

## Occupational Safety and Health



**SSTUWA**  
The State School Teachers' Union of W.A. (Inc.)

# Education Specific Two-Day OSH Refresher Course

## About the course

If you have already attended an introductory OSH representative five day course during your previous term of office, then you should access a Two-day Refresher course only.

This course is designed to update OSH representatives within the Department of Education and confirm the functions of an OSH representative in promoting the safety of health of those they represent. It will provide you with updated information around OSH legislation specific to educational settings.

This course is open to members and non-members of the SSTUWA and all Department of Education staff.

Leave is accessed through the OSH budget. The code to choose on HRMIS is "Occupational Health and Safety". Leave does not come from the school budget. All information regarding training course expenses recoup is available on the Department of Education IKON service.

### Date

Thu 4 and Fri 5 November 2021

### Time

9am - 4pm

### Cost

DoE covers costs

### Trainer

Elaine Gunn, Unity Training  
SSTUWA OSH Organiser

### Nominated Audience

Elected Safety and Health Reps in second or subsequent term of office. Previously attended five day course.

### Venue

SSTUWA Office  
1 West Street  
West Perth WA 6005  
(08) 9210 6035

### Outcomes

Participants will be able to:

- Review and understand the OSH legislation relevant to their role.
- Apply the legislation to specific situations within educational settings.
- Apply DoE policy, procedures and agreements when carrying out the role of a representative.
- Use their own experiences in the workplace to discuss hazards and the process of investigating them.
- Issue Provisional Improvement Notices (PINS) based on consultation, communication and cooperation.
- Follow procedures for resolving issues.
- Communicate and negotiate with appropriate parties.

Participants will receive a certificate of attendance. There are no formal assessments.

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Given name: \_\_\_\_\_ Surname: \_\_\_\_\_

Union ID no: \_\_\_\_\_ School/workplace: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

WorkSafe registration number (if known) \_\_\_\_\_

I am an elected OSH representative  Yes  NoI have completed a five day introductory course  Yes  No

Year of previous course \_\_\_\_\_

 Member  Non-member I am regionally based and have received permission to travel from the  
Department of Education**Send completed form to****SSTUWA Education and Training Centre****Fax:** (08) 9210 6089**Email:** [training@sstuwa.org.au](mailto:training@sstuwa.org.au)**Or register online at [sstuwa.org.au](http://sstuwa.org.au)**

Please note: All courses are run subject to minimum booking numbers.