

Registration Form

ABN 80571091192

Register and pay online at www.anmfvic.asn.au/ohs or please forward registration and payment to:

OHS Unit Secretary
ANMF (Vic Branch)
Box 12600 A'Beckett Street PO
Melbourne Vic 8006
Scan and email: OHS@anmfvic.asn.au
Facsimile: (03) 9275 9344

Make cheques payable to ANMF (Vic Branch).

PLEASE USE BLOCK LETTERS

(all sections need to be completed)

Course name: _____

Course date(s): _____

ANMF membership number: _____

Surname: _____ First name: _____

Home address: _____

_____ Postcode: _____

Phone: _____ (w) _____ (h)

_____ (m)

Email: _____

Workplace: _____

Workplace address: _____

_____ Postcode: _____

Please circle all that apply:

HSR Deputy HSR Manager / Supervisor Other

Date HSR / Deputy HSR elected: _____

Designated Work Group name: _____

Special needs (dietary, vision/hearing impairments etc): _____

Payment method:

Cheque Visa Mastercard

Credit Card number: _____ / _____ / _____

Expiry date: _____ / _____ Amount: _____

(NB: Price includes morning / afternoon tea and lunch as specified)

Cardholder name: _____

Signature: _____

Please tick if you DO NOT wish to be contacted by WorkSafe Victoria as a part of the auditing process for the WorkSafe approved courses.

ANMF Health & Safety Representatives Conference 2014

This conference will provide an overview of a number of topical issues relevant to Health and Safety Representatives within the healthcare industry. The 2014 Health and Safety Representative of the Year Award will be announced at this conference.

Date: 25 June 2014
Time: 9am – 4.30pm
Venue: Carson Conference Centre
Level 7, ANMF House,
540 Elizabeth Street, Melbourne
Cost: Free to HSRs, Deputy HSRs and Job Representatives who are ANMF Members. (Morning tea and lunch provided.)

Program: Please go to www.anmfvic.asn.au/ohs for the full program closer to the date.

If accommodation is required, please contact the OHS Unit Secretary at OHS@anmfvic.asn.au. Travel costs may also be reimbursed as per ANMF (Vic Branch) policy.

Attendance at this conference will constitute Continuing Professional Development as defined by the Nursing and Midwifery Board of Australia.

Continuing Professional Development

The Nursing and Midwifery Board of Australia (NMBA) requires nurses and midwives to undertake Continuing Professional Development in order to maintain their registration. The NMBA defines Continuing Professional Development as 'the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives. The CPD cycle involves reviewing practice, identifying learning needs, planning and participating in relevant learning activities, and reflecting on the value of those activities (ANMC, 2009)'. Further information regarding the requirements for Continuing Professional Development may be obtained from the NMBA website.

ANMF (Vic Branch) OHS Unit

The ANMF (Vic Branch) Occupational Health and Safety Unit offers a comprehensive training program for elected Health & Safety Representatives and Deputy Health & Safety Representatives. ANMF also offers occupational health and safety courses, conferences, seminars, forums and workshops for registered nurses, midwives, personal care workers and other interested parties. ANMF encourages all registered nurses, enrolled nurses, midwives and personal care workers to pursue excellence through continuing education and professional development. To assist nurses, midwives and carers overcome the high cost of continuing education, ANMF offers significant course discounts to ANMF members, ANMF Health & Safety Representatives, Job Representatives and ANMF Special Interest Group members. Non members are welcome.

Register online for all OHS conferences, seminars, workshops and forums at www.anmfvic.asn.au/ohs or request a registration form via email from the OHS Unit Secretary, OHS@anmfvic.asn.au

About the Australian Nursing & Midwifery Federation (Vic Branch)

The Australian Nursing & Midwifery Federation (Vic Branch) is the peak organisation representing Victorian nurses, midwives and carers in relation to industrial, professional and occupational health and safety matters. ANMF works tirelessly to improve nurses', midwives' and carers' wages and conditions and their ability to provide high quality care to patients, residents and clients.

ANMF is committed to providing an opportunity for nurses and midwives to discuss professional issues and undertake research in the pursuit of nursing excellence and improved patient outcomes.

ANMF has a membership of over 68,000 nurses, midwives and carers employed in a range of health services, including hospitals, aged care facilities, mental health facilities, community health centres, maternal and child health clinics, general medical clinics, schools, prisons, the Australian Red Cross Blood Service and the Royal District Nursing Service.

ANMF (Vic Branch) offers its members annual scholarships, prizes and research grants to promote nursing and midwifery excellence. For details visit www.anmfvic.asn.au

ANMF (Vic Branch) Health & Safety Representative (HSR) Training

2014 Metropolitan and Regional Training Calendar



www.anmfvic.asn.au

Health & Safety Reps are entitled to paid training leave

Elected Health and Safety Representatives (HSRs) and Deputy Health and Safety Reps are entitled to time off work with pay to attend WorkSafe approved OHS training in accordance with Section 67 of the Occupational Health and Safety Act 2004.

Under Section 67 of the Occupational Health and Safety Act, HSRs and Deputy HSRs are entitled to attend a WorkSafe approved initial five-day course upon election and a WorkSafe approved one-day refresher every year thereafter.

Under OHS legislation, employers must not obstruct or prevent Health and Safety Representatives from attending an approved course of their choice. The OHS Act 2004 states that employers are required to be provided with 14 days notice of attendance at an OHS course of training.

If assistance is required in ensuring attendance at a WorkSafe approved program, please contact the ANMF (Vic Branch) OHS Unit or WorkSafe Victoria.

How to register for a program

- Register online using the link below the course details or use the form attached and post to ANMF (Vic Branch) Box 12600 A'Beckett Street Post Office, Melbourne VIC 8006 or fax to 03 9275 9344.
- ANMF will provide you with written confirmation of your registration. If you do not receive this, please contact the OHS Unit Secretary on 03 9275 9333.

Cancellation policy

For cancellations within 14 days, a cancellation fee may apply. Please contact the OHS Unit Secretary on 9275 9333 or OHS@anmfvic.asn.au

About the elected Health and Safety Representative role

Employees are entitled to be represented in relation to health and safety matters. An HSR is the vital link in the communication process between the employees and the employer in relation to occupational health and safety.

An HSR represents the employees in their Designated Work Group (DWG) by raising, monitoring and resolving OHS matters with their employer.

The key factor to remember is that an elected HSR represents the interests of the employees. It is not an appointed position and does not have any associated responsibility for meeting the health and safety obligations of the employer.

Nominate an HSR for the Health and Safety Rep of the Year Award

This \$1000 award recognises outstanding achievement and commitment to the ANMF and to the members in their DWG in areas which may include:

- protection of nurses and patients from workplace injuries and illness
- leadership and innovation in workplace OHS
- resolution of workplace OHS issues or disputes
- achievements in representation and consultation.

The nomination period for this award is Wednesday 1 January 2014 to COB Friday 30 May 2014. For details and a nomination form visit www.anmfvic.asn.au/ohs or call the OHS Unit Secretary on 03 9275 9333.

Five-day Initial HSR OHS Course

This course relates specifically to health and aged care workplaces, with a strong focus on issues and hazards relevant to nursing, and is designed to equip elected HSRs and Deputy HSRs with an understanding of the OHS regulatory framework. It is also designed to provide participants with the skills required to implement effective hazard control strategies in the workplace.

Under Section 67 of the Occupational Health and Safety Act 2004, HSRs and Deputy HSRs, after being elected, are entitled to attend an approved five-day course of their choice and to time off work with pay and the costs associated with attendance at the course paid by the employer. Under OHS legislation, employers must not obstruct or prevent Health and Safety Representatives from attending an approved course of their choice.

Course 1 (Part 1) 12, 13, 14 March, (Part 2) 27, 28 March
Course 2 (Part 1) 4, 5, 6 June, (Part 2) 19, 20 June
Course 3 (Part 1) 3, 4, 5, (Part 2) 18, 19 September
Course 4 (Part 1) 10, 11, 12 November, (Part 2) 4, 5 December
Time: 9am – 5pm each day
Venue: Carson Conference Centre, Level 7, ANMF House, 540 Elizabeth Street, Melbourne
Cost: \$750 per participant (payable by the employer). Morning tea and lunch are provided each day.
Register online: www.tiny.cc/14hsr5day

Following completion of the course, participants are invited to a social 'happy hour'. This is a great opportunity to network with other HSRs.

Participation in this course will constitute 35 hours of Continuing Professional Development as defined by the Nursing and Midwifery Board of Australia. This course caters for special needs. If you have special needs please indicate on the registration form and an ANMF representative will contact you prior to course commencement to make arrangements.

One-day HSR Refresher Course

This one-day refresher course relates specifically to health and aged care workplaces, with a strong focus on issues and hazards relevant to nursing, and is designed to refresh HSRs' knowledge and understanding of the OHS regulatory framework. It is also designed to provide participants with the skills required to implement effective hazard control strategies in the workplace.

Under Section 67 of the Occupational Health and Safety Act 2004, HSRs and Deputy HSRs, after completing their initial five day course, are entitled to attend an approved one-day refresher course of their choice every 12 months and to time off work with pay and the costs associated with attendance at the course paid by the employer. Under OHS legislation, employers must not obstruct or prevent Health and Safety Representatives from attending an approved course of their choice.

Metropolitan courses:

Dates: **Course 1:** 20 March
Course 2: 23 July
Course 3: 29 October
Time: 9am – 5pm
Venue: Carson Conference Centre, Level 7, ANMF House, 540 Elizabeth Street, Melbourne
Cost: \$250 per participant (payable by the employer)
Morning tea and lunch are provided
Register online: www.tiny.cc/14hsr1met

Regional courses:

Dates: **Course 1: Latrobe** 21 May
Course 2: Bendigo 13 August

If you are in another regional area, and would like us to consider presenting a course in your area, please email/contact us to let us know.

Time: 9am – 5pm
Venue: Notified with registration confirmation letter
Cost: \$250 per participant (payable by the employer)
Morning tea and lunch are provided

Regional courses are subject to a minimum number of 10 participants per course
Register online: www.tiny.cc/14hsr1reg

This course can be delivered on site. Please contact OHS Unit Secretary on 03 9275 9333 to discuss your workplace needs.

Participation in this course will constitute seven hours of Continuing Professional Development as defined by the Nursing and Midwifery Board of Australia. This course caters for special needs. If you have special needs please indicate on the registration form and an ANMF representative will contact you prior to course commencement to make arrangements.

Ongoing delivery from 1 March 2014 of the OHS training courses for HSRs (as specified under s67 of the OHS Act 2004) by ANMF (Vic Branch) is subject to future approval by WorkSafe.