

Training Schedule

Health, Safety and Wellbeing – Semester 1, 2024

To register, log a job via [Workday](#) (go to Help / Create Case / OHS Enquiry).

as at 26 March 2024

FIRST AID	<p>Provide First Aid or First Aid Refresher (HLTAID011) (PFA - 1 day face-to-face, pre-work required) (Refresher – 1 day face-to-face, must hold current FA certificate)</p> <p>Cost covered by Health, Safety and Wellbeing Department Facilitator: Paul Hill, PD Training</p> <p>For more information refer to our First Aid Training webpage</p> <p><i>If in-house course dates don't suit, please enrol with an external provider (suggestions below).</i></p>	<p>Limited in-house training will be available for University First Aiders, who will be sent an email advising dates and locations.</p> <p>Churchill – 16 May</p> <p>Staff wishing to do first aid are strongly encouraged to enrol with an external provider.</p>
	<p>Provide Cardiopulmonary Resuscitation (CPR) (HLTAID009) (3 hours face-to-face)</p> <p>Cost covered by Health, Safety and Wellbeing Department Facilitator: Paul Hill, PD Training</p> <p>For more information refer to our First Aid Training webpage</p> <p><i>If in-house course dates don't suit, please enrol with an external provider (suggestions below).</i></p>	<p>Limited in-house training will be available for University First Aiders, who will be sent an email advising dates and locations.</p> <p>Churchill – 16 May</p> <p>Staff wishing to do their annual CPR are strongly encouraged to enrol with an external provider.</p>

Suggested external providers:

[St John Ambulance](#) - Phone 1300 360 455

[Australian Red Cross](#) - Phone 1300 367 428

[Vic First Aid](#) – Phone 8684 9101

[First Aid Training Group](#) - Phone 1300 705 002

[Pinnacle Safety](#) – Phone 1300 990 810

[Fire and Safety Australia](#) – Phone 1300 885 530

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INCIDENT AND EMERGENCY MANAGEMENT	Emergency Management for Area Wardens and Deputies (2 hrs) No cost – face-to-face Facilitators: Didier Leclere, Head - Health, Safety and Wellbeing or Leah Handford, Co-ordinator - Occupational Health and Safety Course outline	Completed in February 2024. <i>This module is also available online – refer to our Online Training webpage</i>
	General Incident and Emergency Management (2 hrs) No cost – via Teams Facilitator: Didier Leclere, Head - Health, Safety and Wellbeing Course outline	Completed on 5 March
	Incident Reporting and Investigation (2 hrs) No cost Facilitator: TBA Course outline	Date to be confirmed. The session will focus on the Workday online incident reporting process.
	Fire Safety and Extinguisher Training (2 hrs) No cost – face-to-face Facilitator: TBA Course outline	To be held in Semester 2
	Bomb Threats (2 hrs) No cost Facilitator: Didier Leclere, Head - Health, Safety and Wellbeing	Please call HSW to request a date.

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HAZARDS MANAGEMENT	<p>Hazard Identification, Risk Assessment and Control (HIRAC) (2 hrs) No cost – via Teams Didier Leclere, Head - Health, Safety and Wellbeing or Leah Handford, Co-ordinator - Occupational Health and Safety</p> <p>Course outline</p>	<p>Tuesday 7 May 10.30am to 12.30pm Via Teams</p>
	<p>Hazardous Substances and Dangerous Goods (incorporating Safety Data Sheets) (2 hrs) No cost – face-to-face Facilitators: Didier Leclere, Head - Health, Safety and Wellbeing or Leah Handford, Co-ordinator - Occupational Health and Safety</p> <p>Course outline</p>	<p>Please call HSW to request a date.</p>
	<p>Lock Out Tag Out (2 hrs) No cost Facilitator: Didier Leclere, Head - Health, Safety and Wellbeing</p> <p>Course outline</p>	<p>Please call HSW to request a date.</p>
	<p>Manual Handling (2 hrs) No cost – face-to-face Facilitators: Didier Leclere, Head - Health, Safety and Wellbeing or Leah Handford, Co-ordinator - Occupational Health and Safety</p> <p>Course outline</p>	<p>Wednesday 15 May 10.00am to 12.00pm Via Teams</p>

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PERSONAL INTERACTION	Better Understanding and Preventing Stress (2 hrs) No cost Facilitator: Didier Leclere, Head - Health, Safety and Wellbeing Course outline	To be scheduled in Semester 2
	Preventing Workplace Violence (2 hrs) No cost Facilitator: Didier Leclere, Head - Health, Safety and Wellbeing Course outline	To be scheduled in Semester 2

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HEALTH AND SAFETY REPRESENTATIVE

HSR Initial OHS Training Course (5 days)

Please enrol directly with the provider:

[AlGroup](#) - training offered online or face-to-face

[Australian Education Union](#) - training provided in Melbourne and regional areas

[Fire and Safety Australia](#) - training provided in Melbourne

[Hazcon](#) - training provided in Melbourne, Traralgon and Traralgon

[U-Comply](#) - training provided in Ballarat and regional Victoria

[Victorian Chamber of Commerce and Industry \(VECCI\)](#) - training provided in Ballarat, Melbourne and Traralgon

[Victorian Trades Hall](#) - training provided in Ballarat, Melbourne and Morwell

For more information refer to our [HSR Training](#) webpage

HSR Refresher OHS Training Course (1 day)

Please enrol directly with the provider:

[AlGroup](#) - training offered online or face-to-face

[Australian Education Union](#) - training provided in Melbourne and regional areas

[Fire and Safety Australia](#) - training provided in Melbourne

[Hazcon](#) - training provided in Melbourne, Traralgon and Traralgon

[U-Comply](#) - training provided in Ballarat and regional Victoria

[Victorian Chamber of Commerce and Industry \(VECCI\)](#) - training provided in Ballarat, Melbourne and Traralgon

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