

# Health & Safety Management Training

International Certifications



## -Course Summary-

The one day International Certifications Health & Safety Management Training course will introduce the attendees to health and safety management and provide them with the knowledge and expertise to implement an effective health and safety management system (HSMS).



## -Benefits of our HSMS training-

The International Certifications Health & Safety Management Training course will give your staff the necessary expertise for implementing and maintaining a Health & Safety Management System (HSMS). This course provides them with the knowledge required to successfully act as a Health & Safety Champion/Manager within your organisation.

The key objectives of this course are:

- Learn why Health & Safety Management is becoming essential for every organisation
- Learn the benefits of implementing a Health & Safety Management System
- Learn how to identify and control health and safety hazards/risks
- Learn “*how to implement an effective Health & Safety Management system*” in compliance with the WorkSafe Warranty Standard
- Learn the options when it comes to Health & Safety Management system certification
- Learn how to integrate an HSMS into existing management systems
- In addition to all of this, we will also provide all attendees with an e-copy of the DIY Health & Safety Management system toolkit (valued at \$1,950 USD). The toolkit includes a Health & Safety management system manual along with all the necessary forms and templates that can all be customised to meet the specific needs of your organisation

## -Course Bookings-

International Certifications Health & Safety Management Training courses are available as either a public course or as an in-house course.

Public course dates and prices are shown on the next page. Simply complete the enrolment form on the last page and post, fax or e-mail it to us. Please send one enrolment form per attendee.

If you are interested in an in-house training course please contact us for a personalised quotation.

*“We never forget you have a choice”*

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### -Course Content-

Includes:

- Health & Safety Management Introduction
- The core functions of an HSMS
- Requirements of an HSMS standard (WorkSafe/ASNZS4801)
- Health & Safety Review
- Health & Safety Impact Assessment
- Health & Safety Planning
- Health & Safety Control and Monitoring
- Emergency Procedures
- Accident Report, Investigation and Continuous Improvement
- Training, Awareness and Competence
- Document Control and Control of Records
- Health & Safety Management System Verification
- Questionnaire based assessment

Attendees are provided with a full set of the course notes and supporting information.

Morning tea, lunch and afternoon tea is provided.

### -Course Fees-

The one day Health & Safety Management Training course fee is \$795 + GST. If you have three attendees from the same company please contact us to discuss a discount.

Simply complete the enrolment form and forward it to us. We will send you an invoice for the course. Invoices must be paid by the 20<sup>th</sup> of the month following invoice date.

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## Training Terms and Conditions

### **Attendee numbers:**

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 easy to take part. You can make a provisional booking simply by phoning (09) 273 4099 or you may email us at [admin@intlcert.com](mailto:admin@intlcert.com). Then to confirm your place, send us a completed registration form either with full payment or a purchase order from your organisation. As soon as we receive your registration form (preferably no later than 4 weeks before the course) we'll send you a confirmation letter with full details.

### **Course fees include:**

Tuition  
Morning, lunch and afternoon refreshments  
All course notes and take-home reference materials  
DIY Health & Safety Management system toolkit  
Certificate of Training

### **Course venues:**

We offer courses throughout New Zealand and overseas; the locations are shown on the Training Course Programme. The course venue will be shown on the letter that we send you confirming your registration.

### **Cancellation and transfer policies:**

If you wish to cancel your attendance, you need to let us know in writing. We will refund your money in full if the cancellation is received 14 days or more before the course starts. If you cancel 7 to 14 days from the start of the course a 50% cancellation fee will apply. There are no refunds if you cancel less than 7 days from the start of the course. Substitutions are acceptable at any time.

Where possible, we are happy to transfer your booking to another course. A 10% transfer fee may be incurred for transfers received less than 14 days from the start of the course. Transfers made on the day a course commences, or any time thereafter, will be treated as cancellations and will require payment of a new fee.

### **Amendments and alterations:**

We reserve the right to amend, alter or withdraw any of the information contained in training brochures or any course being offered. If we exercise this option we will notify registrants as early as possible so as to minimise any inconvenience.

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### -Enrolment Form-

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tick the course date required:

#### Auckland

Wednesday 19<sup>th</sup> April 2017 (09.00am – 03.00pm)

Wednesday 23<sup>rd</sup> August 2017 (09.00am – 03.00pm)

Wednesday 13<sup>th</sup> December 2017 (09.00am – 03.00pm)

#### Wellington

Wednesday 17<sup>th</sup> May 2017 (09.00am – 03.00pm)

#### Christchurch

Thursday 18<sup>th</sup> May 2017 (09.00am – 03.00pm)

The Venue will be announced after enrolment or please contact us to confirm beforehand.

**Please forward all completed enrolment forms or enquiries to:**

#### International Certifications Ltd

138D Harris Road, East Tamaki, Auckland, New Zealand

P.O.Box 259 324, Greenmount, Auckland, New Zealand



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0800 ISO 9001



+64 9 273 6099



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