

TTC

Occupational Health & Safety

17 Wirriga Street Regency Park SA 5010
PO Box 2348 Regency Park SA 5942

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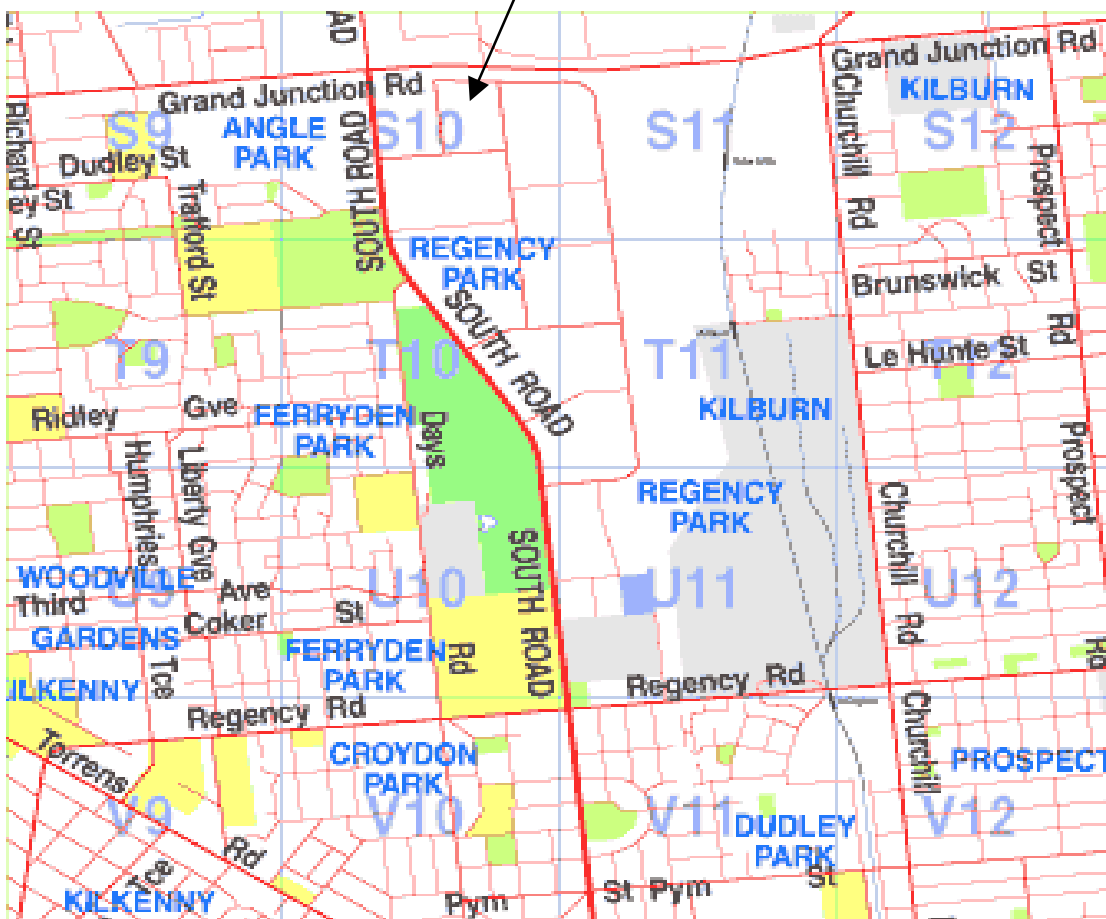
INTRODUCTION

Established in 1984 the Centre provides a diverse and wide range of OH&S services across all industries. Our experience includes extensive OH&S training in areas such as retail, construction, hospitality, aged care, logistics, engineering, meat, manufacturing and horticulture.

Training can be conducted either at TTC during normal business hours or on-site at your place of business and at a time convenient to you.

As a Registered Training Organisation our training and assessment services meet or exceed the Australian Quality Training Framework Standards and ISO 9001 requirements

Wirriga Street





OH&S - LEVEL 1



TTC is a quality endorsed training organisation (pursuant to ISO 9001) that has been approved by the Minister to provide Occupational Health and Safety Representatives training to health and safety representatives in all industries. TTC is approved to conduct this training at all 3 levels (level 1, 2 and continuing).

All level 1 courses can be delivered over five consecutive days or can be split into two modules of three and two days respectively. TTC can also provide industry or enterprises specific training.

COSTS

Health & Safety Representative

\$580 per person (GST exempt)

SafeWork SA provides funding to enable HSR training at a subsidised rate.

- To qualify for Level 1 & 2 training subsidies, the person must be an elected Health & Safety Representative and must be registered with SafeWork SA.
- Subsidies do apply to eligible HSRs attending Continuing training, but can also apply to supervisors and managers who attend the training with the HSR. This is the only training that can be attended by supervisors/managers that attracts SafeWork SA subsidies.
- New HSRs can complete their "Notice of Election Form" at the training course, but are encouraged to do so before attending training to ensure the subsidy eligibility.

Subsidies do not apply if you organisation is a WorkCover Self Insured/Exempt employer (including Government Departments).

Subsidy is \$50 per day to maximum cost of \$250. however if the 5 day course cost is \$200, SafeWork SA will only pay the \$200 and not \$250.

Note: The HSR only has to fit into one of the high-risk industry groups or one of the high-risk occupations to qualify for the subsidy of \$50 per day.

Deputy Health & Safety Representative

\$348 per person (GST exempt)

or

\$48 per person (If eligible for the full Safework SA subsidy refer to the 'HSR & OHS Committee Training Information' brochure or contact TTC on 8243 4400)

If you require further details on the subsidy please feel free to contact TTC on (08) 82434400. The cost includes a set of comprehensive resource materials, lunch and refreshments.

VENUE

Transport Training Centre Inc, 17 Wirriga Street, Regency Park (off road car parking available).
Or On-site at your place of business (contact TTC on 8243 4400 for details)

COURSE TIMES

9.00 am to 4.30 pm daily. Or at a time convenient to you if on-site

DATES

Please refer to back of brochure for dates. Or at a negotiated date convenient to you if on-site

TO ENROL

Complete the enrolment details on the back page and return to
Transport Training Centre Inc either by fax on **82434499**
or post to **PO Box 2348, Regency Park 5942.**

CITB

You can apply for subsidy with your Construction Industry Training Board membership.



Level 1 - Course Outline

This course is designed to meet the approved Safework SA requirements for elected health and safety representatives who have not received any previous training.

Upon completion the participants will have a full understanding of their functions as stated in Occupational Health, Safety and Welfare Act, 1986 and will possess the knowledge and skills necessary to perform the following:

- ◆ Work effectively with management and others to resolve occupational health and safety problems and workplace issues, including the identification of hazards, assessment and control of risks.
- ◆ Provide effective representation to members of the workgroup on occupational health and safety related matters.
- ◆ Participate effectively in the work of the Occupational Health & Safety Committee.
- ◆ Make a positive contribution to the improved health and safety performance of the workplace.

Topics to be covered include:-

- ◆ The nature and scope of occupational health and safety in the workplace.
- ◆ Legislative requirements concerning occupational health & safety including the Act, Regulations, Approved Codes of Practice and standards.
- ◆ Roles of other agencies involved (eg. Safework SA).
- ◆ Occupational Health and Safety Committees in the Workplace.
- ◆ Hazard Management.
- ◆ Consultation on occupational health and safety matters with management and others.
- ◆ Resolution of disputes over health and safety matters.
- ◆ Representation of employees on health and safety matters.
- ◆ Specific needs of disadvantaged groups on health and safety matters.



OH&S – LEVEL 2



TTC is a quality endorsed training organisation (pursuant to ISO 9001) that has been approved by the Minister to provide Occupational Health and Safety Representatives training to health and safety representatives in all industries. TTC is approved to conduct this training at all 3 levels (level 1, 2 and continuing).

All level 2 courses can be delivered over five consecutive days or can be split into two modules of three and two days respectively. TTC can also provide industry or enterprises specific training.

COSTS

\$580 per person (GST exempt)

SafeWork SA provides funding to enable HSR training at a subsidised rate.

- To qualify for Level 1 & 2 training subsidies, the person must be an elected Health & Safety Representative and must be registered with SafeWork SA.
- Subsidies do apply to eligible HSRs attending Continuing training, but can also apply to supervisors and managers who attend the training with the HSR. This is the only training that can be attended by supervisors/managers that attracts SafeWork SA subsidies.
- New HSRs can complete their “Notice of Election Form” at the training course, but are encouraged to do so before attending training to ensure the subsidy eligibility.

Subsidies do not apply if your organisation is a WorkCover Self Insured/Exempt employer (including Government Departments).

Subsidy is \$50 per day to maximum cost of \$250. However if the 5 day course cost is \$200, SafeWork SA will only pay the \$200 and not \$250.

Note: The HSR only has to fit into one of the high-risk industry groups or one of the high-risk occupations to qualify for the subsidy of \$50 per day.

The cost includes a set of comprehensive resource materials, lunch and refreshments.

VENUE

Transport Training Centre Inc, 17 Wirriga Street, Regency Park (off road car parking available). Or On-site at your place of business (contact TTC on 8243 4400 for details)

COURSE TIMES

9.00 am to 4.30 pm daily. Or at a time convenient to you if on-site

DATES

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Level 2 - Course Outline

The Level 2 course is designed for health and safety representatives who have completed the Level 1 course. The focus here is on building upon what has been covered in the Level 1 training, particularly upon consultation and communication skills together with the skills involved in the collection and analysis of data.

Emphasis is also placed upon the knowledge and skills necessary for effective resolution of occupational health and safety issues and for the participants to make a constructive contribution to the rehabilitation and return to work of injured workers. As with the Level 1 course, the Level 2 course continues to emphasise the health and safety representatives' contribution to the continuous improvement of occupational health and safety performance.

The first day of the course is devoted to bringing the participants up-to-date on legislative and other relevant changes, revision of topics covered in the Level 1 course and an opportunity to discuss and resolve particular problems that may have arisen since attending that course.

The Level 2 course also provides an opportunity to address issues and problems of specific concern in the workplace.

Topics to be covered in the Level 2 course include:-

- ◆ Revision of Level 1 course and legislative up-date.
- ◆ Investigation of Hazardous situations.
- ◆ Workers Rehabilitation and Compensation.
- ◆ Preparing and presenting a case to management, health and safety committees and others on a health and safety matter.
- ◆ Advanced consultation and conflict resolution skills.
- ◆ Safework SA Performance Standards.



Quality
Endorsed
Company

ISO 9001 Lic: 10642
Standards Australia

OH&S - CONTINUING

TTC is a quality endorsed training organisation (pursuant to ISO 9001) that has been approved by the Minister to provide Occupational Health and Safety Representatives training to health and safety representatives in all industries. TTC is approved to conduct this training at all 3 levels (level 1, 2 and continuing).

All courses can be delivered over five consecutive days or can be split into two modules of three and two days respectively. On-site training can be provided in individual day blocks (contact TTC on 8243 4400 for details).

COSTS

\$580 per person (GST exempt)

SafeWork SA provides funding to enable HSR training at a subsidised rate.

- To qualify for Level 1 & 2 training subsidies, the person must be an elected Health & Safety Representative and must be registered with SafeWork SA.
- Subsidies do apply to eligible HSRs attending Continuing training, but can also apply to supervisors and managers who attend the training with the HSR. This is the only training that can be attended by supervisors/managers that attracts SafeWork SA subsidies.
- New HSRs can complete their "Notice of Election Form" at the training course, but are encouraged to do so before attending training to ensure the subsidy eligibility.

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VENUE

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Or On-site at your place of business (contact TTC on 8243 4400 for details)

COURSE TIMES

9.00 am to 4.30 pm daily. Or at a time convenient to you if on-site

DATES

Please refer to back of brochure for dates. Or at a negotiated date convenient to you if on-site

TO ENROL

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Continuing – Course Outline

Continuing course for Health and Safety representatives who have completed Level 2 training
&/or

Owners, Managers & Supervisors from industries or occupations mentioned in the Safework SA
'HSR & OHS Committee Training Information' brochure

Course run as a 5 day workshop

Learning elements include:

- Addressing Inappropriate Behaviour.
- Conflict Resolution.
- Understanding Hazardous Substances.
- Manual Handling and Occupational Overuse Syndrome (OOS).
- Noise in the workplace.
- Machine Guarding.
- Changes to Legislation

Contact TTC on 08 8243 4400 for information on new course development



OH&S COMMITTEE COURSE



TTC's Health & Safety Committee training course has been approved by WorkCover.

TTC course has been developed to address issues from a wide variety of industries.

This one-day course is designed to provide participants with the information and skills necessary to create a pro-active Health & Safety Committee within their workplace.

TOPICS TO BE COVERED:

- Safety Concepts
- Hazard/Risk Management
- Role of the Safety Committee
- Incident/Accident Reporting & Investigation
- Roles & Responsibilities – Legislation
- Effective Meetings

VENUE

Transport Training Centre Inc, 17 Wirriga Street, Regency Park (off road car parking available).
Or On-site at your place of business (contact TTC on 8243 4400 for details)

COURSE TIMES

9.00 am to 4.30 pm daily. Or at a time convenient to you if on-site

DATES

Please refer to back of brochure for dates. Or at a negotiated date convenient to you if on-site

TO ENROL

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COSTS

\$160.00 (GST exempt)

The cost includes a set of comprehensive resource materials, lunch and refreshments. This course can also be conducted specifically to meet the needs of your organisation.



OH&S MANAGERS & SUPERVISORS



This one-day course is designed to provide Managers, Supervisors, Team Leaders and others responsible for workplace health and safety with the information and skills essential for meeting their responsibilities in this important field.

TOPICS TO BE COVERED ARE:

- OH&S Concepts
- Duties of Care under the Legislation
- Role of Safety Representative and Safety Committee
- Hazard / Risk management
- Accident and incident reporting and recording
- OH&S System Management (Including Safework SA performance standards)

COSTS

\$250.00 (inc. GST)

The cost includes a set of comprehensive resource materials, lunch and refreshments.

Payment is due at least 7 days prior to commencement of training to confirm your booking.

VENUE

Transport Training Centre Inc, 17 Wirriga Street, Regency Park (off road car parking available).

Or On-site at your place of business (contact TTC on 8243 4400 for details)

COURSE TIMES

9.00 am to 4.30 pm daily. Or at a time convenient to you if on-site

DATES

Please refer to back of brochure for dates. Or at a negotiated date convenient to you if on-site

TO ENROL

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CITB

You can apply for subsidy with your Construction Industry Training Board membership.



OH&S RESPONSIBLE OFFICER



Are you the Responsible Officer for your organisation? Were you aware that accountability for occupational health and safety rests with the organisation's Responsible Officer?

The Responsible Officer in an organisation is usually the most senior manager or member of the body corporate of the organisation residing in this State. This could be the chief executive officer, the managing director or - in most instances - the owner/operator of the business.

If a breach of Occupational Health & Safety legislation results in an employee being hurt or seriously injured in the workplace - the liability may stop with the Responsible Officer.

LEGISLATIVE REQUIREMENTS

Section 61 of the OHS Act requires every body corporate to appoint one or more Responsible Officers. The Responsible Officer is required to "take reasonable steps to ensure compliance by the body corporate of its obligations under this Act".

A recent review of legislation resulted in changes being made to "The Act." These changes make it compulsory for Responsible Officers to attend a "recognised or approved" course of training within a restricted time-frame.

WHAT IS COVERED IN THE COURSE?

Transport Training Centre's Responsible Officer training course will provide you with:

- An awareness of OHS&W legislation
- An understanding of the role of the Responsible Officer
- A range of tools and resources that may be used to improve OH&S performance in your organisation, and
- An opportunity to investigate and discuss the merits of various approaches to meeting your moral and legal responsibilities under The Act.

HOW LONG WILL IT TAKE?

TTC's Responsible Officer training course is designed to both minimise your time away from your business while at the same time maximising the potential to gain information crucial to the continued success of your business. A nominal duration of four hours has been set by TTC for its course however this may vary depending on participant numbers.

COSTS

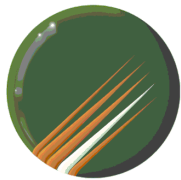
\$198.00 per person (inc. GST)

DATES (Please refer to back of brochure for dates.)

VENUE

Transport Training Centre Inc, 17 Wurriga Street, Regency Park
(off road car parking available).

COURSE TIMES - 8.30am - 12.30pm



TTC

Rehabilitation and return to work Coordinators. (High risk)



Legislated training for rehabilitation and return to work coordinators NEW

Overview:

This course covers the training requirements for individuals who have been appointed as the rehabilitation and return to work coordinator within their workplace.

Recommended for:

- ✧ Rehabilitation and Return to Work Coordinators

Content:

- ✧ Identify, access and understand relevant current workers compensation legislation in SA
- ✧ Conduct situational workplace assessments
- ✧ Develop return to work plans
- ✧ Implement and monitor return to work plans

Learning outcomes:

At the end of this workshop participants will be able to:

- ✧ Assist their employer to undertake their responsibility regarding rehabilitation and return to work
- ✧ Apply a working knowledge of the WRCC Act
- ✧ Establish and maintain systems for managing the rehabilitation and return to work of injured workers within their own workplace
- ✧ Plan and coordinate return to work schedules
- ✧ Effectively communicate with injured workers, managers and treating medical practitioners, workers compensation case managers, rehabilitation providers and other key stakeholders involved in the return to work process
- ✧ Monitor the effectiveness of the coordination of return to work plans and the rehabilitation process

* High risk - if your levy is 4.5% and higher or you are a self-insured employer you are required to complete the full three day training program.

Low risk - if your levy is less than 4.5% you are only required to complete day one of the program.

Cost: \$660.00 + GST per participant

Course duration: 3 days consecutively or split

Numbers: minimum of 10 participants per course

For course dates and further information please contact the TTC office



OH&S RELATED COURSES



TTC can offer a range of short courses related to OH&S that can be tailored to suit your company's requirements. Examples of topics that can be provided include:

- OHS&W Awareness for Employees
- Conflict Resolution
- Presentation Skills
- Machine Guarding
- Hazard Management
- Risk Assessment
- Manual Handling
- Dangerous Goods Awareness
- Accident Investigation
- Noise Management
- Customised programs to suit clients' needs

Price on Application (contact TTC on 82434400)

OTHER SERVICES PROVIDED

LOADSHIFTING EQUIPMENT

- Forklift Driver Course
- Forklift Assessment
- Elevated Work Platform (Under 11 metres)
- Elevated Work Platform (Over 11 metres)
- Order Picker
- Scissor Lift
- Wave
- Front End Loader
- Front End Loader (Skid Steer)
- Crane

TRUCK LICENCE TRAINING

- Heavy Vehicle Driver Training Licence Upgrades (Classes LR, MR, HR, HC, MC)

DANGEROUS GOODS

- Carriage of Dangerous Goods Licensing Course
- Carriage of Dangerous Goods Refresher Course
- Dangerous Goods Supervisors
- Dangerous Goods Awareness
- TDT D3 97C Handle Dangerous Goods & Hazardous Substances
- TDT D27 98B Transport Packaged Dangerous Goods
- AIP Passport (Australian Institute Petroleum)
- Fire Fighting
- Confined Space Training

PASSENGER ACCREDITATION

- SP (Small Passenger)
- TX (Taxi)

TRAINEESHIPS

- Certificate I, II, III, IV in Transport & Distribution (Administration)
- Certificate I, II, III, IV in Transport & Distribution (Road Transport)
- Certificate I, II, III, IV in Transport & Distribution (Warehousing & Storage)
- Certificate II, III, IV in Business Administration
- Certificate IV in Assessment and Workplace Training
- Certificate IV in Business (Frontline Management)
- Diploma of Business (Frontline Management)
- Diploma of Logistics Management

DRIVER AWARENESS

- Defensive Driving Programs
- Vehicle Control Programs
- Highway Driving
- Slow Manoeuvre
- Priors Training Course
- Pre Employment Drive
- Driver Evaluations
- Manual Handling
- Transitional Fatigue Management Scheme
- Four Wheel Drive
- Motor Vehicle Driving Instructor Course
- Load Restraint
- **Bluecard**

BLUECARD™

OH&S FOR THE TRANSPORT INDUSTRY



THE COURSE

The Course provides training and assessment in the Occupational Health and Safety responsibilities for employees and employers in the transport industry that are necessary to provide participants with a **Bluecard**.

ENTRY REQUIREMENTS

Designed for people in transport who need to complete a formal Occupational Health and Safety Program that leads to the awarding of a **Bluecard**.

CERTIFICATION

On successful completion of the training and assessment requirements, participants will be awarded a nationally recognised certificate known as a "Statement of Attainment". The Statement of Attainment certifies that the individual has demonstrated the competence to the national standards in the unit of competence:

TDTF197B – Follow OH&S Procedures from the training package.

TDT02 – Transport and Distribution.

DURATION AND GROUP SIZE

3 hours and up to 25 people per class.

COURSE CONTENT

- Responsibilities of employees and employers under OH&S legislation
- Role of the OH&S Committee
- Risk Assessment and Control
- Personal Protective Equipment
- Safe Work Practices
- Accident and Incident Reporting
- Dealing with Emergencies at Work
- Workers Compensation and Rehabilitation
- Manual Handling
- Drugs and Alcohol
- OH&S and the Professional Driver

TTC TRAINING LOCATIONS

- Regency Park
- Mount Gambier
- Perth
- Onsite for Group Bookings

COST

\$155.00 per person (inc. GST)



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OH&S COURSE DATES

Level 1

5 day courses

| | |
|-----------------------|-----------------------|
| 16 – 20 November 2009 | 16 – 20 August 2010 |
| 1 – 5 February 2010 | 13 –17 September 2010 |
| 3 – 7 May 2010 | 18 –22 October 2010 |
| 7 – 11 June 2010 | 15 – 19 November 2010 |
| 26 – 30 July 2010 | |

Deputy Representative undertakes the first 3 days of the Representatives 5 day course

Split courses

Part 1 (3 days)

15 – 17 February 2010
24 – 26 March 2010
10 – 12 May 2010
21 –23 June 2010
5 – 7 October 2010

Part 2 (2 days)

& 11- 12 March 2010
& 22 – 23 April 2010
& 10 –11 June 2010
& 15 –16 July 2010
& 4 – 5 November 2010

Deputy Representative undertakes the first 3 days of the Representatives 5 day course

Level 2

| | |
|-----------------------|---------------------|
| 7 – 11 December 2009 | 19 –23 July 2010 |
| 22 – 26 February 2010 | 6 –10 December 2010 |
| 12 –16 April 2010 | |

Split courses

Part 1 (3 days)

6 – 8 September 2010

Part 2 (2 days)

& 30 Sept – 1 Oct 2010

Continuing Course

| | |
|-----------------------|-----------------------|
| 16 – 20 November 2009 | 22 – 26 November 2010 |
| 31 May – 4 June 2010 | |

Comcare Course

| | |
|--------------------|-------------------|
| 15 – 19 March 2010 | 2 – 6 August 2010 |
|--------------------|-------------------|

Managers & Supervisors

| | |
|---------------|-------------------|
| 10 March 2010 | 22 September 2010 |
| 3 May 2010 | 4 November 2010 |
| 9 July 2010 | |

Committee Course

| | |
|-----------------|------------------|
| 9 February 2010 | 9 September 2010 |
| 4 May 2010 | 3 November 2010 |
| 13 July 2010 | |

**For on-site
training more
participants dates
& times can be
negotiated to suit
your needs**



OH&S COURSE



Responsible Officer

8 December 2009
15 March 2010
14 May 2010

7 July 2010
26 October 2010
7 December 2010

Rehabilitation and return to work Coordinators Course

5 – 7 April 2010
5 – 7 May 2010

16 – 18 August 2010
8 – 10 November 2010

TO ENROL FOR A COURSE

Please complete the enrolment details on the back page and return to Transport Training Centre Inc either by fax on **82434499** or post to **PO Box 2348 Regency Park SA 5942.**

TTC PRIVACY STATEMENT.

Transport Training Centre Inc. (TTC) uses the information collected only for the services we provide. Staff and client information is shared only with the Commonwealth Department of Education, Science and Training. If staff or client information is required by a third party written consent will be sought from the relevant staff or client prior to release of any information. Should staff or clients seek access to their information to review and/or correct any information, we have a documented procedure, requiring authorisation before this can occur.
(In accordance with AQTF Standard 4.1 vii)

PAYMENTS/REFUND POLICY

- In the event of bookings being made and fees paid in advance 7 (seven) days clear notice will be required for alteration or cancellation of a booking.
- A non-refundable administration fee of 10% (ten percent) applies to all courses including alterations and cancellations.
- When fees are paid and 7 (seven) days clear notice of a cancellation is not given a cancellation fee of 50% (fifty percent) may be retained.
- When a booking is made and confirmed and fees are not pre-paid a charge may be raised (that is 50% (fifty percent) of the agreed fee) in the event of a cancellation not giving 7 (seven) days clear notice.
- A 100% (one hundred percent) non-refund policy will apply for cancellation with less than 48 business hours notice.
- In all instances every effort will be made to reschedule training to a mutually convenient time to both the Transport Training Centre Inc and the trainee.

Note: Payment for a course must be received in full at least 7 (seven) days prior to the course commencing.

APPLICATION FORM

NAME OF COURSE:

DATE OF COURSE:

Personal Details

NAME:
Given name(s) *Family name*

OCCUPATION:

ADDRESS:

P/CODE:

TELEPHONE No :

Employer Details

COMPANY NAME:

ADDRESS:

P/CODE:

TELEPHONE No.: EMAIL:

Emergency Particulars (where the course is not held at your workplace)

Is there a person you would like us to contact in the unlikely event of an emergency or illness?

CONTACT PERSON: TELEPHONE No:

ADDRESS:

P/CODE:

Do you have any medical condition or infirmity that may restrict you from participating fully in the course/training session or assessment? YES NO

Do you take or have you taken any medication that may affect your ability to fully participate in the course/training session or assessment? YES NO

If you have answered "YES" to either question please see your trainer before continuing.

Do you have any special requirements that we need to know about?
(eg: disability access, dietary restrictions (for lunches)

Does your company qualify for a WorkCover subsidy? YES / NO

Please tick the appropriate box and specify what industry sector you are in.
 High risk (SAFER) industries, High risk occupations, Expanding industry, New industry,
 Region by industry, Small business of 100 or fewer individuals.

What influenced you to come to the Transport Training Centre? Please tick.

| | | | |
|---|---|---|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Radio | <input type="checkbox"/> Government Department | <input type="checkbox"/> Previous Course |
| <input type="checkbox"/> Friend | <input type="checkbox"/> Brochure | <input type="checkbox"/> Company sent me | <input type="checkbox"/> Yellow Pages |
| <input type="checkbox"/> Saw your vehicle | <input type="checkbox"/> Exhibition Trailer | <input type="checkbox"/> Other reason, please describe: | |

SIGNATURE:

DATE: