

# Workplace safety training

sustainable risk solutions



## 2010 Training schedule

CGU provides quality assured OHS and risk management training and is a member of registered training organisation Insurance Australia Group\*.

### Courses include:

- **OHS Representatives and OHS Committee Members**
- **Certificate III in OHS\***
- **OHS Representative Refresher**
- **OHS for Supervisors and Managers\***
- **Return to Work (RTW) Coordinator**

*See page 4 for further course details.*

### Course bookings

To book a place on one of our courses or to find out more visit our website or speak to one of our consultants today.

Phone: **1300 138 601**

Website: **[www.cgu.com.au/ohstraining](http://www.cgu.com.au/ohstraining)**

*Discover the CGU Advantage...*



Training Course	Days	Price (+ GST)	Policyholder Price (+ GST)	Course Dates											
				JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

**NEW SOUTH WALES - Courses held at 388 George Street Sydney CBD**

OHS Consultation Course (Accredited by Workcover)	4 days	\$690	\$540		10, 11, 17 & 18	17, 18, 24 & 25	28, 29, 5 & 6	16, 17, 23 & 24	18, 19, 4 & 5	7, 8, 14 & 15	12, 13, 19 & 20	23, 24, 30 & 1
OHS for Supervisors & Managers	1 day	\$350	\$300			10		21		23		17
Introduction to Return to Work Coordination	2 day	\$495	\$445		23, 24		21 & 22	9, 10	18, 19		26, 27	8, 9
Advanced Return to Work Coordinator	1 day	\$350	\$300					12				16

**VICTORIA - Courses held at 181 William Street, Melbourne CBD (unless otherwise stated)**

Initial Level OHS Training for Health and Safety Representatives (Accredited by Worksafe)	5 days	\$1,100	\$895		2, 3, 4, 9 & 10	16, 17, 18, 23 & 24	13, 20, 27, 4 & 11	9, 10, 11, 16 & 17		3, 4, 5, 10 & 11		12, 13, 14, 19 & 20	9, 16, 23, 30 & 7		
								25, 26, 27, 1 & 2	22, 29, 6, 13 & 20		31, 7, 14, 21 & 28			8, 9, 14, 15 & 16	
OHS Refresher for Representatives	1 day	\$450	\$300		23		21	23	21	18	15	25			
OHS for Supervisors & Managers	1 day	\$450	\$300					20				18			
Role of a Return to Work Co-ordinator	2 days	\$300	\$280	28, 29 Melbourne	11, 12 Geelong	11, 12 Dandenong	8, 9 Mildura	6, 7 Traralgon	1, 2 Melbourne	15, 16 for Local Government Melbourne	5, 6 Dandenong	9, 10 Melbourne	7, 8 Bendigo	11, 12 Geelong	9, 10 Melbourne
					25, 26 Melbourne	18, 19 Ballarat	13, 14 Melbourne	20, 21 Melbourne	10, 11 Warrnambool		19, 20 Melbourne	16, 17 Albury	14, 15 Ringwood	18, 19 Melbourne	
						25, 26 Melbourne	29, 30 Melbourne		24, 25 Melbourne		29, 30 Melbourne		28, 29 Melbourne	28, 29 Melbourne	25, 26 Health & Aged Care Melbourne
Claims Management Workshop	4 hours	Free - CGU policy holders only			17		21	19	16		11	8	6	17	
Premium Overview	2 hours	Free - CGU policy holders only										7			
Legal Seminars	2 hours	Free - CGU policy holders only			23	24	30								

**WESTERN AUSTRALIA**

Health & Safety Representatives Course	5 days	\$950	\$850	18, 19, 20, 21 & 22	22, 23, 24, 25 & 26	8, 9, 10, 11 & 12	12, 13, 14, 15 & 16	24, 25, 26, 27 & 28	14, 15, 16, 17 & 18	19, 20, 21, 22 & 23	23, 24, 25, 26 & 27	20, 21, 22, 23 & 24	11, 12, 13, 14 & 15	15, 16, 17, 18 & 19	6, 7, 8, 9 & 10
Health & Safety Representatives Refresher Course	2 days	\$605	\$505			4 & 5			3 & 4			8 & 9			2 & 3
Health & Safety for Supervisors & Managers	2 days	\$760	\$660			2 & 3			1 & 2			6 & 7			30 & 1
Injury Management for Employers	1 day	free	n/a			17 (Module 1) 31 (Module 2)	14 (Module 3)						13 (Module 1) 27 (Module 2)	10 (Module 3)	

**SA, NT, QLD, ACT & TAS**

Please contact your local CGU office for information about training near your workplace 1300 138 601

Certificate III in OHS - You can obtain a Certificate III in OHS by attending one of CGU's Health and Safety Representative course and then carrying out a workplace assessment project within the next 6 months. For more information call 1300 138 601.

Onsite Training - CGU can work with you to deliver training which is tailored specific for your business and delivered at your workplace

For further information call 1300 138 601

# Course descriptions

## **OHS Representatives and OHS Committee Members**

Learn about relevant legislation and key principles which enable Health and Safety Representatives to perform their role. Training is approved by each state's statutory authority for workplace safety.

## **Certificate III in OHS\***

Nationally recognised training leading to a formal qualification, and is ideal for people who assist with implementing OHS policies, procedures and programmes in the workplace, or people who wish to pursue a career in safety.

## **OHS Representative Refresher**

Reflecting on experiences as an OHS Representative, participants review legislation and learn how to become more effective in their role. OHS Representatives should complete this refresher training annually.

## **OHS for Supervisors and Managers\***

Nationally recognised training enabling supervisors and managers to understand relevant provisions of OHS legislation, and use this knowledge to implement and monitor their OHS policies, procedures and programmes.

## **Return to Work (RTW) Coordinator**

Explains how the RTW Coordinator helps injured employees return to work and learn techniques used to support injured workers in the workplace.

\*Only training marked with an asterisk offer a nationally recognised qualification or Statement of Attainment issued by Insurance Australia.

Group (RTO number 90822)

## Course bookings

To book a place on one of our courses or to find out more visit our website or speak to one of our consultants today.

Phone: **1300 138 601**

Website: **[www.cgu.com.au/ohstraining](http://www.cgu.com.au/ohstraining)**

## Online risk management training

Online training is a consistent and cost effective way to drive improvements in safety and compliance to identified standards.

*"All CGU Workers Compensation policy holders are entitled to free online OHS and Injury management courses for their employees. Visit [www.cgu.e3learning.com.au](http://www.cgu.e3learning.com.au) to find out how you can access this free offer today."*

## Tailored training packages

CGU can work with you to deliver training which is tailored specific for your business and delivered at your workplace. Training topics might include, manual handling, stress management, bullying & harassment, risk management and other Safety related topics.

**CGU Workers Compensation (Vic) Ltd**  
ABN 41 005 297 781  
As Authorised Agent of the Victorian WorkCover Authority

**CGU Workers Compensation (NSW) Ltd**  
ABN 83 564 379 108/007  
As Authorised Agent of the New South Wales WorkCover Authority

**Insurance Australia Limited**  
ABN 11 000 016 722  
trading as CGU Workers Compensation. An IAG Company.

**...that's the CGU Advantage**