

IEU HSR INITIAL OHS TRAINING COURSE

This course is approved for delivery by WorkSafe Victoria under section 67 of the Occupational Health and Safety Act 2004 (Victoria)

The IEU Victoria Tasmania HSR Initial OHS Training Course provides health and safety reps with the knowledge, skills and confidence to enable them to exercise their powers for the purpose of representing members of their designated workgroup.

This is a course specifically for health and safety reps. The course is not designed or intended to meet the training needs of principals or workplace managers who have a duty to manage safety in the workplace. IEU Victoria Tasmania also provides comprehensive workplace support to principals who are members of the union to assist them to comply with the Act and Regulations.



HSR INITIAL OHS COURSE AIMS

This course aims to provide health and safety representatives with an understanding of the objectives of the OHS Act 2004 and their role under the Act:

- Interpreting the occupational health and safety legislative framework and its relationship to the HSR
- Identifying key parties and their legislative obligations and duties
- Establishing representation in the workplace
- Participating in consultation and issue resolution
- Represent designated work group members in any OHS risk management process undertaken by the appropriate duty holder/s
- Issuing a Provisional Improvement Notice (PIN) and directing the cessation of work

COURSE DATES

DATES: Course 1 - 20, 21, 22, 27, 28 April (course code HS201)

DATES: Course 2 - 27, 28, 29 July and 3, 4 August (course code HS202)

DATES: Course 3 - 19, 20, 21, 26, 27 October (course code HS203)

MEMBERS: \$890 **NON-MEMBERS:** \$950

Registrations will be on a first in basis and places are limited.

THE RIGHT TO TRAINING

Under section 67 of the Occupational Health and Safety Act 2004, an elected health and safety rep, or deputy health and safety rep has a right to take time off work, with pay, to represent their Designated Work Group and to take part in approved training.

Once elected, health and safety reps and deputy health and safety reps must be allowed to attend an initial course of their choice in consultation with their employer. Employers must also allow health and safety reps and their deputies to attend a refresher course at least once a year after completing the initial course.

The Act also obligates employers to pay course fees and other expenses associated with health and safety reps and deputy reps attending training.

Employers must be given at least 14 days notice of your intention to attend training.

WHERE TO GO

All sessions: 9:00am to 5:00pm daily

VENUE: FEU Conference Centre, Ground Floor, 120 Clarendon Street, Southbank (entrance on the corner of Ballantyne and Clarendon Streets).

COST: \$890 for IEU Victoria Tasmanian members and \$950 for non-members.

DON'T MISS A DAY

PLEASE NOTE: This course is a 35-hour course, and attendance at all sessions is required in order to receive a certificate of attendance.

Course hours are 9:00am - 5:00pm each day. A certificate will not be issued to any persons who have not met the attendance requirements. If for any reason a participant is unable to attend a specific session or entire day/s, they must discuss this with the Trainer and arrange enrolment on the equivalent day at the next available course.

IS THERE LUNCH?

Light refreshments and lunch will be provided each day.

We can only cater for vegetarian, gluten and/or dairy free. We are unable to cater for other food allergies. However if this will be a concern for you please email ohs@ieuvictas.org.au

CANCELLATION

The IEU Victoria Tasmania Member First Policy DOES NOT apply to the HSR Initial OHS Training Course, however, cancellation fees do apply.

Cancellations notified to IEU Victoria Tasmania no later than 4 weeks prior to the course starting date will attract a fee of \$350 if the vacancy created is unable to be filled. This fee applies to both members and non-members.

REGISTER YOUR DETAILS

| | | |
|--------------------------------------|--------------------|-----------------------|
| SURNAME: | GIVEN NAME: | |
| M: | F: | OTHER: |
| ADDRESS: | | |
| PHONE: | | |
| EMAIL: | | |
| ARE YOU A CURRENT IEU MEMBER? | | |
| Y: | N: | MEMBER NUMBER: |
| SCHOOL/LOCATION: | | |

PAYMENT BY CREDIT CARD

| | | | |
|---|--------------------|------------------------|----------------|
| AMOUNT: | | | |
| VISA: | MASTERCARD: | AMEX: | DINERS: |
| NAME ON CARD: | | | |
| CARD NUMBER: _____ | | | |
| CVV/CVN: | | EXPIRY: __ / __ | |
| <small>The CVV/CVN is a 3 or 4 digit number printed either on the back of your card (Visa/Mastercard) or on the front (Amex).</small> | | | |

PAYMENT BY EFTPOS

| |
|--|
| ACCOUNT NAME: IEU VICTORIA TASMANIA |
| BSB: 063 008 |
| ACCOUNT NUMBER: 1001 3406 |
| <small>Please include a copy of your remittance advice with your registration form as confirmation of payment.</small> |

PAYMENT BY CHEQUE

| |
|--|
| MY CHEQUE FOR \$ IS ATTACHED. |
| <small>Cheques are to be made out to IEU Victoria Tasmania and posted with this registration form.</small> |

HOW TO REGISTER

Send this form (and cheque if applicable) to: Health and Safety Training, PO Box 1320, South Melbourne VIC, 3205. Forms can also be emailed to ohs@ieuvictas.org.au. A copy should be retained for taxation purposes. IEU Members \$890 Non Members \$950.

CHOOSE YOUR COURSE DATE

| |
|---|
| COURSE 1 - 20, 21, 22, 27, 28 April (course code HS201) |
| COURSE 2 - 27, 28, 29 July and 3, 4 August (course code HS202) |
| COURSE 3 - 19, 20, 21, 26, 27 October (course code HS203) |

DIETARY AND OTHER REQUIREMENTS

Please indicate if you are vegetarian, gluten and/or dairy free. Unfortunately we cannot cater for other food allergies. If this will be a serious concern for you, please email ohs@ieuvictas.org.au

MOBILITY ACCESS / SPECIAL NEEDS

IEU Victoria Tasmania is committed to providing health and safety training to a diverse range of people. We take into account different learning needs and can arrange to meet specific requests if notified prior to the course. We also need to know if special access is required for people of limited mobility. Please provide details below or email ohs@ieuvictas.org.au.

MY COMMITMENT

By submitting this registration form, I acknowledge that I have read and understood the terms of the IEU Cancellation Policy. I also acknowledge:

- My attendance at every session on each day of the course is mandatory in order to meet the requirements of 35 hours attendance for completion of the HSR Initial OHS Training Course. The initial course must be commenced and completed within 6 months*
- In the event that I am not able to attend on or more sessions, or one or more days of the course, I shall discuss this with the Trainer and I shall organise to attend the equivalent session / day at the next available course.*
- I will only receive a certificate upon completion of the HSR Initial OHS Training Course.*

I AGREE. SIGNATURE: _____