



## THE BEST QUALITY TRAINING

## BY THE BEST QUALITY PEOPLE

HSR. Ver 2: Apr 08

### Health and Safety Representative Functions

#### A comprehensive two day course for Health and Safety Representatives.

Gain the knowledge and skills required to be an effective company health and safety representative. At the completion of the course you will be able to:

- Identify hazards in the workplace and recommend an approach to their assessment and control. Explain the three-step approach to hazard management. Understand the difference between hazard and risk.
- Develop, implement and evaluate an effective Accident Prevention Program, including Injury Rehabilitation for the workplace.
- Provide health and safety information for all employees. Collect workplace H&S data for analysis, interpretation and use.
- Understand the requirements for accident reporting, investigation and analysis.
- Find and communicate relevant H&S information, foster positive H&S management practices in the workplace.
- Apply knowledge of relevant legislation, standards and codes of practice in discussions with employees.
- Explain when an H&S representative may call an OSH inspector.

#### Presenter

Your tutor, David Calvert is a specialist in OH&S systems implementation, auditing and training. For 26 years David has managed health, safety and environmental systems and - as the principal of TQM Safety - has provided systems for over 2,500 organisations.

#### Please Note

The number of participants for each course is restricted to ensure a trainer / student ratio that will facilitate effective training outcomes.

#### Participating in a course

It's very easy to take part. You can make a provisional booking by phoning 0800 9000 99 or emailing us at [info@nzqc.co.nz](mailto:info@nzqc.co.nz).

To confirm your place, just send us a completed registration form either with full payment or a purchase order. As soon as we receive your registration form (preferably no later than four weeks before the course), we'll send you a confirmation letter with full details.

#### Course fees include

- Tuition
- Morning tea, lunch and afternoon tea (depending on course times)
- All course notes and take-home reference materials

#### Duration & Prices

Two day course \$TBA +gst

*Book one month in advance to receive the early bird price of \$TBA +gst*

#### Dates & Locations

TBA

# NZQC COURSE REGISTRATION FORM



Name of Course Health and Safety Representative Functions

Date \_\_\_\_\_ Location \_\_\_\_\_

## REGISTRANT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## APPROVING MANAGER

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## BOOKING

Purchase Order \_\_\_\_\_

Booking Contact Name \_\_\_\_\_

Invoice Address (if different to above) \_\_\_\_\_

*Please read the terms and conditions below before posting your registration for this course.*

## METHOD OF PAYMENT

*Payment for the course must be received by NZQC prior to course commencement date unless another arrangement has been agreed with NZQC.*

Pay By Cheque

Please make cheque payable to:  
New Zealand Quality College  
Private Bag 28908, Remuera  
Auckland 1541

Pay by Credit Card

Currently we accept VISA and MASTERCARD

VISA       MASTERCARD

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Payment Amount: \$ _____ (+ GST)
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## TERMS AND CONDITIONS

### Amendment, Alteration and Cancellation

We reserve the right to amend, alter or withdraw any of the information in this brochure or on any course being offered should circumstances dictate. If we cancel, we will notify registrants as early as possible to minimise any inconvenience. Please check with us before booking any travel or accommodation connected with your course registration.

### Unable to attend

We understand that priorities change and you may not be able to attend the course you have registered for. When this arises, the following terms may apply:

- If you advise us of the registrant's non-attendance 14 days or more before the course starts, you will be issued with a full refund.
- Should we receive cancellation less than 14 days before the course starts, we will refund 50% of the course fee.
- If we receive cancellation on the day of the course or the registrant does not attend, no refund will be made.

### Transfers

You may transfer to another date and/or location for the course you have registered for up to 14 days prior to the course commencing at no additional cost. If we receive a transfer request within 14 days of the course, a 10% transfer fee will apply. Transfers on the day of the course will be treated as cancellation.