

# WorkSafe ACT

## Training

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### [2015 Training Schedule](#)

### [2015 4Thought Seminars](#)

### **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](mailto: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 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.

3rd Quarter 2014 training sessions TBA.

Please check the [WorkSafe ACT event calendar](#) for details.

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)



The flyer is titled "Workplace Bullying Workshops" and is divided into two main sections: "Awareness" and "Prevention & Management".

**Awareness**  
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 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.

**Prevention & Management**  
Half-day workshop  
(In-house rates can be negotiated)

This half-day workshop is available for executives, human resource managers, managers and supervisors, contact officers and/or workers.

The workshop covers the following topics:

- understanding the problem, where bullying and what it is not
- responding effectively - at the individual level, at the manager/supervisor level and at the corporate level
- prevention
- human resource strategies
- organisational responses and strategies
- legal practice pointers and resources
- managing alleged bullies

Sign up for workshop online, or simply email arrangements@worksafe.act.gov.au for your workplace.

Please call 1300 363 626 | Email: [arrangements@worksafe.act.gov.au](mailto:arrangements@worksafe.act.gov.au) or visit our website: [www.worksafe.act.gov.au](http://www.worksafe.act.gov.au)

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:

3rd Quarter 2014 training sessions TBA.

Please check the [WorkSafe ACT event calendar](#) for details.

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

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



The flyer for Workplace Bullying Workshops features the WorkSafe ACT logo at the top left. Below the logo is a photograph of three people in a professional setting. The main title is "Workplace Bullying Workshops". The flyer is divided into two columns: "Awareness" and "Prevention & Management". The "Awareness" section is priced at \$190 per person and includes information about the workshop's focus on recognizing bullying and the types of behaviors that constitute it. The "Prevention & Management" section is also priced at \$190 per person and details the workshop's focus on understanding the problem, responding to bullying, and prevention strategies. At the bottom, there is a sign-up section with contact information for the website, email, and phone.

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:

3rd Quarter 2014 training sessions TBA.

Please check the [WorkSafe ACT event calendar](#) for details.

[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)



The graphic features the 'WORKPLACEFACT' logo at the top left. Below it is a photograph of three people in a professional setting. The main title is 'Workplace Bullying Workshops'. Two columns describe the 'Awareness' and 'Prevention & Management' workshops. The 'Awareness' workshop is for general workers and focuses on recognizing bullying and reporting it. The 'Prevention & Management' workshop is for executives, HR managers, and supervisors, focusing on understanding the problem, responding to bullying, prevention, HR strategies, organizational responses, and managing alleged bullies. At the bottom, there is a sign-up section with a contact email and website.

**Workplace Bullying Workshops**

**Awareness**  
1 day per person. Full-day Workshop.  
(In-house rates can be negotiated)

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

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

Workplace 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 are available generally to prevent/bullying awareness.

**Prevention & Management**  
1 day per person. Full-day Workshop.  
(In-house rates can be negotiated)

The full-day workshop is available for executives, human resource managers, managers and supervisors, contact officers and/or workers.

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.

Sign up for a workshop online, or enquire about arranging an in-house course specifically for your workplace.

Please see below page: [enquiry@workplacefact.com.au](mailto:enquiry@workplacefact.com.au) or visit our website: [www.workplacefact.com.au](http://www.workplacefact.com.au)

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:  
3rd Quarter 2014 training sessions TBA.

Please check the [WorkSafe ACT event calendar](#) for details.

## Workplace Bullying - Prevention and Management and Respect, Equity and Diversity (RED)

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



The flyer for Workplace Bullying Workshops features a blue header with the WorkSafe ACT logo. Below the logo is a photograph of three people in a professional setting. The main title is 'Workplace Bullying Workshops'. There are two columns of text: 'Awareness' and 'Prevention & Management'. The 'Awareness' section describes a half-day workshop for general workers and supervisors, focusing on recognizing bullying and its consequences. The 'Prevention & Management' section describes a full-day workshop for executives, HR managers, and supervisors, covering topics like understanding the problem, responding to bullying, prevention, HR strategies, organizational responses, and managing alleged bullies. At the bottom, there is a sign-up section with contact information for bookings.

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:

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[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

This seminar conducted by WorkSafe ACT and Robsons Environmental is aimed at home owners.

Renovating can be a health hazard. If you live in the ACT, in a area other than Gunghalin or Southern Tuggeranong, there is a very good chance your house was built before 1985 and is likely to contain Asbestos.

This seminar will provide basic asbetos awareness and advice on identifying, locating and dealing with asbestos in your home renovation project.

**YOU MUST REGISTER TO SECURE YOUR PLACE AT THESE SEMINARS.**

3rd Quarter 2014 training sessions TBA.

Please check the [WorkSafe ACT event calendar](#) for details.

## **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
- 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:



3rd Quarter 2014 training sessions TBA.

Please check the [WorkSafe ACT event calendar](#) for details.

## **2014 Training Schedule**

3rd Quarter 2014 training sessions TBA.

Please check the [WorkSafe ACT event calendar](#) for details.

### **Cancellation and Refund Policy**

To receive a full refund, notification is required in writing (including email) at least 14 calendar days prior to the scheduled course start date.

Cancellations within the period of 14 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](mailto:worksafetraining@act.gov.au).