **EMERGENCY RESPONSE FOR AGED & COMMUNITY CARE- OPTION 3 - Evac**

To train participants to a level of competency standard for emergency response under: Australian Standard 4083 – 2010, Australian Standard 3745 – 2010 Aged Care Services 1997 – 4.6.

This course is a means for management to discharge certain responsibilities under their **duty of care provisions**, relevant state occupational health & safety acts, building fire and safety regulations. It is also an opportunity to properly train staff members in operating equipment and communicating effectively in an **EMERGENCY situation, minimising the risk to residents, visitors, staff and property.**

### **COURSE CONTENT:**

The course contents would be individually designed to suit the sites needs, and would include the following:

- ✧ Building Fire safety regulations and Occupational Health & Safety Act 2004, Duty of Care.
- ✧ Standard Fire Orders.
- ✧ Staff members responding on receipt of alarm.
- ✧ Evacuation procedures, duties and responsibilities of staff members.
- ✧ Fire Safety and Awareness (hazards and potential ignition sources).
- ✧ Emergency situations and types (site specific).
- ✧ Portable Fire Equipment Identification.
- ✧ Building fire safety features.
- ✧ Trial evacuation and debriefing or Tabletop Exercise. (Staff Exercise only). No residents.

### **TRAINING OUTCOMES:**

- ✧ Upon completion participants should be able to react safely in an emergency situation.
- ✧ Demonstrate knowledge of methods of evacuation.
- ✧ Help prevent emergencies.
- ✧ Communicate and evacuate in a calm and safe manner.
- ✧ Operate as part of a workplace team.
- ✧ Control small-uncomplicated emergencies.
- ✧ Safeguard endangered persons.

**COURSE DURATION:** 1.5 hours

**ASSESSMENT:** Written & Practical.

### **COURSE PARTICIPATION:**

Staff members up to 25 Maximum.

### **RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE:**

Attendance Register listing the names of course participants.

- ✧ Nationally Accredited Certificate upon attaining competency.
- ✧ Competency Assessment for all candidates.
- ✧ Client will receive Competency outcome for all candidates.

All results are recorded on a database at RTW Solutions for future reference.

### **CLIENT TO PROVIDE:**

- ✧ Suitable Training room.
- ✧ Provision for the Trainer's Vehicle and Equipment.
- ✧ Typed List of Participants Attending.

**PRICE: POA**

**This course is competency based.**

## **EMERGENCY RESPONSE - FOR AGED & COMMUNITY CARE - SPECIAL OPTION 3 – Walk Thru**

To train participants to a level of competency standard for emergency response under Australian Standard 4083 - 2010, Australian Standard 3745 – 2010, Aged Care Services 1997 – 4.6.

This course is a means for management to discharge certain responsibilities under **their duty of care provisions**, relevant state occupational health & safety acts, building fire and safety regulations. It is also an opportunity to properly train staff members in operating equipment and communicating effectively and in the understanding of where their site equipment is located in an **EMERGENCY situation, minimising the risk to residents, visitors, staff and property.**

### **COURSE CONTENT**

The course contents would be individually designed to suit the sites needs, and would include the following:

#### **Module 1**

- ✂ Building Fire safety regulations and Occupational Health & Safety Act 101-2004, Duty of Care.
- ✂ Standard Fire Orders.
- ✂ Site walkthrough of facility & identification of emergency equipment and locations of assembly areas.
- ✂ Staff members response on receipt of alarm.
- ✂ Evacuation procedures, duties and responsibilities of staff members.
- ✂ Fire Safety and Awareness (hazards and potential ignition sources).
- ✂ Emergency situations and types (site specific).

#### **Module 2**

- ✂ Tabletop exercise by course participants.
- ✂ Competency Based Assessment
- ✂ Explanation & working knowledge of a fire extinguisher then a site walk thru by course participants.

### **TRAINING OUTCOMES**

Upon completion of this training program participants should be able to:

- ✂ React safely in emergency situations.
- ✂ Demonstrate knowledge of methods of evacuation.
- ✂ Help prevent emergencies.
- ✂ Communicate and evacuate in a calm and safe manner.
- ✂ Operate as part of a workplace team.
- ✂ Control small uncomplicated emergencies.
- ✂ Safeguard endangered persons.
- ✂ Demonstrate an understanding of the theory of fire, classes of fire and fire extinguishing techniques.
- ✂ Demonstrate extinguisher usage.

**COURSE DURATION:** 2 hours

**ASSESSMENT:** Written & Practical.

**COURSE PARTICIPATION:** Maximum 25

#### **RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE:**

- ✂ Attendance Register listing the names of course participants.
- ✂ Nationally Accredited Certificate upon attaining competency.
- ✂ Competency Assessment for all candidates.
- ✂ Client will receive Competency outcome for all candidates.
- ✂ All results are recorded on a database at RTW Solutions for future reference.

#### **CLIENT TO PROVIDE:**

Safe area for practical fire extinguisher training. (As a guide a cleared car park area).

Suitable Training room.

Provision for the Trainer's Vehicle and Equipment.

Typed List of Participants Attending.

**PRICE: POA**

**This course is competency based.**

## **EMERGENCY RESPONSE FOR AGED & COMMUNITY CARE – Op 4 Mixed (Evac. & Ext.)**

To train participants to a level of competency standard for emergency response under Australian Standard 4083 – 2010,, Australian Standard 3745 – 2010, Aged Care Services 1997 – 4.6.

This course is a means for management to discharge certain responsibilities under their **duty of care** provisions, relevant state occupational health & safety acts, building fire and safety regulations. It is also an opportunity to properly train staff members in operating equipment and communicating effectively in an **EMERGENCY situation, thus minimising the risk to visitors, residents, staff and property.**

### **COURSE CONTENT**

The course contents would be individually designed to suit the sites needs, and would include the following:

#### **Module 1**

- ✂ Building Fire safety regulations and Occupational Health & Safety Act 101-2004, Duty of Care.
- ✂ Standard Fire Orders.
- ✂ Staff members response on receipt of alarm.
- ✂ Evacuation procedures, duties and responsibilities of staff members.
- ✂ Fire Safety and Awareness (hazards and potential ignition sources).
- ✂ Emergency situations and types (site specific).
- ✂ Site walkthrough of facility & identification of emergency equipment and locations of assembly areas.
- ✂ Small Practical use of fire extinguishers by course participants 1- CO2 & 1- Water.

#### **Module 2**

- ✂ Tabletop exercise by course participants.
- ✂ Competency Based Assessment

### **TRAINING OUTCOMES**

Upon completion of this training program participants should be able to:

- ✂ React safely in emergency situations.
- ✂ Demonstrate knowledge of methods of evacuation.
- ✂ Help prevent emergencies.
- ✂ Communicate and evacuate in a calm and safe manner.
- ✂ Operate as part of a workplace team.
- ✂ Control small uncomplicated emergencies.
- ✂ Safeguard endangered persons.
- ✂ Demonstrate an understanding of the theory of fire, classes of fire and fire extinguishing techniques.
- ✂ Demonstrate extinguishers using fire equipment.

**COURSE DURATION:** 2 hours

**ASSESSMENT:** Written & Practical.

**COURSE PARTICIPATION:** Maximum 25

### **RTW SOLUTIONS TRAINING DEPARTMENT TO PROVIDE:**

- ✂ Attendance Register listing the names of course participants.
- ✂ Nationally Accredited Certificate upon attaining competency.
- ✂ All equipment for training (fire extinguishers etc).
- ✂ Competency Assessment for all candidates.
- ✂ Client will receive Competency outcome for all candidates.

All results are recorded on a database at RTW Solutions for future reference.

### **CLIENT TO PROVIDE:**

Safe area for practical fire extinguisher training. (As a guide a cleared car park area).  
Suitable Training room. Provision for the Trainer's Vehicle and Equipment.  
Typed List of Participants Attending.

**PRICE: POA**

**This course is competency based.**

## **ON SITE EVACUATION - Option 5 - Evacuation or Tabletop - Exercise Only**

This course is a single unit of a Competency Based Training Course. In order to obtain an accredited Certificate of Competency further training would be required such as Option 2 or 3.

This assessment is designed to evaluate your organisations current emergency evacuation procedures as per AS 3745 :2010 - AS4083:2010. RTW Solutions provide experienced Fire & Safety Trainers who have previous experience in the Fire Emergency Industry. RTW Solutions can also provide accredited training within the emergency evacuation response structure to assist further training needs.

### **ASSESSMENT OUTCOMES:**

- ✂ Current Emergency Evacuation Procedures (Review).
- ✂ Up to date Evacuation Plans (Review).
- ✂ Duties & Responsibilities of all Wardens or Persons in Charge.
- ✂ Communication (Team Work).
- ✂ Action upon receipt of an alarm.
- ✂ Accountability of all personnel on site.
- ✂ Identification of exit points and designated site assembly area's.
- ✂ Methods of evacuation.
- ✂ Staff, residents, visitors and contractors registered checklist.
- ✂ Identify required safety equipment.

### **ASSESSMENT:**

Practical.

### **DURATION OF EVACUATION:**

1 Hour

### **RTW SOLUTIONS TO PROVIDE:**

- ✂ On site evaluation.
- ✂ Debriefing with designated wardens.
- ✂ Company Certificate.
- ✂ Detailed report on outcomes.

### **CLIENT TO PROVIDE:**

- ✂ Suitable Training Room for debriefing.
- ✂ Suitable area to conduct the exercise
- ✂ Provision for parking of Trainers vehicle.

### **PRICE: POA**

**\* Cost includes a detailed report which will be forwarded to management outlining recommendations, outcomes and any observations.**

**\*\* Cost may vary depending on site structure. On some sites extra RTW Solutions staff may be required.**

**AS PER AS3745: 2010/AS 4083:2010 IT IS RECOMMENDED THAT EVACUATION OR TABLETOP EXERCISES ARE UNDERTAKEN ANNUALLY.**

**On completion of this course a detailed report will be forwarded outlining facility outcomes, recommendation and observations.**

# 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 to provide our staff training and instruction in the following:-**

OPT. 1 - EMERGENCY RESPONSE FOR AGED & COMMUNITY CARE

OPT. 2 - EXTINGUISHER TRAINING - THEORY & PRACTICAL

OPT. 3 - EVACUATION TRAINING - THEORY & PRACTICAL - TABLETOP EXERCISES.

OPT. 3 - SPEC - EMERGENCY EVACUATION AND EXTINGUISHER TRAINING - WALKTHRU

OPT. 4 -MIXED EMERGENCY RESPONSE FOR AGED & COMMUNITY CARE –  
(Prac. Evac & Ext.)

OPT. 5 - EVACUATION - TABLETOP EXERCISES OR EVACUATION.

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

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

Weekday - After 6pm a minimum charge of 1.5 hours will apply.

or

Weekend - A minimum charge of 2 hours will apply.

**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 4 days prior to date of training, a 50% cancellation fee may be incurred.**