

INTRODUCTORY

**INTRODUCTION TO OHS – ISSUES AND CONCEPTS**

**One Day**

This one day introductory course introduces OHS theories and practice, including the roles and responsibilities of key parties and provides an overview of contemporary hazard management in the workplace.

**Who should attend?**

The course will benefit those with limited knowledge of OHS, those involved in the development or maintenance of an OHS management system and those responsible for OHS duties who do not have a health and safety background.

**Achievement**

On successful completion of this course, participants will receive a Statement of Attainment for:

- **BSBCMN311A** Maintain a safe workplace

This unit contributes to the nationally recognised Certificate III in Business (Frontline Management) **BSB30504**

\*Refer page 9 re transitioning to the new BSB07 training package.

**Price: \$490 GST EXEMPT**

<b>ADELAIDE</b>	1 Jul, 1 Sept
<b>BRISBANE</b>	1 Jul, 2 Sept
<b>MELBOURNE</b>	1 Jul, 2 Sept, 10 Nov
<b>PERTH</b>	4 Aug, 30 Sept, 10 Nov
<b>SYDNEY</b>	5 Aug, 1 Sept, 3 Nov



INTRODUCTORY

**UNDERSTANDING OHS MANAGEMENT SYSTEMS – AS/NZS 4801**

**One Day**

This one day introductory course is focussed on the Standard **AS/NZS 4801**. It explains the elements of this Standard clearly and simply creating a sound knowledge base on which participants can build their OHS management systems.

**Who should attend?**

The course will benefit those who are implementing or maintaining an OHS management system, conducting an internal OHS audit, or wanting to know more about the standard.

**Price: \$495 GST INCLUSIVE**

<b>ADELAIDE</b>	2 Jul, 3 Sept
<b>BRISBANE</b>	2 Jul, 3 Sept
<b>MELBOURNE</b>	2 Jul, 3 Sept, 11 Nov
<b>PERTH</b>	5 Aug, 1 Oct, 11 Nov
<b>SYDNEY</b>	6 Aug, 2 Sept, 4 Nov

INTRODUCTORY

**UNDERSTANDING SAFETYMAP 4TH EDITION**

**One Day**

This one day introductory course provides organisations with an understanding of the requirements of the 4th edition of SafetyMAP, and awareness of audit best practice for its use.

**Who should attend?**

The course is aimed at those who are developing and implementing an Occupational Health & Safety Management System in accordance with SafetyMAP 4th Edition; integrating existing management systems; making the transition from 3rd Edition to 4th Edition SafetyMAP; or who have responsibility for managing the audit process for an organisation.

**Price: \$495 GST INCLUSIVE**

<b>MELBOURNE</b>	4 Aug, 7 Nov
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INTRODUCTORY

**INCIDENT INVESTIGATION AND ANALYSIS**

**One Day**

This one day introductory course provides the information, tools and methods for people with little or no knowledge of OHS to actively participate in the incident investigation process. Identifying the causes of workplace incidents and establishing effective corrective and preventative actions is a valuable continuous improvement strategy for any business.

**Who Should Attend?**

This course will benefit employees, supervisors, workplace health and safety officers, Return to Work coordinators and Health and Safety Representatives.

**Price: \$530 GST INCLUSIVE**

<b>ADELAIDE</b>	23 Oct
<b>BRISBANE</b>	2 Oct
<b>MELBOURNE</b>	15 Oct
<b>PERTH</b>	15 Oct
<b>SYDNEY</b>	8 Oct

INTRODUCTORY

**JOB SAFETY ANALYSIS**

**Half Day**

This half day introductory course provides information on risk management fundamentals within the Job Safety Analysis process including planning, consultation, techniques, referencing, record keeping, sign off and toolbox talks. Identifying all applicable hazards and devising controls will protect both the workers involved and, ultimately, the company.

**Who Should Attend?**

This course will benefit employees, supervisors, mining and construction safety officers, workplace health and safety officers, employee and union representatives.

**Price: \$315 GST INCLUSIVE**

<b>ADELAIDE</b>	19 Aug
<b>BRISBANE</b>	15 Aug
<b>MELBOURNE</b>	20 Aug
<b>PERTH</b>	13 Aug
<b>SYDNEY</b>	26 Aug

**CUSTOMISED COURSES**

In-house training can be delivered as a standard course or specifically designed to suit your organisation's training needs. For an obligation free quote or further inquiries, please contact us on **1300 727 444** or email [inhouse@saiglobal.com](mailto:inhouse@saiglobal.com)

INTRODUCTORY

**SAFEGUARDING OF MACHINERY – AS 4024.1**

**One Day**

This one day introductory course will introduce participants to the new **AS 4024-2006 Safeguarding of Machinery** incorporating 26 international (ISO/IEC/EN) Standards and provide practical knowledge in the application of the general principles of safety of machinery.

Focusing on the application of different types of safeguards, including fixed guards and ergonomic data, interlocked guards including selection of categories of control following and methods of validation. The application of electro-sensitive systems such as light guards and pressure sensitive mats will also be included.

**Who should attend?**

The course will benefit technical staff, engineers, maintenance and operational personnel. It is designed specifically for designers, manufacturers and used in the manufacturing industry.

**Price: \$535 GST INCLUSIVE**

<b>ADELAIDE</b>	24 Jul, 18 Sept, 20 Nov
<b>BRISBANE</b>	23 Jul, 17 Sept, 19 Nov
<b>MELBOURNE</b>	21 Jul, 15 Sept, 17 Nov
<b>PERTH</b>	25 Jul, 19 Sept, 21 Nov
<b>SYDNEY</b>	22 Jul, 16 Sept, 18 Nov

INTERMEDIATE

**IMPROVING OHS PERFORMANCE**

**One Day**

This one day intermediate course identifies how creating a culture promoting safety can benefit from lower accident rates, turn-over, absenteeism, and higher productivity. Demonstrating the importance of engaged managers and employees in practices which enable a safe and healthy workplace.

INTERMEDIATE

**IMPLEMENTING INJURY MANAGEMENT SYSTEMS**

**One Day**

This one day intermediate course establishes how to develop, implement and monitor an injury management system consistent with the requirements of **AS/NZS 4801**. Providing the opportunity to navigate through the maze of workers' compensation systems and State and Territory laws, in order to develop an understanding of scheme requirements, stay abreast of emerging issues and implement an effective Injury Management System.

**Who Should Attend?**

This course will benefit any managers wanting to gain a better understanding of the workers' compensation legalisation and scheme requirements within Australia. This course would also benefit National Human Resource Managers and OHS Systems Managers, Case Managers and Injury Management Advisors.

**Price: \$530 GST INCLUSIVE**

<b>ADELAIDE</b>	22 Sept
<b>BRISBANE</b>	15 Sept
<b>MELBOURNE</b>	17 Sept
<b>PERTH</b>	23 Sept
<b>SYDNEY</b>	16 Sept

**Who Should Attend?**

This course will provide insight to HR Managers, General Managers, OHS Systems Managers, Supervisors, employee and union representatives.

**Price: \$530 GST INCLUSIVE**

<b>ADELAIDE</b>	5 Sept
<b>BRISBANE</b>	1 Sept
<b>MELBOURNE</b>	1 Sept
<b>PERTH</b>	5 Sept
<b>SYDNEY</b>	5 Sept

INTERMEDIATE

**OHS RISK MANAGEMENT**

**Two Days**

This two day intermediate course examines how to develop an OHS management system focusing on essential implementation actions. Offering participants useful insight into the experiences of a variety of organisations that have implemented an OHS management system.

**Who should attend?**

The course will benefit those who are involved in planning, establishing or coordinating the implementation of an organisation's OHS management system.

**Achievement**

On successful completion of this course and a workplace project participants will receive a Statement of Attainment for:

- **BSBMGT505A** Ensure a safe workplace
- **BSBOHS505A** Manage Hazards in the work environment



**Price: \$880 GST EXEMPT**

<b>ADELAIDE</b>	3 Jul, 3 Sept
<b>BRISBANE</b>	3 Jul, 4 Sept
<b>MELBOURNE</b>	3 Jul, 4 Sept, 12 Nov
<b>PERTH</b>	6 Aug, 2 Oct, 12 Nov
<b>SYDNEY</b>	7 Jul, 3 Sept, 5 Nov

Successful completion of this course also satisfies the requirements of MODULE THREE Diploma of Business (Quality Auditing) BSB51904 – see page 9

ADVANCED

**IMPLEMENTING OHS MANAGEMENT SYSTEMS**

**Two Days**

This two day advanced course provides information on the procedures and processes of implementing an OHS Management System, offering useful insights into the experiences of a variety of organisations, which have implemented an OHS management system.

**Who should attend?**

This course will benefit OHS policy and procedure developers, practitioners, consultants or managers who are, or will be, involved in establishing, implementing and maintaining an OHS management system.

**Achievement**

Upon successful completion of this course and a workplace based assessment participants will receive a statement of attainment for:

- **BSBOHS601A** Develop a systematic approach to managing OHS
- **BSBOHS602A** Develop OHS Information and data analysis and reporting and recording processes
- **BSBOHS603A** Analyse and evaluate OHS Risk Management.



**Price: \$880 GST EXEMPT**

<b>ADELAIDE</b>	28 Jul, 16 Oct
<b>BRISBANE</b>	24 Jul, 29 Sept
<b>MELBOURNE</b>	24 Jul, 18 Sept, 13 Nov
<b>PERTH</b>	28 Aug, 13 Oct, 17 Nov
<b>SYDNEY</b>	25 Aug, 29 Sept, 10 Nov

ADVANCED

**LEAD AUDITOR IN OHS MANAGEMENT SYSTEMS**



**Five Days**

This five day, advanced course is designed to provide concentrated and comprehensive training in the theory and practice of auditing an OHS management system. Combining hands on case studies with supporting theory on due diligence and relevant legislation, the information provided comprehensively covers the audit process and examines current OHS specifications and guidelines from an audit perspective.

**Who should attend?**

The course will benefit OHS practitioners, consultants or managers who are, or will be, involved in auditing OHS management systems.

**Prerequisite Knowledge**

A working knowledge of **AS/NZS 4801:2001** is required before attendance. If required, please purchase a copy of the Standard **AS/NZS 4801:2001** at: [www.saiglobal.com/shop](http://www.saiglobal.com/shop) or attend our **Understanding OHS Management Systems AS/NZS 4801** course.

**DO YOU WANT TO TURN THIS INTO A DIPLOMA?**

For further information visit [www.saiglobal.com/training](http://www.saiglobal.com/training) or call **1300 727 444**

**Achievement**

On successful completion of this course and daily class assessments, participants will receive a Statement of Attainment for:

- **BSBAUD501A** Initiate a quality audit
- **BSBAUD502A** Prepare a quality audit
- **BSBAUD503A** Lead a quality audit
- **BSBAUD504A** Report on a quality audit

The above four units contribute to the Diploma of Business (Quality Auditing) **BSB51904**.

- **BSBOHS608A** Conduct an OHS Audit
- **BSBOHS609A** Evaluate an organisation's OHS performance

The above two units contribute to the Advance Diploma Occupational Health and Safety **BSB61004**

Participants will also be issued with a certificate of attainment for:

- **RABQSA – AU** Management systems auditing,
- **RABQSA – TL** Leading management system audit teams and **RABQSA – OH:** Auditing OHS management systems.

\*Refer page 9 re transitioning of BSB07 training package.

**Price: \$2255 GST EXEMPT**

<b>ADELAIDE</b>	25 Aug, 24 Nov
<b>BRISBANE</b>	28 Jul, 18 Aug, 27 Oct, 17 Nov, 8 Dec
<b>MELBOURNE</b>	28 Jul, 22 Sept, 20 Oct, 17 Nov, 8 Dec
<b>PERTH</b>	15 Sept, 27 Oct, 24 Nov
<b>SYDNEY</b>	14 Jul, 18 Aug, 15 Sept, 13 Oct, 17 Nov, 8 Dec

Successful completion of this course also satisfies the requirements of:

- **MODULE ONE** Diploma of Business (Quality Auditing) BSB51904 – see page 9, or
- **MODULE TWO** Advanced Diploma of OHS – see page 16

ADVANCED

**AUDITING OHS MANAGEMENT SYSTEMS**



**Two Days**

**This is the first 2 days of the Lead Auditor in OHS Management Systems on Page 14.**

**Already a lead auditor in another field?** This two day advanced course allows you to specialise in Auditing the OHS management system without having to do the full five day lead auditor course.

This course is certified under the RABQSA International Training Provider Examination Certification Scheme for OHS management system auditors.

**Who should attend?**

The course will benefit those responsible for auditing, implementing, maintaining or monitoring an OHS Management System, those wishing to expand on existing lead auditor qualifications and those responsible for auditing integrated management systems.

**Achievement**

On successful completion of this course and post-course assessment, participants will receive a Statement of Attainment for:

- **BSBOHS608A** Conduct an OHS Audit
- **BSBOHS609A** Evaluate an organisation's OHS performance.

These two units contribute to Adv Dip OHS (BSB61004)

On successful completion of this course, participants will also receive a Certificate of Attainment for:

- **RABQSA – OH** Auditing OHS management systems

**Price: \$880 GST EXEMPT**

ADVANCED

**ADVANCED OHS RISK MANAGEMENT**

**Three Days**

This three day course covers:

**Day 1 Occupational Health & Hygiene**

This session addresses the principles of toxicology, clinical coverage and prevention of the major occupational illnesses.

**Day 2 Ergonomics**

This session addresses the principles, processes and techniques of ergonomics including the study of the interaction between people, equipment and the working environment.

**Day 3 Safety in Design**

This session addresses the importance of elimination of hazards at the design stage. Controlling risks to health and safety as early as possible in the planning and design of products, processes and systems of work.

**Achievement**

Upon successful completion of this course and workplace based assessments participants will receive a statement of attainment for:

- **BSBOHS604A** Apply Ergonomic Principles to Control OHS Risk
- **BSBOHS605A** Apply Occupational Hygiene Principles to Control OHS Risks
- **BSBOHS607A** Advise on Application of Safe Design Principles to control OHS Risks

**Price: \$1370 GST EXEMPT**

<b>ADELAIDE</b>	13 Aug, 10 Nov
<b>BRISBANE</b>	25 Aug, 19 Nov
<b>MELBOURNE</b>	27 Aug, 3 Dec
<b>PERTH</b>	25 Aug, 1 Dec
<b>SYDNEY</b>	13 Aug, 24 Nov

Successful completion of this course also satisfies the requirements of **MODULE THREE** Advanced Diploma of OHS – page 16

**NEW QUALIFICATION!**

ADVANCED

**ADVANCED DIPLOMA OCCUPATIONAL HEALTH & SAFETY**

For full course details refer to our website [www.saiglobal.com/training](http://www.saiglobal.com/training)

The Advanced Diploma Occupational Health and Safety (BSB61004) is a nationally recognised qualification essential for individuals involved in Occupational Health and Safety advisory and policy making roles, the management of OHS systems, auditing and consulting.

On completion of the 3 modules which make up this qualification, participants will have demonstrated the required skills and knowledge in:

- developing a systemic approach to managing OHS
- developing OHS information and data analysis, reporting and recording systems
- analysing and evaluating risk
- applying occupational hygiene principles to control OHS risks
- applying ergonomic principles to control OHS risk
- advising on application of safe design principles to control OHS risks
- evaluating an organisation's OHS performance
- conducting an OHS audit

Modules one, two and three are required study and the associated assessments for each module are conducted either during or after the course.

**Module One:  
IMPLEMENTING OHS MANAGEMENT SYSTEMS**

**Two Days**

See "Implementing OHS Management Systems" page 13

**Module Two:  
LEAD AUDITOR IN OHS MANAGEMENT SYSTEMS**

**Five Days**

See "Lead Auditor in OHS Management Systems" page 14

**Module Three:  
ADVANCED OHS RISK MANAGEMENT**

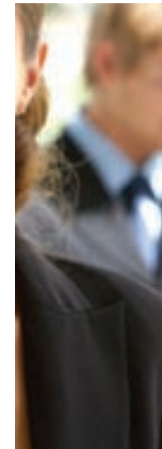
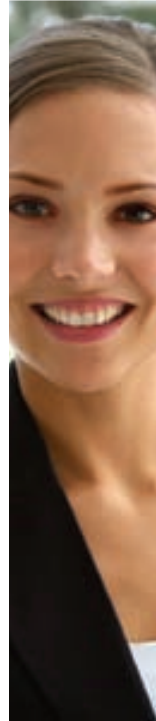
**Three Days**

See "Advanced OHS Risk Management" page 15

**Total Price: \$3995 GST EXEMPT\***

\* Cost of Advanced Diploma OHS Modules if all three modules are booked at the same time.

**LET US COME TO YOU!**



SAI Global can provide expert training at your own premises, offering all standard courses or using course content tailored to meet particular company or industry-specific needs.

**Call SAI Global today on 1300 727 444 and we will tailor a training course to suit your business**