# *TRAINING CALENDAR JANUARY – DECEMBER 2017*

**BOOKINGS:**

To book for a training session access the below URL link

<https://us.bookingbug.com/home/120671-Catholic-Safety-Health--Welfare-SA-CSHWSA>

All enquiries to be directed to CSH&W SA

Telephone: 08 8215 6852

| **JANUARY - APRIL** |
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| **COURSE NAME** | **WHO SHOULD ATTEND** | **DESCRIPTOR** | **DATES** | **LOCATION** | **DURATION** | **COST** | **FACILITATOR / COORDINATOR** |
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| **WHS for Officers**  | **ALL SECTORS**Newly appointed or current persons in roles:Principals, Deputy Principals, Managers, Business Managers, APRIM, Board Member(s) or any person who is responsible for decision making within the organization financial or otherwise | This course will cover:* Focus on Officer due diligence and duties owed
* Defining responsibilities for health and safety duties
* Enforcement and compliance
* Prosecution and sentencing
* Safety Management System
 | **Monday****20 February** | Centacare 413 Grange RdSEATON | **9:00am – 11:00am** | Nil | ***CSH&WSA******CCI*** |
| **Refresher – WHS for Officers** | 2 yearly refresher update for all Officers | For all Officers who are required to be updated in their Due Diligence WHS knowledge | **Monday** **20 February** | Centacare 413 Grange RdSEATON | **11:30am – 12:30pm** |  | ***CSH&WSA*** |
| **Promoting Continence Care** | **Teachers** **Education Support Officers** | **Do you have students in your care that have the occasional incontinence problem with their bladder or bowel functions. This session will give you the basic understanding of why and what can be done.** | **Wednesday****22 February** | **Our Lady of La Vang School****11-19 Malcolm St, Flinders Park,**  | **9:30am – 12:00pm** | **$50** | **Jayne Ryan** |
| **MAGMAG** | Maintenance and Grounds personnel, WHS Coordinators | Professional development opportunity for workers responsible for maintaining the grounds and property of a worksite. Guest speakers are normally available. Invitation is sent to all MAGMAG and WHS Coordinators advising of guest speaker and location | **Wednesday****8 March** | TBA | **7:30am – 9:00pm** |  | **Lisa Nowak** |
| **Northern WHS Coordinators Meeting** | **ALL SECTORS**(Diocese Adelaide and Pt Pirie) | Regular up-skilling sessions to provide a forum to raise WHS issues and share resources with schools. The meetings often provide a training component or a guest speaker. | **Thursday****9 March** |  **Port Pirie** | **10:00am – 2:00pm** | **Nil** | Jayne Ryan(Kathy Grieve) |
| **Contact Officer Training** | **Contact Officers** | **A person performing the role at a site who workers will contact in relation to bullying harassment, discrimination, etc.** | **Thursday 9th March** | **CEO****116 George St****THEBARTON****ROOM 6** | **9:00am – 12:00pm** | **$35** | **CESA****ACCESS Programs** |
| **Metro WHS Coordinators Meeting** | **All Sectors**WHS Co-ordinators | An Agenda is provided for the meeting, open to all, discussion of WHS matters and updates. | **Wednesday****15 March** | Centacare413 Grange RdSEATON | **PM Session****1:30pm – 4:00pm** |  | **Jayne Ryan** |
| **Metro WHS Coordinators Meeting** | **All Sectors****WHS Co-ordinators** | An Agenda is provided for the meeting, open to all, discussion of WHS matters and updates. | **Thursday** **16 March** | Centacare413 Grange RdSEATON | **AM Session****9:30am – 12:00pm** |  | **Jayne Ryan** |
| **Promoting Continence Care** | **Teachers** **Education Support Officers** | **Do you have students in your care that have the occasional incontinence problem with their bladder or bowel functions. This session will give you the basic understanding of why and what can be done.** | **Wednesday****15 March** | **Our Lady of La Vang School****11-19 Malcolm St, Flinders Park,** | **9:30am – 12:00pm** | **$50** | **Jayne Ryan** |
| **CEDAT (Catholic Education Design & Technology)** | Design & Technology Teachers / ESO’s | Information / training provided to Teachers/ESO’s to upskill their knowledge of plant/equipment and any other topic relevant to their workshops.  | **Friday****17 March** | TBA | **2:00pm – 4:30pm** |  | **Peter Masters****Dave Barrett** |
| **RTW Site Contact Persons (NEW to role)** | **EDUCATION SECTOR**Contact Personwith responsibility for managing and administering to injured worker/sRRTWC Co-ordinator, Business Manager contact officer | **The process of administering and managing an injured worker in their rehabilitation and return to work** | **Thursday** **23 March** | **CEO****116 George St****THEBARTON****ROOM 6** | **9:00am – 11:30am** |  | **CESA & CCI** |
| **Volunteer Management** | **ALL SECTORS** | This session will provide information on WHS requirements for managing Volunteers: Induction, training etc. Police Check Unit will provide brief PCU requirements for Volunteers. | **Tuesday****28 March** | **Centacare****413 Grange Rd****SEATON** | **9:30am – 11:30am** | **Nil** | Lisa Nowak(Police Check Unit) |
| **Event Management** | **ALL SECTORS** | This session will provide information about requirements for Events. Focus will be on SafeWork SA requirements: Risk assessments, Emergency Management Plan, Amusement devices. The session will also cover basic Food Safety requirements | **Tuesday** **28 March** | **Centacare****413 Grange Rd****SEATON** | **12:30pm – 2:30pm** | **Nil** | Lisa Nowak |
| **Emergency Warden****(Limited to 15 attendees)** | **All Sectors** Any person responsible for the co-ordination of emergency response. Designated. Emergency Wardens | * Legislation/Regulations and Australian Standards
* Emergencies, fire/bomb threats/medical/personal threat/internal threats
* Setting up an emergency control organisation (fire wardens and communication protocols
* Fire systems and extinguishers
* Emergency Procedures
* Fire extinguisher (practical)
 | **Wednesday** **29 March** | **Australasian Fire & Safety****123 South Rd,****THEBARTON** | **(two sessions)**10:00am – 12:00pm1:00pm – 3:00pm | **$60.00** | **Australiasian Fire & Safety** |
| **Promoting Continence Care** | **Teachers** **Education Support Officers** | **Do you have students in your care that have the occasional incontinence problem with their bladder or bowel functions. This session will give you the basic understanding of why and what can be done.** | **Thursday 30 March** | **Our Lady of La Vang School****11-19 Malcolm St, Flinders Park,** | **9:30am – 12:00pm** | **$50** | **Jayne Ryan** |

| **APRIL - JUNE**  |
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| **COURSE NAME** | **WHO SHOULD ATTEND** | **DESCRIPTOR** | **DATES** | **LOCATION** | **DURATION** | **COST** | **FACILITATOR** |
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| **Promoting Continence Care (Mt Gambier)** | **Teachers** **Education Support Officers** | **Do you have students in your care that have the occasional incontinence problem with their bladder or bowel functions. This session will give you the basic understanding of why and what can be done.** | **Tuesday 4 April** | **Mt Gambier** | **9:30am – 12:00pm** | **$50** | **Jayne Ryan** |
| **Contractor Management** | **ALL Sectors** | This session will provide information on how to manage contractors: Maintaining registers; induction requirements; risk assessment requirements for impact to your worksite etc.EDUCATION SECTOR: CESA will provide further information on the process of engaging a Contractor and go through their CESA procedure. | **Thursday****11 May** | Centacare413 Grange RdSEATON | **9:30am – 11:30am****(last 1/2 hr will be CESA)** |  | **Lisa Nowak****CESA Representative** |
| **Promoting Continence Care (Pt Augusta)** | **Teachers** **Education Support Officers** | **Do you have students in your care that have the occasional incontinence problem with their bladder or bowel functions. This session will give you the basic understanding of why and what can be done.** | **Tuesday 23 May** | **Pt Augusta** | **9:30am – 12:00pm** | **$50** | **Jayne Ryan** |
| **MAGMAG** | Maintenance and Grounds personnel, WHS Coordinators | Professional development opportunity for workers responsible for maintaining the grounds and property of a worksite. Guest speakers are normally available. Invitation is sent to all MAGMAG and WHS Coordinators advising of guest speaker and location | **Wednesday****7 June** | TBA | **7:30am – 9:00pm** |  | **Lisa Nowak** |
| **Metro WHS Coordinators Meeting** | **All Sectors**WHS Co-ordinators | An Agenda is provided for the meeting, open to all, discussion of WHS matters and updates. | **Wednesday** **7 June** | **CEO****116 George St****THEBARTON****ROOM 6** | **PM Session****1:30pm – 4:00pm** |  | **Lisa Nowak** |
| **Metro WHS Coordinators Meeting** | **All Sectors****WHS Co-ordinators** | An Agenda is provided for the meeting, open to all, discussion of WHS matters and updates. | **Thursday****8 June** | Centacare413 Grange RdSEATON | **AM Session****9:30am – 12:00pm** |  | **Lisa Nowak** |
| **Northern WHS Coordinators Meeting** | **ALL SECTORS**(Diocese Adelaide and Pt Pirie) | Regular up-skilling sessions to provide a forum to raise WHS issues and share resources with schools. The meetings often provide a training component or a guest speaker. | **Thursday****15 June** |  **Burra** | **10:00am – 2:00pm** | **Nil** | Lisa Nowak(Kathy Greive) |
| **Riverland WHS Coordinators Meeting** | **ALL SECTORS** | Regular up-skilling sessions to provide a forum to raise WHS issues and share resources with schools. The meetings often provide a training component or a guest speaker. | **Thursday** **15 June** | TBA(Riverland) | **10:00am – 12:00pm** | **Nil** | Jayne Ryan(Keith Johns) |
| **Promoting Continence Care (Riverland)** | **Teachers** **Education Support Officers** | Do you have students in your care that have the occasional incontinence problem with their bladder or bowel functions. This session will give you the basic understanding of why and what can be done. | **Thursday 15 June** | TBA(Riverland) | **1:00pm – 3:00pm** | **$50** | Jayne Ryan |
| **Promoting Continence Care** | **Teachers** **Education Support Officers** | Do you have students in your care that have the occasional incontinence problem with their bladder or bowel functions. This session will give you the basic understanding of why and what can be done. | **Wednesday****21 June** | **Our Lady of La Vang School****11-19 Malcolm St, Flinders Park,** | **9:30am – 12:00pm** | **$50** | Jayne Ryan |
| **Contact Officer Training** | **Contact Officers** | A person performing the role at a site who workers will contact in relation to bullying harassment, discrimination, etc. | **Wednesday** **21 June** | **CEO****116 George St****THEBARTON****ROOM 6** | **9:00am – 12:00pm** | **$35** | CESAACCESS Programs |

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| **JULY - SEPTEMBER** |

| **COURSE NAME** | **WHO SHOULD ATTEND** | **DESCRIPTOR** | **DATES** | **LOCATION** | **DURATION** | **COST** | **FACILITATOR / COORDINATOR** |
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| **Emergency Warden****(Limited to 15 attendees)** | **All Sectors** Any person responsible for the co-ordination of emergency response. Designated. Emergency Wardens | * Legislation/Regulations and Australian Standards
* Emergencies, fire/bomb threats/medical/personal threat/internal threats
* Setting up an emergency control organisation (fire wardens and communication protocols
* Fire systems and extinguishers
* Emergency Procedures
* Fire extinguisher (practical)
 | **Thursday** **17 August** | **Australasian Fire & Safety****123 South Rd,****THEBARTON** | **(two sessions)**10:00am – 12:00pm1:00pm – 3:00pm | **$60.00** | **Australiasian Fire & Safety** |
| **CEDAT (Catholic Education Design & Technology)** | **Design & Technology Teachers / ESO’s** | Information / training provided to Teachers/ESO’s to upskill their knowledge of plant/equipment and any other topic relevant to their workshops.  | **Friday****18 August** | **TBA** | **2:00pm – 4:30pm** |  | Peter MastersDave Barrett |
| **MAGMAG** | **Maintenance and Grounds personnel, WHS Coordinators** | Professional development opportunity for workers responsible for maintaining the grounds and property of a worksite. Guest speakers are normally available. Invitation is sent to all MAGMAG and WHS Coordinators advising of guest speaker and location | **Wednesday****30 August** | **TBA** | **7:30am – 9:00pm** |  | Lisa Nowak |
| **Metro WHS Coordinators Meeting** | **All Sectors**WHS Coordinators | An Agenda is provided for the meeting, open to all, discussion of WHS matters and updates. | **Thursday** **31 August** | Centacare413 Grange RdSEATON | **AM Session****9:30am – 12:00pm** |  | **Dave Barrett** |
| **Metro WHS Coordinators Meeting** | **All Sectors**WHS Coordinators | An Agenda is provided for the meeting, open to all, discussion of WHS matters and updates. | **Friday** **1 September** | Centacare413 Grange RdSEATON | **PM Session****1:30pm – 4:00pm** |  | **Dave Barrett** |
| **Northern WHS Coordinators Meeting** | **ALL SECTORS**(Diocese Adelaide and Pt Pirie) | Regular up-skilling sessions to provide a forum to raise WHS issues and share resources with schools. The meetings often provide a training component or a guest speaker. | **Thursday****7 September** |  **Burra** | **10:00am – 2:00pm** | **Nil** | Dave Barrett(Peter Masters) |
| **Promoting Continence Care** | **Teachers** **Education Support Officers** | **Do you have students in your care that have the occasional incontinence problem with their bladder or bowel functions. This session will give you the basic understanding of why and what can be done.** | **Wednesday****13 September** | **Our Lady of La Vang School****11-19 Malcolm St, Flinders Park,** | **9:30am – 12:00pm** | **$50** | **Jayne Ryan** |

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| **OCTOBER - DECEMBER** |

| **COURSE NAME** | **WHO SHOULD ATTEND** | **DESCRIPTOR** | **DATES** | **LOCATION** | **DURATION** | **COST** | **FACILITATOR / COORDINATOR** |
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| **Riverland WHS Coordinators Meeting** | **ALL SECTORS** | Regular up-skilling sessions to provide a forum to raise WHS issues and share resources with schools. The meetings often provide a training component or a guest speaker. | **Friday** **20 October** | TBA(Riverland) | **10:00am – 4:00pm** | **Nil** | Jayne Ryan(Keith Johns) |
| **RTW Site Contact Persons (NEW to role)** | **EDUCATION SECTOR**Contact Personwith responsibility for managing and administering to injured worker/sRRTWC Co-ordinator, Business Manager contact officer | **The process of administering and managing an injured worker in their rehabilitation and return to work** | **Thursday 26 October** | CEO116 George StTHEBARTONROOM 6 | **9:00am – 11:30am** | **Nil** | **CESA & CCI** |
| **Contact Officer Training** | **Contact Officers** | A person performing the role at a site who workers will contact in relation to bullying harassment, discrimination, etc. | **Wednesday** **8 November** | **CEO****116 George St****THEBARTON****ROOM 6** | **9:00am – 12:00pm** | **$35** | CESAACCESS Programs |
| **MAGMAG** | **Maintenance and Grounds personnel, WHS Coordinators** | Professional development opportunity for workers responsible for maintaining the grounds and property of a worksite. Guest speakers are normally available. Invitation is sent to all MAGMAG and WHS Coordinators advising of guest speaker and location | **Wednesday****22 November** | **TBA** | **7:30am – 9:00am** | **Nil** | Lisa Nowak |
| **Metro WHS Coordinators Meeting** | **All Sectors**WHS Coordinators | An Agenda is provided for the meeting, open to all, discussion of WHS matters and updates. | **Friday****24 November** | Centacare413 Grange RdSEATON | **PM Session****1:30pm – 4:00pm** |  | **Peter Masters** |
| **Northern WHS Coordinators Meeting** | **ALL SECTORS**(Diocese Adelaide and Pt Pirie) | Regular up-skilling sessions to provide a forum to raise WHS issues and share resources with schools. The meetings often provide a training component or a guest speaker. | **Thursday****30 November** |  **Burra** | **10:00am – 2:00pm** | **Nil** | Peter Masters(TBA) |