

List of short courses we currently carry out under RTW Solutions Scope of Registration:

	Suggested Target	Video time	Course	Classification
Safety Committees	Safety Comm.	CBT ✓	1 hour	
The Big 4 - Back Hearing Eye Machinery		✓	1.5 hrs	
A Practical Approach to OH&S Management Systems	Mgrs - Sup	17 mins	1.5 hr	
Accident Investigation	Mgrs - Sup - OH&S	✓	4 hrs	Accredited with ANTA
Accident/near miss Investigation	Mgrs - Sup - OH&S	✓	4 hrs	Accredited with ANTA
Alcohol & Drugs in the Workplace	**Note - Mgrs & SUP	15 mins	1.5 hrs	
Blood Borne Pathogens in the Workplace		✓	1 Hrs	
Cranes Slings & Hoists		✓	2 hrs	
Dealing with Chemical Safety		15 mins	1.5 hrs	
Dealing with Manual Handling		✓	1.5 hrs	
Electrical Safety in the Workplace	Mgrs. & Sup.	✓	4 hrs	Accredited with ANTA
Electronics and Electrical Safety	General	16 mins	1.5 hrs	
Equipment & Machine Guarding	Sup & Mach Ops	✓	4.5 hrs	Accredited with ANTA
Ergonomics – The Practical Approach		15 mins	2 hrs	
Essential Elements of Hand Safety	Mgrs. & Sup.	✓	4 hrs	Accredited with ANTA
Eye Safety	Mgrs. & Sup.	✓	4 hrs	Accredited with ANTA
Falls in the Workplace		✓		
Good Housekeeping	ALL	10 mins	2 hrs	
Handling & Storage of Hazardous Substances		27 mins	2 hrs	
Hazardous Identification & Risk Management		✓	7.5 hr.	
Help yourself to a Better Back	ALL	15 mins	1 hr	
High Impact Maintenance Safety	Maintenance	✓	.5 – 2 Hrs	
How to lead OH&S Risk Management	Mgrs - Sup	16 mins	1.5 hrs	
Ladder Safety		10 mins	1.5 hrs.	
Lifting & Carrying		15 mins	1.5 hrs	
Lifting & Carrying		15 mins	4 hrs	Accredited with ANTA
Lockout Procedure	Mgrs/Sup/Maint etc	10 mins	1 hr	
Mining Safety Essentials		40 mins	2 hr	
Noise & Hearing Conservation		✓	1 hr	
OHS Risk Management		✓	2 hrs	
Recognition, Evaluation & Control of Hazards	Mgrs. & Sup.	✓	4 hrs	Accredited with ANTA
Risk Assessment for Industry		30 mins	2 hrs	
Safety and the Human Factor		11 mins	1.5 Hrs	
Safety Awareness	ALL	15 mins	3.5 hrs	Accredited with ANTA
Safety Now		30 mins	2 hrs	
Storage of Hazardous Substances		✓	2 hrs	
Working with Display Screen Equipment		✓	2 hrs.	

RTW Solutions will, to the best of their ability, make these courses site specific.

Please contact us for a free quote.

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:-

- | | |
|--|---|
| <input type="checkbox"/> A Practical Approach to OH&S Management Systems | <input type="checkbox"/> Hazardous Identification & Risk Management |
| <input type="checkbox"/> Accident Investigation | <input type="checkbox"/> Help yourself to a Better Back |
| <input type="checkbox"/> Accident/near miss Investigation | <input type="checkbox"/> High Impact Maintenance Safety |
| <input type="checkbox"/> Alcohol & Drugs in the Workplace | <input type="checkbox"/> How to lead OH&S Risk Management |
| <input type="checkbox"/> Blood Borne Pathogens in the Workplace | <input type="checkbox"/> Ladder Safety |
| <input type="checkbox"/> Cranes Slings & Hoists | <input type="checkbox"/> Bullying & Violence |
| <input type="checkbox"/> Dealing with Chemical Safety | <input type="checkbox"/> Lifting & Carrying |
| <input type="checkbox"/> Dealing with Manual Handling | <input type="checkbox"/> Lockout Procedure |
| <input type="checkbox"/> Electrical Safety in the Workplace | <input type="checkbox"/> Mining Safety Essentials |
| <input type="checkbox"/> Electronics and Electrical Safety | <input type="checkbox"/> Noise & Hearing Conservation |
| <input type="checkbox"/> Equipment & Machine Guarding | <input type="checkbox"/> OHS Risk Management |
| <input type="checkbox"/> Ergonomics – The Practical Approach | <input type="checkbox"/> Recognition, Evaluation & Control of Hazards |
| <input type="checkbox"/> Essential Elements of Hand Safety | <input type="checkbox"/> Risk Assessment for Industry |
| <input type="checkbox"/> Eye Safety | <input type="checkbox"/> Safety and the Human Factor |
| <input type="checkbox"/> Falls in the Workplace | <input type="checkbox"/> Safety Awareness |
| <input type="checkbox"/> Good Housekeeping | <input type="checkbox"/> Safety Now |
| <input type="checkbox"/> Handling & Storage of Hazardous Substances | <input type="checkbox"/> Working with Display Screen Equipment |

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

number:

Exp.Date: