

Supporting health and safety in your workplace

October to December 2012

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Occupational health and safety

Initial (five day) Occupational Health and Safety (OH&S) Course for Health and Safety Representative's, Managers and Supervisors S43HSRMC1

This five day WorkSafe approved course enables everyone in the workplace to understand their duties and obligations under the OH&S legislation. The course provides elected health and safety representatives with the skills and knowledge to effectively perform their role in improving health and safety in the workplace. Under section 67 of the Victorian *Occupational Health and Safety Act 2004*, an employer must allow a health and safety representative or deputy health and safety representative who requests training, to attend an approved initial OH&S course.

Course outline:

- employer and employee responsibilities
- powers of the health and safety representative
- hazard management
- OH&S legislation
- communication and consultation
- WorkSafe inspectors role
- issue resolution
- incident investigation and reporting.

This course is approved by the Victorian Workcover Authority and is conducted under accreditation issued to Holmesglen TAFE.

Course cost: \$865.00

The course cost includes training materials and a certificate on completion.

Sessions	Location	Start date	Time
S43HSRMC6P	Bendigo Charleston Road Campus	Thursday 18 October	8.30am-5.00pm
S43HSRMC7P	Bendigo Charleston Road Campus	Tuesday 13 November	8.30am-5.00pm

Occupational health and safety

Occupational Health and Safety (OH&S) (one day) Refresher Course for Health and Safety Representative's B3400H02

The purpose of this training program is to refresh health and safety representative's (HSR's) knowledge of legislation codes and guidance material, and refresh their skills in applying that knowledge to workplace situations. The subject material is constantly updated to keep abreast of latest information and changes in regulations and advice. Under section 67 of the *Victorian Occupational Health and Safety Act 2004*, an employer must allow a health and safety representative or deputy health and safety representative, who requests training, to attend an approved refresher OH&S course (once a year after the initial course is undertaken).

Course outline:

- employer and employee responsibilities
- powers of the health and safety representative
- OH&S legislation
- communication and consultation
- issue resolution
- incident investigation and reporting.

This course is approved by the Victorian Workcover Authority and is conducted under accreditation issued to Holmesglen TAFE.

Course cost: \$275.00

The course cost includes training materials and a certificate on completion.

Sessions	Location	Start date	Time
S43HSRR7P	Bendigo Charleston Road Campus	Wednesday 17 October	8.30am-5.00pm
S43HSRR8P	Bendigo Charleston Road Campus	Friday 9 November	8.30am-5.00pm
S43HSRR9P	Bendigo Charleston Road Campus	Wednesday 5 December	8.30am-5.00pm

First aid

First Aid Management of Anaphylaxis 22099VIC

This course is designed to develop the skills and knowledge you require to assist a person suffering a severe allergic reaction by the administration of the casualties own controlled dose adrenalin injecting device until the arrival of medical assistance.

This course covers the recognition, management, prevention and risk management strategies related to allergic reactions and anaphylaxis.

An annual refresher course is recommended.

Course outline:

- assess an emergency situation
- provide appropriate treatment
- communicate details of incident
- evaluate first aid response
- identify individuals at risk
- develop individual management plans
- implement prevention strategies
- develop and implement a communication plan.

Course cost: \$65.00

The course cost includes training materials and a certificate on completion.

Sessions	Location	Start date	Time
S43ANA5P	Bendigo Charleston Road Campus	Wednesday 3 October	9.00am-1.00pm
S43ANA6P	Bendigo Charleston Road Campus	Wednesday 28 November	9.00am-1.00pm

First aid

Perform Cardiopulmonary Resuscitation (CPR)

B340FI03

This course will enable you to gain the skills and knowledge to perform CPR in line with the Australian Resuscitation Council (ARC) guidelines.

The skills and knowledge will enable you to sustain life and minimise consequences until professional medical help or other assistance arrives.

An annual refresher course is recommended.

Course outline:

- procedures for performing CPR
- ARC guidelines
- assessing the situation
- chain of survival
- care of unconscious person
- automated external defibrillator (AED)
- infection control
- own skills and limitations.

Course cost: \$70.00

The course cost includes training materials and a certificate on completion.

Sessions	Location	Start date	Time
S43CPR10P	Bendigo Charleston Road Campus	Wednesday 17 October	9.00am-1.00pm
S43CPR11P	Bendigo Charleston Road Campus	Wednesday 14 November	9.00am-1.00pm
S43CPR12P	Bendigo Charleston Road Campus	Wednesday 12 December	9.00am-1.00pm

First aid

Apply First Aid (Level 2)

B340F102

This two day course provides participants with the essential skills and knowledge required to provide first aid response, life support, management of casualties, the incident and other first aiders until professional medical help or other assistance arrives.

Course outline:

- situation assessment
- dealing with injury and illness
- management of priorities
- chain of survival
- automated external defibrillator (AED)
- allergic reaction
- bleeding
- burns
- cardiac arrest
- choking/airway obstruction
- exposure to heat and cold
- poisons
- bites and stings
- infection control
- sprains and strains
- dislocations and fractures
- seizures
- shock
- stroke
- reporting procedures
- performing cardiopulmonary resuscitation.

Other course requirements: Some prework is required prior to attending course. Prelearning material will be provided at time of enrolment.

Course cost: \$195.00

The course cost includes training materials and a certificate on completion.

Sessions	Location	Start date	Time
S43L2FA16P	Bendigo Charleston Road Campus	Tuesday 6 November	9.00am-5.00pm
S43L2FA17P	Bendigo Charleston Road Campus	Tuesday 20 November	9.00am-5.00pm
S43L2FA18P	Bendigo Charleston Road Campus	Tuesday 18 December	9.00am-5.00pm

First aid

Apply First Aid (Update)

B340FI04

This one day refresher course allows the first aider to update the knowledge and skills gained from the Apply First Aid (Level 2). It is recommended that skills and knowledge for this course be updated every 12 months.

Course outline:

- the aims of first aid
- assess the situation
- procedures for dealing with injury and illness
- priorities of management
- chain of survival
- performing cardiopulmonary resuscitation
- automated external defibrillator(AED)
- injuries from head to toe
- allergic reaction
- bleeding
- burns
- cardiac arrest
- choking/airway obstruction
- exposure to heat and cold
- poisons
- bites and stings
- infection control
- sprains and strains
- dislocations and fractures
- seizures
- shock
- stroke
- reporting procedures.

Prerequisites: A current Apply First Aid (Level 2) certificate.

Course cost: \$130.00

The course cost includes training materials and a certificate on completion.

Sessions	Location	Start date	Time
S43L2FR10P	Bendigo Charleston Road Campus	Tuesday 16 October	9.00am-5.00pm
S43L2FR11P	Bendigo Charleston Road Campus	Tuesday 13 November	9.00am-5.00pm
S43L2FR12P	Bendigo Charleston Road Campus	Tuesday 11 December	9.00am-5.00pm

Application and enrolment process

Once you have identified the course you are interested in, you can apply online at www.bendigotafe.edu.au by clicking on the application form button at the bottom of the course information page. Most course applications can be made directly to Bendigo TAFE by completing this online application form.

You will then need to formally enrol at a campus and pay your fees before you can start your course.

If you need assistance to complete your application form you can visit any of our campuses, or contact us on 1300 554 248 so that we can arrange appropriate assistance.

Further information

We also offer courses specific for your company needs and at a venue that suits you.

We can offer individual units of competency, unit clusters or information only courses where participants will receive a statement of attendance.

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Print date October 2012