

## **RTW Solutions**

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Oakleigh 3166

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### **One (1) Day - Occupational Health & Safety Refresher Course for Managers, Supervisors & Representative.**

**Course Outline:** This refresher course provides an overview to occupational health & safety legislation and practices that will assist Managers, Supervisors and Health and Safety Representatives to undertake their roles in the workplace.

**Designed For:** Elected health and safety representatives. Supervisors, Managers and other persons involved in health and safety within the workplace would also benefit from this course.

#### **COURSE CONTENT**

1 day refresher course.

- 🔧 **Introduction**
- 🔧 **Background of the OHS Act.**
- 🔧 **Understanding new OHS Act 107/2005, Compliance Codes, Regulations, Codes of Practice and Australian Standards.**
- 🔧 **Changes to the OHS Act and how they affect the employer/employee.**
- 🔧 **WorkSafe Inspectors, Assistance & Penalties**
- 🔧 **Preservation of sites.**
- 🔧 **Problem solving & Issue Resolution.**
- 🔧 **Risk Management & Interactive Exercises.**

**Course Outcomes:** On completion of this course, participants should be able to:

- ✓ Apply knowledge of the new occupational health and safety legislation, compliance code, codes of practice and standards.
- ✓ Understand the role of a OHS Committee.
- ✓ Understand the relationship between management, employees and representatives.
- ✓ Communicate effectively with all parties involved in occupational health & safety.
- ✓ Carry out their role in such a way as the results are shown in less lost production and less injuries.

**Duration:** 1 day

#### **Certificate:**

Participants who complete this course will receive an Accreditation Certificate on completion as recognition of their participation.

**Course cost:** POA

# 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:-**

OHS 1 day Refresher Course for Managers, Supervisors and OHS Representatives.

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 may be incurred.**

For your convenience we have Credit Card facilities - should you wish to avail yourself of these a 5% surcharge on the total cost will apply.

I wish to pay by credit card

Yes

Card Type:

Mastercard

Visa

Bankcard

Card Number:

Exp.Date: