



NEW WH&S REQUIREMENTS -

SAFE WORK METHOD STATEMENT

FREE WORKSHOPS – LIMITED PLACES

DO YOU KNOW.....

As from 1 January 2012 all businesses are required to have a SAFE WORK METHOD STATEMENT to comply with the new WH&S Act.

Acclaim Apprentices and Trainees, in partnership with Sunshine Coast Institute of TAFE, Australasian Leadership Academy and the Department of Education, Employment and Workplace Relations (DEEWR), is offering **FREE WORKSHOPS** which will assist your business to develop a SAFE WORK METHOD STATEMENT to meet the new legislative requirements.

WHAT IS INVOLVED?

Two 4-hour workshops delivered over two weeks between the 28th November 2011 and 8th of December 2011 at a convenient time and location. Morning tea will be provided.

(Please refer to the workshop schedule below)

WHO SHOULD ATTEND?

Business owners, managers or staff who are responsible for ensuring your business complies with WH&S legislative requirements.

WHAT IS THE OUTCOME?

You will develop a SAFE WORK METHOD STATEMENT that is specific to your business and meets the requirements of the legislation.

You will also receive a Statement of Attainment for a nationally recognised unit of competency from a national training package in WH&S.

COST

FREE – Places limited

HOW TO REGISTER

Complete the attached registration form and fax to **07 5456 7788** or email deanner@acclaim.com.au or phone Deanne on **07 5456 7777**.



This project is supported by the Australian Government Department of Education, Employment and Workplace Relations through the Local Employment Coordinator Flexible Funding Pool.





WORKSHOP SCHEDULE

Delivery dates are from Monday 28th November 2011 through to Thursday 8th of December 2011.

Hospitality / Tourism Industry

Please tick

WHEN: Monday 28th November and Monday 5th December
TIME: 9.00am – 1pm
WHERE: Acclaim – Cnr Evans St & Millwell Road, Maroochydore

Retail / Business Industry

WHEN: Tuesday 29th November and Tuesday 6th December
TIME: 9.00am – 1pm
WHERE: Acclaim – Cnr Evans St & Millwell Road, Maroochydore

Building & Construction Industry

WHEN: Wednesday 30th November and Wednesday 7th December
TIME: 9.00am – 1pm
WHERE: Acclaim – Cnr Evans St & Millwell Road, Maroochydore

Engineering / Electrical Industry

WHEN: Thursday 1st December and Thursday 8th December
TIME: 9.00am – 1pm
WHERE: Acclaim – Cnr Evans St & Millwell Road, Maroochydore

WORKSHOP EXPRESSION OF INTEREST FORM

Business Name			
Number of people attending			
Person 1 Name			
Person 1 Title / Position			
Person 2 Name			
Person 2 Title / Position			
Address			
Daytime phone		Mobile	
Fax		Email	

Please fax or email the expression of interest form by Monday 21st November to Deanne on:

Fax: **07 5456 7788**

Email: deanner@acclaim.com.au