

TRAINING COURSES FOR SAFETY REPRESENTATIVE, SAFETY OFFICER, SUPERVISOR, MANAGER/TRAINER

We recommend you have trainers and properly trained staff to comply with the training requirements of the HSE Act (sections 7-13, 19b-f). **Ten types** of training and **proof of performance** is essential. Extra penalties can apply for failure to involve staff in training and emergency procedures (section 52). Please let us help you.



SAFETY REPRESENTATIVE OSH QUAL NZQA 20198 **SSL 4000**

6-7 hours of lessons followed by workshops, private study, tests and other assessment.

- Element 1:** Brief history of ACC and important terms are defined. Recognise statutory rights and responsibilities of workers and the main OSH roles.
- Element 2** Safety Representative Skills and Knowledge Requirements. Promoting safety, identifying, evaluating and controlling hazards.
- Element 3** Safety Reps promote and foster co-operation among the parties. They also investigate and report on near misses, injuries and incidents. Safety Reps can issue hazard notices.
- Element 4** Safety Reps help to improve standards of Health and Safety in the workplace.
- Element 5** Explain the requirements of the Injury Prevention, Rehabilitation and Compensation Act 1998 in relation to work related injuries and illnesses.
- Element 6** Safety Reps may also set up safe sites, run toolbox meetings, act as Fire Wardens, Supervise safety, and report serious accidents.

SAFETY OFFICER TRAINING & CERTIFICATION **SSL 4001/SSL 4002**

2-4 hours of lessons followed by workshops, private study, tests and other assessment.

HSE Act and application of the Act to employees, employers, representatives and safety officers.

Introductory (first 3 elements)

Element 1: Recognise statutory rights and responsibilities and know OSH roles.

Element 2 Protect health and safety. **Element 3** Improve standards of Health and Safety.

Advanced (2 more elements) Element 4 Understand employee consultation, Safety Rep roles and duties; Basic Fire Warden duties and emergency CPR; Accident reporting and attending Safety Committees.

Element 5 OPTIONAL Set up a safe site, toolbox meetings and auditing work sites.

Identifying relevant sections of the new legislation for Safety Officers

CONSTRUCTION WORKSAFE - PLATINUM TICKET **SSL 4101**

4-6 hours of lessons followed by workshops, private study, tests and other assessment.

To provide training for employees who need to be able to fulfil the duties of Safety Supervisor

Element 1 Understanding the role of Safety Officers and the Safety Committee.

Element 2 Identification of workplace hazards and managing them in a competent & efficient manner.

Element 3 Understand accident recording and reporting. Introducing new plant and new activities. Good practice for training new staff.

Element 4 Control of other parties on site. Implementing procedures for improving safety standards.

Element 5 Other issues for construction site safe operation. Injury prevention initiatives.

Element 6 HSE Amendment Act, role of Safety Reps, Safety Officers and consultative process.

SAFETY SUPERVISOR SENIOR TRAINING & CERT **SSL 4201**

6-8 hours of lessons followed by workshops, private study, tests and other assessment.

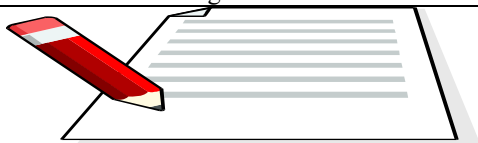
6 Elements are included in this course which is designed for Managers in control of safety.

SAFETY TRAINER TRAINING & CERTIFICATION **SSL 4301**

7-9 hours of lessons followed by workshops, private study, tests and other assessment.

Techniques of providing safety training to workers and assessing it. 7 Elements in this course.

The above courses are really good value. Discounts can apply for group bookings. All necessary course material is provided in the training manual. Certificates are valid for 3 years. Short courses may be held at Client sites.



CANTERBURY 021 233 4567 AUCKLAND 021 678 835 WELLINGTON 027 447 3430
CENTRAL DIST 021 070 9141 NORTHLAND 09 438 7555 OTAGO/SLAND 020 4003 4850

Student Registration for Safety Courses by Summit Systems Ltd

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ORDER & LICENCE AGREEMENT page 1 of 2

Candidates to complete licence conditions agreement. Add GST to figures below.

SAFETY COURSES NB 50% of normal fee per person for non attendance	(CIRCLE)
Safety Officer introductory course lesson plans and assessments. Per person	\$ 170.00 + 29.00
Safety Officer advanced course followed by study and tests. Per person	\$ 190.00 + 29.00
Safety Rep course for existing Reps/Officers (minimum 3 staff)	\$ 199.00 + 29.00
Half day Safety Officer refresher existing Officers (minimum 3)	\$ 149.00 + 29.00
Construction Manager <u>Platinum Ticket</u> study and tests. Per person	\$ 260.00 + 29.00
Safety Supervisor Senior long day course followed by study and tests. Per person	\$ 300.00 + 29.00
Safety Trainer 1-2 day course followed by study and tests. Per person	\$ 350.00 + 29.00
CLIENT SITE SHORT COURSES (4-7 hours)	
Training for Confined spaces, followed by workshop, study and tests.	\$ 269.00 + 49.00
Training for Hazardous Substances, followed by workshop, study and tests.	\$ 279.00 + 49.00
Training for Fall Prevention, followed by workshop, study and tests.	\$ 299.00 + 49.00
The following courses are 2-3 hours each	
Training for Hazard Identification followed by workshop, study / tests (min 2).	\$ 129.00 + 29.00
Training for Food safety and HACCP (hazard analysis critical control point)	\$ 129.00 + 29.00
Training for Manual Handling, followed by workshop, study and tests.	\$ 139.00 + 29.00
Training for Fire Warden with workshop, study and tests. (minimum group 3)	\$ 139.00 + 29.00
Training for Plant Operators and Accident Prevention tests (minimum group 4)	\$ 149.00 + 4x29.00
Training for Survival, includes oral tests (minimum group 6)	\$ 149.00 + 6x29.00
Training for Injury Prevention, short test is optional (minimum group 6)	\$ 149.00 + 6x29.00
NB: The \$29 per person is for assessment/markings and certificate.	

OSH Qualification Safety Representative 1 day course. One = \$299+, Two = \$550+, Three = \$660+, Four = \$800+, Five or more \$200 + each. Add \$49 + GST each NZQA fees.

Name of course to be arranged

Names of people

Name of client

Client Address

Client Signature Date / /

State Venue - Client site /SSL Venue	TAX INVOICE	
TOTAL		
	ADD GST	
	TOTAL INCLUDES GST	
Travel local \$39 and long distance \$62 / hr	TOTAL INCL TRAVEL	

DISCLAIMER AND COPYRIGHT TO BE ACKNOWLEDGED
 Summit Systems Ltd advises and the Client accepts that this training does not meet all the legal requirements of the Health and Safety in Employment Act and that the Client is obliged to complete considerable further work to reach a point of minimum compliance standards. In addition, any documents are only issued subject to acceptance of all of the terms of the Licence Agreement.

ANY DEBT RECOVERY EXPENSES will be charged on all overdue amounts. PRICES may be adjusted quarterly.
 INTEREST will be charged at the rate of 2% per month - cumulative, on any accounts in arrears.
 DISPUTES regarding the performance of goods or services must be registered at the time of delivery, and if there is no such dispute, the Client has accepted the goods and services and will be liable for full payment.
 GUARANTEES: A condition of purchase is that Consumer Guarantees legislation does not apply to the intellectual property.

INTERIM RECEIPT FOR CLIENT GST No 62.044.879
This is not a tax invoice until payment is made in full RECEIVED the sum of \$ _____
 Signed by Consultant /Tutor _____ Date / /
 Balance due (if any) \$ _____ (incl/excl _____ GST) **BANK ACCOUNT 03 0830 0340303 00**

Signature of Summit Consultant Date / /