WorkSafe ACT

Training

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4Thought Safety Seminars

WorkSafe ACT presents information seminars for the benefit of local employers, workers and others.

Further information and registration for the 4Thought Safety Seminars.

Health and Safety Induction

Our health and safety induction sessions are designed to provide workplaces and/or new workers with an overview of health and safety requirements here in the ACT.

While content will be negotiated with the workplace involved, the sessions would generally cover:

- an overview of the ACT legislation
- a simple guide to how to make the workplace a safe place - how to identify and respond to

workplace hazards
- employers' safety responsibilities
- managers and supervisors responsibilities
- workers' responsibilities
- work safety representatives
- reporting incidents
- cross references to any local policies and procedures, committees, roles, etc.

Induction sessions are usually run in-house. Availability and rates can be negotiated by contacting our office or emailing worksafetraining@act.gov.au.

Work Health and Safety Representatives [formerly WSRs] Training

Under the Work Health and Safety Act 2011, HSRs must be provided with training by an approved provider. Click here to find out more and see a list of approved providers under the Act.

The Work Health and Safety Act 2011 Explained

WorkSafe ACT presents FREE information sessions on the harmonised *Work Health and Safety Act 2011* , the *Work Health and Safety Regulation 2011* and associated Codes of Practice for the ACT.

Transitional provisions of the legislation will also be outlined.

BOOKINGS ARE ESSENTIAL FOR ATTENDANCE AT THESE INFORMATION SESSIONS.

The following sessions are currently scheduled for these workshops

- 4 June 2013
- 11 October 2013

You can also download a copy of the PowerPoint presentation from these workshops:

- Presentation as a PowerPoint file [2.7Mb]
- Presentation as a PDF [2.7Mb]

Workplace Bullying - Awareness (Non Government)

0 per person. Half-Day Workshop. (In-house rates can be negotiated)

This half-day workshop is targeted at workers and focuses on bullying awareness and what responses can be taken at the individual level to bullying or perceptions of bullying in the workplace.

The workshop addresses the types of things that could be considered to constitute bullying as well as those that would generally not be bullying (e.g. reasonable management action that is taken in a reasonable manner). Workshop attendees will also work through how to respond to bullying, what options are available at the individual level, what the law requires and what actions we can take personally to prevent bullying occurring.

All participants will receive a Participant's Workbook and Certificate of Attendance as well as morning tea / coffee.

BOOKINGS ARE ESSENTIAL. The following sessions are currently scheduled for these workshops:

- 17 May 2013
- 3 July 2013
- 9 October 2013

Workplace Bullying - Awareness and Respect, Equity and Diversity (RED)

$190 per person. Half-Day Workshop. (In-house rates can be negotiated)

Workplace Bullying Workshops

Awareness

Prevention & Management

This half-day workshop introduces workers to the RED framework and the workplace hazard of bullying.

The workshop addresses the types of things that could be considered to constitute bullying as well as those that would generally not be bullying (e.g. reasonable management action that is taken in a reasonable manner).

Workshop attendees will also work through how to respond to bullying, what options are available at the individual level, what the law requires and what actions we can take personally to prevent bullying occurring.

All participants will receive a Participant's Workbook and Certificate of Attendance as well as morning tea / coffee.

BOOKINGS ARE ESSENTIAL. The following sessions are currently scheduled for these workshops:

- 2 July 2013
- 15 October

Download a flyer about our bullying workshops so you can send it to someone else.

You can sign up for one of these workshops online, or you can enquire about arranging an in-house or group course specifically for your workplace.

To access more advice about how to manage or respond to workplace bullying click here.

Workplace Bullying - Prevention and Management (Non Government)

$420 per person. Full-Day Workshop. (In-house rates can be negotiated)

Workplace Bullying Workshops

Awareness

Prevention & Management

This full-day workshop is available for Executives, Human Resource Managers, managers and supervisors, contact officers and/or workers.

The workshop is designed to build senior managers' awareness of what bullying is and what the responsibilities are of various parties within the workspace. It also aims to provide senior staff with the skills and knowledge to ensure that the organisation responds in an appropriate way to bullying and has the policies and procedures in place to ensure that bullying is managed in a professional manner.

The workshop covers the following topics:

- understanding the problem - what is bullying and what is not
- responding to bullying - at the individual level, at the manager/supervisor level and at the corporate level
- prevention
- human resource strategies
- organisational responses and strategies
- best practice policies and procedures
- managing alleged bullies.

All participants will receive a Participant's Workbook and Certificate of Attendance as well as coffee/tea on arrival, morning tea, lunch and afternoon tea.

BOOKINGS ARE ESSENTIAL. The following sessions are currently scheduled for these workshops:

- 14 May 2013
- 10 July 2013

- 22 October 2013
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Workplace Bullying - Prevention and Management and Respect, Equity and Diversity (RED)

$420 per person. Full-Day Workshop. (In-house rates can be negotiated)

This full-day workshop is available for Executives, Human Resource Managers, managers and supervisors and contact officers.

The workshop is designed to build senior managers' awareness of what bullying is and what the responsibilities are of various parties within the workspace. It also aims to provide senior staff with the skills and knowledge of RED principles and legislation to ensure that the organisation responds in an appropriate way to bullying and has the policies and procedures in place to ensure that bullying is managed in a professional manner.

The workshop covers the following topics:

- the RED framework
- understanding the problem - what is bullying and what is not
- responding to bullying - at the individual level, at the manager/supervisor level and at the corporate level
- prevention
- human resource strategies
- organisational responses and strategies
- best practice policies and procedures
- managing alleged bullies.

All participants will receive a Participant's Workbook and Certificate of Attendance as well as coffee/tea on arrival, morning tea, lunch and afternoon tea.

BOOKINGS ARE ESSENTIAL. The following sessions are currently scheduled for these workshops:

- 9 July 2013
- 14 October 2013

Download a flyer about our bullying workshops so you can send it to someone else.

You can sign up for one of these workshops online, or you can enquire about arranging an in-house group course specifically for your workplace.

To access more advice about how to manage or respond to workplace bullying click here.

Asbestos Awareness Seminar for Home Renovators

asbestos

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This seminar, conducted by WorkSafe ACT and John Robson from Robson Environmental is aimed at Home Renovators.

Renovating can be a health hazard. If you live in the ACT in an area other than Gungahlin or Southern Tuggeranong, there's a very good chance your house was built before 1985 and is likely to contain asbestos. This seminar will provide basic asbestos awareness and advice on identifying, locating and dealing with asbestos in your home renovation project.

Tea, coffee and biscuits will be provided.

The seminar will be held on 15 June 2013.

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Six Steps to Safety - Small Business Safety Workshop

Our Six Steps to safety - Small Business Safety Workshop is designed to help small businesses manage their health and safety risks and improve safety outcomes.

The program is designed for small businesses without well - developed, existing health and safety programs.

The workshop will cover how to assess your safety risks and how to take a systems - based approach to managing the safety risks associated with your business. The workshop will provide practical and pragmatic solutions as well as access to a range of tools to make addressing health and safety easier for small businesses.

The workshop will address:

- the importance of management commitment to safety
- the primary legislative requirement to take all reasonably practicable steps to manage health and safety risks in your business
- consultation requirements
- developing and implementing safe work procedures
- training and supervision of workers
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reporting requirements to WorkSafe ACT

- workers' compensation and return to work programs.

The cost of this course is $145 per person. Workshop participants will receive the Six Steps to Safety Pack which provides businesses with a means of assessing their current level of safety compliance as well as accompanying guidance on how to lift safety performance to a higher level over 6 key result areas. Participants will also receive a Certificate of Achievement and morning tea.

BOOKINGS ARE ESSENTIAL. The following sessions are currently scheduled for these workshops:

- 18 June 2013

2013 Training Schedule

- 14 May: Bullying prevention and management
- 17 May: Bullying awareness
- 4 June: Work Health and Safety Act explained
- 15 June: Asbestos awareness for home renovators
- 18 June: Six Steps to Safety for Small Business
- 2 July: Bullying awareness and Respect, Equity and Diversity (RED)
- 3 July: Bullying awareness
- 9 July: Bullying prevention and management and Respect, Equity and Diversity (RED)
- 10 July: Bullying prevention and management
- 9 October: Bullying awareness
- 11 October: Work Health and Safety Act explained
- 14 October:Bullying prevention and management and Respect, Equity and Diversity (RED)
- 15 October: Bullying awareness and Respect, Equity and Diversity (RED)
- 22 October: Bullying prevention and management

Cancellation and Refund Policy

To receive a full refund, notification is required in writing (including email) at least 7 calendar days prior to the scheduled course start date.

Cancellations within the period of 7 calendar days prior to the scheduled course start date, or later, will NOT be entitled to a refund. In such cases, a credit may be recorded, however, for future use.

Substitution of a course participant is acceptable at any time. Please advise the details of any substitute

before the event if possible in order that the correct Certificates can be prepared.

Contact our training staff

To arrange an in-house course or to talk to one of our trainers about some aspect of the courses available either contact WorkSafe ACT and ask for the training officer or email us at

worksafetraining@act.gov.au.