

# Training Courses at Aurenda

## 4 Day Introductory Occupational Safety & Health Representative Course

### About this Course

This course applies to all elected Safety & Health Representatives. It is designed to enable elected Safety & Health Representatives to effectively represent their fellow employees in matters relating to Occupational Safety & Health in the workplace.

Safety & Health Representatives, and if appropriate, supervisors, managers and others, will be taught the basic knowledge and skills to effectively perform their roles and functions under the legislation. The ultimate objective is to assist in improving safety and health in Western Australian workplaces.

This is an accredited course and provides the training required by the Act.

### Who Should Attend

- ▶ Newly-elected Occupational Safety & Health Representatives
- ▶ Supervisors
- ▶ Managers
- ▶ Committee Members

Course Duration ..... 4 days  
 Cost..... \$990

Partial completion of Certificate III in Occupational Health & Safety BSB30707.

Participants attending the course have the opportunity to be assessed against 6 units of competency towards partial completion of the nationally recognised Certificate III in Occupational Safety & Health BSB30707



For more information click on the appropriate course link.

## 2 Day Safety & Health Representative Refresher Course

### About this Course

This course has been designed to update the skills and knowledge for those elected Safety & Health Representatives who have previously attended the 4 day introductory training for safety representatives. The course provides additional skills and knowledge to elected Safety & Health Representatives so that they can continue to adequately represent employees and effectively participate in a safety management program.

It is recommended that a refresher course be attended every two years.

### Who Should Attend

- ▶ Elected Occupational Safety & Health Representatives
- ▶ Supervisors
- ▶ Managers
- ▶ Committee Members

Course Duration ..... 2 days  
 Cost..... \$500



## Bullying and Harassment in the Workplace

### About this Course

Bullying is a recognised OSH hazard and the *Bullying & Harassment in the Workplace* training session has been designed to ensure that organisations are proactively addressing this. The course is aimed at assisting organisations to understand bullying and harassment and provides invaluable information including what bullying is and is not, examples of bullying behaviour, dealing with bullying behaviour and what can be done about it in a workplace. It discusses the impact that these behaviours can have on the workplace and how these issues can be adequately addressed.

Course Duration..... 1 Hour  
Cost.....\$500 + GST

## Effective Occupational Safety & Health Committees

### About this Course

An effective OSH Committee can bring guidance, leadership and direction to an organisation in relation to occupational safety and health matters. This course, which is designed for all committee members, provides the following components: outlines the role and function of the committee, legal obligations, effective workplace consultation and communication, analysis of data and reporting structures and requirements. Attendance at this training will assist committee members to understand what can be achieved when committees are run effectively and why goal setting is so important.

Course Duration..... Half Day  
Cost.....\$1,650 + GST

## Hazard Management

### About this Course

Effective hazard management is an invaluable skill that is borne from experience and education. Knowing what to look for, where to look, why to look and how to look are just a part of adequately managing hazards in the workplace. It is also imperative that staff

know how to control hazards when identified, know how to assess them and when to review them. The course offers all of this as well as guidance on tools to use and how to use them. It provides attendees with the confidence to carry out this vital aspect of workplace safety management.

Course Duration.....Half Day  
Cost .....\$1,650 + GST

## Safety for Supervisors and Managers

### About this Course

Supervisors and Managers are role models to staff in organisations. What they say and what they do provide a model of the values that apply to your business. The question is *what safety messages are they giving to your staff?* Great results come from great leadership. Ensuring that your managers and supervisors have a thorough understanding of their role in your safety management plan is vital to its success. The course provides necessary information to employees with supervisory or middle management responsibilities for implementing and monitoring the organisation's OSH policies, procedures and programmes in their work area. This course can be tailored to suit your organisation's reporting structures and equips your staff with the skills required to meet their safety obligations.

Course Duration.....Half Day  
Cost .....\$1,650 + GST

## Coming Soon

### Injury Management Coordinator Course (Accredited)

## General Training Information

Training can be conducted at your workplace. Aurenda can also tailor OSH training courses to meet the needs of your organisation. Aurenda can assist you in conducting a training needs analysis in order to determine your training requirements. Please call the Training Department on 6389 8900 or email [training@aurenda.com](mailto:training@aurenda.com) for more information.