

# OHS Fundamentals Course

## FOR THE AUTOMOTIVE INDUSTRY

What you need to know and how to implement it

Written and delivered by VACC OHSE professionals, this Automotive industry course will give you the insider view on how to comply with OHS and Workers Compensation Law, and create business processes which take into account the unique challenges of our industry.

### Occupational Health and Safety Fundamentals Training for Managers

Presented by the VACC OHSE Unit, this course is designed specifically for the Automotive industry and based on years of industry knowledge and expertise.

*This is not the WorkSafe HSR 5 Day or Refresher course.*

Our course will help you apply the requirements under Law to the unique challenges of our industry. You will receive comprehensive training and gain insight into commonly found issues and their solutions.

Course participants will receive course notes, presentation information and a certificate of attendance.

If you are a business owner, manager, supervisor, team leader or human resource manager this course will bring you up-to-date with your business responsibilities under Law.

### Course duration

One day a month for three months (i.e. 3 days)

Individual days available

### Venue

Level 7, VACC House, 464 St Kilda Rd, Melbourne VIC 3004

Cost*	Full course	One day
Member	\$679.00	\$250.00
Non-member	\$780.00	\$290.00

\* Price includes GST

### Course Structure

#### Day 1

##### Module 1 - OHS Law

- Benefits of a safe workplace
- Duties under Law (Act and Regulations)
- Responsibility and accountability in OHS
- Consultation
- Union Right of Entry
- Inspectors and notices
- Penalties and fines
- Overview of legislation that crosses into OHS legislation

##### Module 2 - Risk Management

- Hazard identification
- Risk assessment
- Risk controls and reviewing risk controls

#### Day 2

##### Module 3 - Incident Reporting and Investigation

- Legislation
- Incident investigation and root cause analysis
- Risk controls and reviewing risk controls

##### Module 4 - Emergency Management

- Outline of emergency management
- Types of emergencies
- Emergency control measures
- Testing and monitoring

#### Day 3

##### Module 5 - Automotive Industry Hazards

- Outline of automotive industry hazards
- Outline automotive industry control measures
- Health and safety inspection

##### Module 6 - Workers Compensation

- Overview of the Workplace Injury Rehabilitation Compensation Act
- Outline of the workers compensation scheme
- Workers compensation process
- Employer obligations
- Return to work

Call before you act — VACC OHSE Unit on 03 9829 1138

[ohs@vacc.com.au](mailto:ohs@vacc.com.au)

[environment@vacc.com.au](mailto:environment@vacc.com.au)



## Learn straight forward control processes to apply to your business. Be confident that you are making the right decisions around OHS and Workers Compensaton Law.

### OHS Fundamentals

**Duration:** 3 Days (1 day a month)  
**Times:** 9:00am - 4:30pm  
**Location:** Level 7 VACC, 464 St Kilda Rd, Melbourne VIC 3004  
**Cost:** Member \$679 Non-member \$780 (GST Inclusive)  
**Dates:** 19 Sep, 17 Oct, 21 Nov 2018

### OHS Individual Days

**Duration:** 1 Day  
**Times:** 9:00am - 4:30pm  
**Location:** Level 7 VACC, 464 St Kilda Rd, Melbourne VIC 3004  
**Cost:** Member \$250 Non-member \$290.00 (GST Inclusive)  
**Select:** Day 1  Day 2  Day 3

### PARTICIPANT'S DETAILS

Title  Surname   
Given name(s)   
Email   
Business name   
Business address   
  
State  Postcode   
Phone (W)  Fax   
Mobile

(For more than one participant, include separate enrolment form)

### PAYMENT DETAILS *(enrolments cannot be accepted without payment)*

VACC member  VACC non-member  
Total \$ amount (inc GST)   
 Cheque/money order *(Made payable to Victorian Automobile Chamber of Commerce)*  
 Visa  Mastercard  Diners  Amex  
Card number   
Expiry  /  CCV   
Card holder name   
Card holder signature

American Express and Diners Club payments are subject to a 2.5% surcharge

### INFORMATION FOR APPLICANTS

#### Enrolments

Applicants will receive enrolment confirmations approximately two weeks prior to commencement of course.

#### Refund policy

If you cancel your registration 7 or more working days before the event, we will refund 100% of the fees paid. For cancellations made less than 7 working days before the event, no refund will be made. All registrations are transferable at any time to another person within your organisation at no charge. VACC ABN 63009478209 VACC reserves the right to cancel or postpone courses and move registrations to other dates and times. Course costs may be subject to change.

#### Privacy notification

VACC respects the privacy of individuals and acknowledges that the information you provide on this form is personal information as defined by the Privacy Act 1988. The information is being collected for the purposes of processing registration. The intended recipients

of the information are the VACC and service providers engaged by the VACC. The provision of this information is voluntary, but if it is not provided the VACC may be unable to process your registration.

#### PLEASE RETURN THIS FORM TO:

**Attention:** VACC Skills Development Centre  
**Email:** info@vaccdsc.com.au  
**Fax:** 03 9820 5482  
**Mail:** VACC Skills Development Centre  
Level 7, 464 St Kilda Road  
Melbourne VIC 3004  
**Contact:** 03 9829 1126

**VACC**  
You're in good hands



Keep on Learning



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