

Catholic Safety Health & Welfare Training Plan – 2009

CONTACT: EVELYN GRANTHAM: 8210 9342 / egrantham@cshwsa.org.au

Course Name	Who Should Attend	Dates	Location	Duration	Cost	Facilitator(s)
TAA40104 Certificate IV in Training and Assessment	New and existing trainers working with the vocational educational and training environment. Skills recognition processes may apply.	Course information session 16 February 3:00pm – 5:00pm 14 Full Day workshops March – June 2009	Fennessey House Conference Room 33 Wakefield Street Adelaide SA 5000	14 Full day workshops March – June 2009	14 Units of competency including assessment services, \$220. per unit Total Cost \$3080 (incl GST and materials)	Centacare Registered Training Organisation
Business Manager	OHS Coordinators Person at site level (Education/Health/Social Services) who co-ordinate OHS&W	Choose from the following days Monday, 2 nd March Tuesday, 3 rd March Wednesday, 4 th March Thursday, 5 th March Tuesday, March 10 th	Catholic Education Office. Kilmara Site, Kintore Ave , Thebarton Computer Training Room	Choose only one of the following sessions 9:00am - 10:30am 11:00am -12:30pm 1:30pm -3:00pm	NIL \$	CSH&W SA
Plant Risk Assessment/Machine Guarding	Maintenance Personnel and/or OHS Coordinators	Tuesday 3 March	Fennessey House 33 Wakefield St Adelaide	9:00 – 12:00 Noon	NIL \$	SafeWork SA (External Provider)
An introduction to management of Asbestos & Contractors	Managers/Supervisors/OHS Coordinators/Parish Priests/Property & Maintenance personnel	Tuesday 3 March	Fennessey House 33 Wakefield St Adelaide	1:30pm – 3:30pm	NIL \$	SafeWork SA (External Provider)
Practical Training for Working at Heights & Fall Prevention (Accredited Training)	Persons who perform work at heights e.g. Maintenance	Tuesday, 17 th March or Tuesday, 16 th June	Construction Industry Training Centre Transport Ave, Netley	8:00am – 4:00pm Lunch Van available	\$125.00 (Including Course Materials)	CITC - Netley
Practical OHS Module 1 Hazard Management (Id, Assessment & Control)	OHS Coordinators/Managers/Supervisors	Thursday, 12 th March or Wednesday, 15th July	Fennessey House 2 nd Floor 33 Wakefield St, Adelaide	9:00 – 12:00 Noon	NIL \$	CSH & W SA
Practical OHS Module 2 Incident Reporting	OHS Coordinators/Managers/Supervisors	Wednesday, 15 th April or Wednesday, 16th September	Fennessey House 2 nd Floor (15 April) Ground Floor (16 Sept) 33 Wakefield St, Adelaide	9:00 – 12:00 Noon	NIL \$	CSH & W SA
Practical OHS Module 3 Incident/Accident Investigation	OHS Coordinators/Managers/Supervisors	Wednesday, 10 th June or Wednesday, 11th November	Fennessey House 2 nd Floor (10 June) Ground Floor (11 Nov) 33 Wakefield St, Adelaide	9:00 – 12:00 Noon	NIL \$	CSH & W SA
Practical OHS Module 4 Injury Management Workers Compensation & Rehab / Return to Work	Persons who have responsibilities for the administration of workers compensation claims or who are involved with managing the return to work plans	Thursday 23 April or Thursday 9 July	Catholic Education Off Room 6 116 George Street Thebarton	9:30 – 11:00 am	NIL \$	CCI (Catholic Church Insurance)

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Volunteer Management	Worksites who have volunteers.	Thursday, 19 th March or Thursday, 23rd July	Fennessey House 33 Wakefield St Adelaide	9:00 – 12:00 Noon	NIL \$	CSH&W SA
Applying Legal Responsibilities to working at heights/Fall Prevention	Managers/Supervisors/ OHS Coordinators/Parish Priest/Property & Maintenance personnel	Thursday, 26 th March or Thursday, 24th September	Fennessey House 33 Wakefield St Adelaide	9:00 – 12:00 noon	NIL \$	CSH & W SA
Internal Auditor Training	Anyone with audit responsibilities	Thursday, 2 nd April and Friday 3 rd April	Room 9 Catholic Education Officer (CEO) George St Thebarton	8:00 – 4:30	\$250.00 (Accredited)	Business SA (External Provider)
Occupational Violence	Social Services Sector Front of Office personnel, Advisory/Counsellor Personnel Family Centre Assistants	Wednesday 22 nd April	Province Centre High Street Kensington	8:45am – 4:00pm Lunch provided	\$95.00 (Including course materials)	Connect ed Self (External Provider)
Planning for Emergencies (incl. Evacuations)	OHS Coordinators/Managers/Supervisors/P arish Priests/Property & Maintenance personnel	Thursday 30 th April	Fennessey House 2 nd Floor 33 Wakefield St Adelaide	9:00 – 12:00 Noon	NIL \$	CSH & W SA
Exempt Licence Review (Workcover Evaluation) Pre-Audit information	Managers, OHS Coordinators	Monday, 4 th May	Catholic Education Office Room 8 116 George Street Thebarton	9:30am – 12:30pm	NIL \$	CSH& W SA & CESA OHS Consultants
Occupational Violence	Health Sector Front of office personnel Nursing Staff,	Wednesday 29th July	Province Centre High Street Kensington	8:45am – 4:00pm Lunch provided	\$95.00 (Including course materials)	Connect ed Self (External Provider)
Electrical Safety (information about light switches)	Any person working with electricity OHS Coordinators	Monday, August 10th	Catholic Education Office Rm 7 116 George St	9:30am – 11:30am 2 hours	nil	SafeWork SA CS Wong
Mock Presentation	Everyone	Friday 11th September	Province Centre High Street Kensington	9:30 – 1:00pm	\$75.00 per person (Discounts for multiple tickets)	CSH&W SA & CEO OHS Consultants
Parish OHS&W	Parish personnel paid or unpaid who liaise with or who have OHS responsibilities	Will be held in Second half of 2009 Dates TBA	TBA	TBA	TBA	TBA

Bookings for any of the above courses to be made either by email or telephone to Evelyn Grantham on

egrantham@cshwsa.org.au or (08) 8210 9342

- **Note: This training is available to employees in Health, Social Services Sectors. Education Sector employees to refer to CESA Training Plan.**
- **Training available to all employees in Education, Health, Social Services and Parish Sectors.**