



PROFESSIONAL DEVELOPMENT ONLINE TRAINING

In Safe Hands Educators In Safety are very proud to offer Australian Childcare Alliance Queensland substantial discounts on the following online professional development courses.



AWARDS:

2017 – Moreton Bay Region Business Marketing Excellence Award Finalist
2017 – Australian Small Business Champion Awards Finalist
2016 – Telstra Australian Business Awards Qld Category Winner
2016 – Telstra Australian Business Awards Qld Finalist
2016 – Australian Small Business Champion Awards Finalist
2014 – Telstra Australian Business Awards 2014 Nominee

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**IN SAFE HANDS
EDUCATORS IN
SAFETY PTY LTD**

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Child Protection Courses

Level 1 - Legal & Practical Response to Child Abuse

This course is designed to be used for induction of new staff, and as a foundation or refresher course for those currently working in the care and protection of children. Upon successful completion, participants will be equipped with basic Child Protection skills sufficient to enable them to appreciate the importance of Child Protection, understand their legal obligations in relation to providing Child Protection, recognise indicators of child abuse and notify concerns appropriately.

LEARNING OUTCOMES

- ⇒ Definition of child abuse;
- ⇒ Types of child abuse;
- ⇒ Indicators of child abuse;
- ⇒ Early Intervention and Prevention tools;
- ⇒ Federal, State and Civil laws pertaining to child protection and civil liability;
- ⇒ Child Protection requirements under relevant National Quality Frameworks;
- ⇒ Reporting of child abuse;
- ⇒ Managing disclosures;
- ⇒ Recording and documenting.

Level 2 - Building a Protective Environment for Children

This is our innovative signature Child Protection course that delivers essential lessons for the entire community. It is designed to assist professionals and the wider community to embed practical child protection strategies into their daily lives and the lives of all our children. A fresh approach to child protection that really works – right in front of your eyes – every day. We all use sunscreen every day to protect against skin cancer, and now we can use Child Protection strategies every day to protect against child abuse. You wouldn't let children ride a bike without a helmet, or play in the sun without a hat – so why let them out of your sight without essential Child Protection habits? This course takes a fresh approach to Child Protection using practical strategies that everyone can learn to use to protect themselves and others from child abuse. You will learn the **7 Steps 2 Safety** and appreciate the way they not only protect children, but transform your relationship with them.

LEARNING OUTCOMES

- ⇒ Refresh of legislation, policies, reporting requirements and National Quality Framework updates relating to child protection;
- ⇒ The use of structured curriculum and informal interaction in child protection teaching;
- ⇒ Inclusion of discussion centred on feelings in programming for children and parents;
- ⇒ Programming that allows expression through communication and means other than words;
- ⇒ Fostering ongoing engagement and communication with parents and children;
- ⇒ Sharing resources and ideas to promote children's social and emotional development;
- ⇒ **7 Steps 2 Safety** program.

Level 3 - Early Intervention to Child Protection

It is important for educators to understand and implement early intervention strategies to minimise the risk of abuse to children in their services. The success of these strategies is hinged on the ability to identify, support and connect the families to resources and services within your community. This course will also provide educators important updates and refresh their requirements around law and duty of care to meet National Quality Standards.

LEARNING OUTCOMES

- ⇒ Refresh of legislation, policies, reporting requirements and National Quality Framework updates relating to child protection;
- ⇒ Understanding contemporary methodologies;
- ⇒ Conducting environmental scans to identify risks to families and children;
- ⇒ Programming and activities which assist in identifying at risk behaviour or concerns;
- ⇒ Fostering ongoing engagement and communication with parents and children;
- ⇒ Sharing resources and ideas to promote children's social and emotional development.

Level 4 - Domestic & Family Violence and the Impact on Children

This course focuses on the increasing level of Domestic and Family Violence in our community at present and explores why people are victims and abusers, the impacts - both short term and long term of such violence on children and how we perceive violence as a nation. It explores the types of domestic violence, the signs, the symptoms and reasons why it is an underreported crime. It will further discuss your role as an Educator in the Early Years sector and ways in which you can help children and families being exposed to this type of violence.

LEARNING OUTCOMES

- ⇒ Refresh of legislation, policies, reporting requirements and National Quality Framework updates relating to child protection;
- ⇒ What domestic and family violence is;
- ⇒ Indicators of domestic and family violence;
- ⇒ Impact of domestic violence on families;
- ⇒ Understanding of the law and various orders associated with State and Federal Laws;
- ⇒ Early intervention and prevention strategies;
- ⇒ Recognising environmental factors, identifying issues, applying strategies and making timely referrals;
- ⇒ Fostering ongoing engagement and communication with parents and children;
- ⇒ Sharing resources and ideas to promote children's social and emotional development.

Level 5 - Types of Child Abuse & their Indicators

This course assists early years educators, organisations and individuals to comply with their legislative requirements under the National Quality Framework and meet duty of care obligations regarding Child Protection. You have now been doing Child Protection training with us for at least 4-5 years so it's time that we had a look at the Types of Abuse and their Indicators again. Patterns of Abuse change throughout the years so it's a good idea to refresh your knowledge and learn some new facts and information about types of abuse. It's extremely important to be able to identify abuse in order to document and report it as required by various laws. This course will also provide Educators with important updates and refresh their requirements around law and duty of care to meet National Quality Standards. Upon successful completion, participants will be equipped with basic Child Protection skills sufficient to enable them to appreciate the importance of Child Protection, understand their legal obligations in relation to providing Child Protection, recognise indicators of child abuse, and notify concerns appropriately.

LEARNING OUTCOMES

- ⇒ Definition of child abuse;
- ⇒ Types of child abuse;
- ⇒ Indicators of child abuse;
- ⇒ Federal, State and Civil laws as pertained to child protection and civil liability;
- ⇒ Child Protection requirements under relevant National Frameworks;
- ⇒ Reporting of child abuse;
- ⇒ Managing disclosures;
- ⇒ Recording and documenting.

ONLINE TRAINING COST

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 10	\$40.00 + GST	\$30.00 + GST
11 to 20	\$35.00 + GST	\$26.25 + GST
21 to 30	\$25.00 + GST	\$18.75 + GST
31 to 60	\$20.00 + GST	\$15.00 + GST
61+ uncontracted price	\$15.00 + GST	\$12.50 + GST

Guiding Children's Behaviour

TODDLER AND PARENT TAMING: Dealing with aggression in childcare

This course fearlessly tackles the biggest issue in child care and schooling to date: dealing with behaviour, aggression and melt downs in children (aged 2-5). We workshop rampaging children and deal with aggression safely and effectively in a care environment. We discuss the differences between bad behavior and emotional meltdowns, why it happens, how to prevent it, and finally how to manage violent situations to protect yourself while adhering to a duty of care for the child. We also give some great tips and simple guidelines to develop policy in relation to the reporting of incidence and special needs of children to involve parents and minimise future occurrences. These strategies include the early detection and treatment of special needs kids (including autism and A.D.H.D. and other spectrum disorders) and having a strategically approach to informing and supporting parents in gaining a diagnosis. Of course the toddler isn't always the greatest challenge in a carer's day, sometimes the parent is... we will help you understand parents and what makes them tick in today's society.

LEARNING OUTCOMES

- ⇒ Identifying normal childhood behaviours;
- ⇒ Contemporary methodologies that impact behaviour;
- ⇒ The impact of rest, noise and nutrition on children's behaviour;
- ⇒ The development and implementation of behaviour management plans;
- ⇒ Containing and controlling violent outbursts by children and protecting yourself, staff and children;
- ⇒ Staff mental health and wellbeing;
- ⇒ Controlling bites, scratching and violent tantrums;
- ⇒ Distraction techniques and focusing on children hurt by the incident;
- ⇒ Developing policy: who do you call, who supports, isolation and relocation zones, reporting the incident and developing strategies.

PRIMARY SCHOOL KIDS AND PARENT TAMING: Dealing with aggression in Outside School Hours Care

LEARNING OUTCOMES

Prevention of violent outbursts by children:

- ⇒ Identifying normal childhood behaviours and early detection of autism and ADHD.
- ⇒ Duty of care implications.
- ⇒ The impact of rest, noise, and nutrition on children's behaviour.
- ⇒ Policy on notifying parents and guardians of possible spectrum disorders.
- ⇒ Developing lesson plans to integrate children with learning disabilities.
- ⇒ Containing and controlling violent outbursts by children and protecting yourself, staff and children.
- ⇒ Controlling bites, scratching and violent tantrums.
- ⇒ Isolating the child from the main population.
- ⇒ Distraction techniques and focusing on children hurt by the incident.
- ⇒ Developing policy: who do you call, who supports, isolation and relocation zones, reporting the incident and developing strategies.

Containing and controlling violent outbursts by parents:

- ⇒ Conduct environmental and client scans to determine threats levels.
- ⇒ Understanding the use of force spectrum and the application of lawful reasonable force.
- ⇒ Practical application of the RAVES self defence rules and vocalisation drills to workplace scenarios.
- ⇒ Practical application of self defence and vocalisation drills for employees.
- ⇒ Improve and standardise workplace incident reporting and communication.
- ⇒ The development of workplace relevant policies when dealing with aggressive parents.
- ⇒ Understanding the importance of employee mental health and peer support.

ONLINE TRAINING COST

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 10	\$40.00 + GST	\$30.00 + GST
11 to 20	\$35.00 + GST	\$26.25 + GST
21 to 30	\$25.00 + GST	\$18.75 + GST
31 to 60	\$20.00 + GST	\$15.00 + GST
61+ uncontracted price	\$15.00 + GST	\$12.50 + GST

Food Safety with Nutrition Australia Qld

In Safe Hands Educators In Safety is committed to bringing the best online training to the Early Years Education Sector. Nutrition Australia Qld (NAQ) is a not for profit community based organisation, providing education and support for nutrition professionals and the community. NAQ offers an expert team of Accredited Practising Dietitians, Nutritionists and Health Promotion Professionals to ensure the very best in nutrition education and health promotion. Food Foundations is a program of NAQ for early childhood settings, offering a range of support services covering nutrition and food safety.

Food Safety for Early Years Setting

LEARNING OUTCOMES

- ⇒ The importance of food safety in early childhood settings
- ⇒ Bacteria
- ⇒ High risk foods
- ⇒ The temperature danger zone
- ⇒ Food safety hazards
- ⇒ Cross contamination
- ⇒ Safe food handling
- ⇒ Maintaining personal hygiene
- ⇒ Keeping the food environment clean
- ⇒ Food storage
- ⇒ Food preparation
- ⇒ Cooling, thawing, reheating
- ⇒ Self-serving
- ⇒ Allergies
- ⇒ Expressed breastmilk and infant formula

Food Safety for Outside School Hours Care Settings

LEARNING OUTCOMES

- ⇒ The importance of food safety in OSHC settings
- ⇒ Bacteria
- ⇒ High risk foods
- ⇒ The temperature danger zone
- ⇒ Food safety hazards
- ⇒ Cross contamination
- ⇒ Safe food handling
- ⇒ Maintaining personal hygiene
- ⇒ Keeping the food environment clean
- ⇒ Food storage
- ⇒ Food preparation
- ⇒ Cooling, thawing, reheating
- ⇒ Self-serving
- ⇒ Allergies

ONLINE TRAINING COST

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 10	\$40.00 + GST	\$30.00 + GST
11 to 20	\$35.00 + GST	\$26.25 + GST
21 to 30	\$25.00 + GST	\$18.75 + GST
31 to 60	\$20.00 + GST	\$15.00 + GST
61+ uncontracted price	\$15.00 + GST	\$12.50 + GST

Food Nutrition with Kids Dig Food

Skills for eating, preparing and sharing food

Feeding kids in childcare is not only about WHAT children eat but HOW they are fed. Extend your basic nutrition knowledge further in real and practical ways The Feeding Kids in Childcare course will help support your role as teacher, role model and administrator by giving you the skills to determine WHAT the ideal diet for children looks like and HOW to approach feeding children. Learn how YOU as a childcare educator can help to positively influence children's developing relationship with food and with eating.

LEARNING OUTCOMES

Food in first 6 months of life

- ⇒ Breast or bottle? Does it really matter?
- ⇒ Supporting breastfeeding in the childcare setting

Food from infancy to toddlerhood to early childhood

- ⇒ When is the best time to introduce solid foods? Signs of readiness
- ⇒ Introducing solid food – WHAT foods?
- ⇒ Starting solids for children at risk of food allergy
- ⇒ How to introduce solids for optimal oral-motor skill development
- ⇒ Safety at meal times – recognising gagging and choking
- ⇒ Identifying children who are having trouble with texture
- ⇒ Nutrient requirements of young children
- ⇒ Key nutrients of importance for childhood growth and development – a focus on Iron and Calcium

Helping kids develop a healthy relationship with food

- ⇒ What does normal child eating behaviour look like?
- ⇒ Getting kids to eat a variety
- ⇒ Provision of food in childcare settings – what must you do?
- ⇒ Parents and carers roles in feeding kids
- ⇒ Why do kids become fussy with food?
- ⇒ Why pressuring kids to eat backfires
- ⇒ How children learn about food
- ⇒ Big Picture goals for feeding kids
- ⇒ How to create positive meal times in the childcare setting

ONLINE TRAINING COST

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 10	\$40.00 + GST	\$30.00 + GST
11 to 20	\$35.00 + GST	\$26.25 + GST
21 to 30	\$25.00 + GST	\$18.75 + GST
31 to 60	\$20.00 + GST	\$15.00 + GST
61+ uncontracted price	\$15.00 + GST	\$12.50 + GST

Sustainability Training with Sustainable Directions

Small Green Steps

The highly regarded Small GREEN Steps program, an online sustainability program specifically developed for the early learning sector, is now available through In Safe Hands. The program has been developed by Sustainable Directions Pty Ltd and is designed to help childcare services embed sustainable practices and teach children an appreciation of nature. This program is not an individual training course but is generally undertaken and managed by the Director, Enviro Officer or the Sustainability Committee. Certificates are issued in the name of the organization on the completion of each level. There is no timeframe to complete each level and they are completed at your own pace.

PROGRAM CONTENT - There are four levels to complete - each containing 10 steps:

Level 1 - The first 10 steps contained in Level 1 are designed to establish the road-map for your sustainability journey. In Level 1 we help you communicate your objectives and deal with any negative objections that may arise. We then provide the documents for you to form a sustainability committee, establish an enviro policy and create a sustainability Action Plan. Once key staff gain a basic understanding of the impacts and causes of Climate Change, your service can then complete a sustainability pledge to earn a Level 1 certificate to proudly display.

Level 2 - Level 2 concentrates on monitoring and managing your main carbon emissions – electricity, gas and waste. We provide you with an energy tracking worksheet and then take you through a range of energy efficiency and waste management tips. Water conservation advice is also provided for indoor and outdoor areas. The completion of a Level 2 sustainability pledge will earn the respective certificate.

Level 3 - In Level 3 we start with some advice on how to involve children on your sustainability journey with some enviro activities and tips to establish an enviro outdoor area. We then provide information on sustainability resources for educators including books, films and web links. Level 3 includes advice on getting Parents involved. By completing a Level 3 sustainability pledge, you will receive a Level 3 certificate.

Level 4 - The final 10 steps of the 40-step program are designed to take your service to BEST PRACTICE level. This entails the completion of a detailed self-inspection on your premises using the Sustainability Inspection template provided. The remaining steps focus on the development of sustainable HR practices and showcasing your environmental achievements. Level 4 also includes a sustainability review of your main supplies and the sustainability of your key partners and/or governing body.

ONLINE TRAINING COST

Level	Normal Cost per course	ACA Members Pricing
1	\$80.00 inc GST	\$64.00 inc GST
2	\$80.00 inc GST	\$64.00 inc GST
3	\$80.00 inc GST	\$64.00 inc GST
4	\$80.00 inc GST	\$64.00 inc GST

Individual Sustainability Training

with Sustainable Directions

Four online sustainability courses are now available through In Safe Hands. The courses have been developed by Sustainable Directions Pty Ltd, the developers of the Small GREEN Steps program and are designed specifically for childcare employees or home school teachers. Each course is undertaken as an individual training course and can be completed at your own pace. The courses feature a wide array of downloadable information and short video links. Certificates are issued in the name of each participant on completion of a number of short quiz questions on key information.

PROGRAM CONTENT - There are four courses available that can be completed in any order:

Sustainability for Educators

This online sustainability course provides Educators with a basic understanding of sustainability and the environment in easy to understand terms. This will in turn help Educators embed sustainable practices at their service.

Plastic Pollution

The level of plastic that is currently floating in our ocean is growing at an alarming rate and poses an immediate danger to sea creatures and bird life. This short online sustainability course will give Educators an understanding of the extent of the problem and will also provide tips to reduce the use of plastic at work and at home.

Energy Efficiency

Experts believe that the use of coal-fired electricity is one of the main contributors to man-made climate change. This short online sustainability course will provide Educators with knowledge on how to track, manage and reduce electricity use in childcare centres. This will be not only good for the planet but will also help you save money by reducing your energy bills.

Supporting Children in Sustainability

It is very important to teach children an appreciation of caring for the environment to help them develop responsible habits at an early age. This short online sustainability course will provide Educators with valuable information in how to engage children in sustainability. In particular Educators will be provided with ideas for activities that encourage recycling and planting.

ONLINE TRAINING COST

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 10	\$40.00 + GST	\$30.00 + GST
11 to 20	\$35.00 + GST	\$26.25 + GST
21 to 30	\$25.00 + GST	\$18.75 + GST
31 to 60	\$20.00 + GST	\$15.00 + GST
61+ uncontracted price	\$15.00 + GST	\$12.50 + GST

Work Health and Safety training **with Sustainable Directions**

Small Safe Steps

The highly regarded Small SAFE Steps program, an online safety program specifically developed for the early learning sector, is now available through In Safe Hands. The program has been developed by Sustainable Directions Pty Ltd and is designed to help childcare services meet their Work Health Safety Act and National Quality Framework safety requirements. This program is not an individual training course but is generally undertaken and managed by the Centre Director, WHS Officer or the WHS Committee. Certificates are issued in the name of the Centre on the completion of each level. There is no timeframe to complete each level and they are completed at your own pace.

PROGRAM CONTENT - There are four levels to complete - each containing 10 steps:

Level 1 - The first 10 steps contained in Level 1 provide you with all the information and resources you need to help you embed a safety culture at your service. The steps include establishing a Safety Policy, a Safety Commitment Statement, a Safety Action Plan and Safety Performance targets. Risk Assessment templates are also available to download for various activities. The completion of a Level 1 safety pledge will then earn a Level One certificate for the Centre.

Level 2 - Level 2 looks at how you report and manage any potential hazards at your Centre that could pose a risk to children, staff, volunteers or contractors. We then turn to the reporting and investigation of accidents or serious incidents and then move on to establishing a conflict resolution process. Level 2 concludes by looking at Ergonomics and Safety training. The submission of a Level 2 safety pledge will provide you with a Level 2 certificate.

Level 3 -In Level 3 we start by looking at establishing some safety purchasing controls to ensure that all materials, supplies and equipment purchased for use in the Centre are safe. We then look at Evacuation and Lockdown procedures including the need to conduct practice drills. Other topics in Level 3 include a review of all Fire safety Equipment, security measures and mandatory Child Protection training. The final topics in this level include First Aid management and Infection Control measures. The submission of a self-assessment Level 3 safety pledge will then earn a Level 3 Certificate.

Level 4 - The final 10 steps of the program start with a review of any corporate risks such as financial sustainability, achieving accreditation and enrolments. We then look at contractor management and safety controls for building projects. The next few topics concentrate on minimising risks in the area of manual handling, electrical safety, falls & trips as well as water safety and storing hazardous chemicals. Introducing Health and Wellness initiatives then finish off the final level. A level 4 certificate is then available after the completion of a Level 4 Checklist. At the end of Level 4 you are also able to download a WHS Training Workbook that can be used in induction training for new staff or as an annual refresher for existing staff. Information on Playground Safety Specifications is also available to download.

ONLINE TRAINING COST

Level	Normal Cost per course	ACA Members Pricing
1	\$80.00 inc GST	\$64.00 inc GST
2	\$80.00 i inc GST	\$64.00 inc GST
3	\$80.00 inc GST	\$64.00 inc GST
4	\$80.00 inc GST	\$64.00 inc GST

Work Place Health & Safety (WHS) Induction & Refresher Course

All organisations are required by law to ensure that all employees, contractors and volunteers are provided with a safe working environment. Early learning services have an added responsibility to look after the safe wellbeing of children placed in their care. It is therefore crucial to provide work health & safety (WHS) training to all new staff, contractors and volunteers when they first commence with your organization. It is also extremely important to provide refresher training to all staff at least on an annual basis to ensure that safe practices remain top of mind. Certificates for these courses are issued in the name of the participant on the completion of the course material and successful completion of a short quiz on the material covered. Please note that the Safety Training courses do not include First Aid, CPR or Child Protection training. These obligations should be conducted by training specialists in these respective fields.

PROGRAM CONTENT - There are TWO online WHS training course available:

WHS Induction Course

This course is aimed at any new full time, part-time, casual and even volunteers who commence work at your service. The course is relevant for all staff regardless of their position including Educators, Centre Directors, Admin Staff and relief staff. This course is general in nature and must be complemented with specific details of the building plan and location.

WHS Refresher Course

This course should be completed by all staff no longer than 12 months from completing the Safety Induction Course. The information contained in the refresher course is identical to the Safety Induction Course and is intended to remind staff of the key safety issues in order to maintain a safe environment for children and fellow employees.

Topics covered:

Both Safety Awareness training courses cover the following topics:

- ⇒ Evacuation Procedures
- ⇒ Lockdown Procedures
- ⇒ Fire Management
- ⇒ WHS Responsibilities
- ⇒ Ramifications of Safety Breaches
- ⇒ Lifting & Carrying principles
- ⇒ Avoiding slips, trips & falls

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 10	\$40.00 + GST	\$30.00 + GST
11 to 20	\$35.00 + GST	\$26.25 + GST
21 to 30	\$25.00 + GST	\$18.75 + GST
31 to 60	\$20.00 + GST	\$15.00 + GST
61+ uncontracted price	\$15.00 + GST	\$12.50 + GST

Fire Safety **with EPTAC**

Emergency Response in Childcare

Personal safety and security of children, educators, volunteers and visitors is a prime importance of all Early Years Educational Services. Upon completion of this course participants will be able to:

- ⇒ Identify and understand the Incident Management Team/ Emergency Control Organisation;
- ⇒ Identify different types of emergencies;
- ⇒ Understand Emergency Procedures;
- ⇒ Understand Emergency Response Equipment.

ONLINE TRAINING COST

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 10	\$40.00 + GST	\$30.00 + GST
11 to 20	\$35.00 + GST	\$26.25 + GST
21 to 30	\$25.00 + GST	\$18.75 + GST
31 to 60	\$20.00 + GST	\$15.00 + GST
61+ uncontracted price	\$15.00 + GST	\$12.50 + GST

Manual Handling & Office Based Injury Prevention training with Workout Preventative Occupational Health Service

Manual Handling Risk Management in the Childcare Sector

Early childhood and outside hours care can be a high-risk environment because you are manually handling children and equipment day in day out! Share the responsibility for safety at your childcare facility by providing staff with this customized online course. This 1-hour manual handling risk management course is designed to be practical and specific to your industry, the work environment and the tasks performed as a childcare worker.

COURSE OBJECTIVES

- ⇒ Increase awareness of manual handling hazards in the childcare sector
- ⇒ Provide education in the legislative framework for manual handling risk management
- ⇒ Encourage use of effective solutions based communication at work
- ⇒ Provide skills based learning to prevent injuries and workplace accidents
- ⇒ Encourage practise of new self management techniques to control the specific manual handling risks in childcare.

COURSE CONTENT

- ⇒ Safety culture
- ⇒ OHS Legislation
- ⇒ What is manual handling and what is risky manual handling?
- ⇒ Manual handling statistics
- ⇒ Causes of manual handling injuries in childcare; Manual handling risk management process
- ⇒ Body design and musculoskeletal injuries in childcare
- ⇒ Manual Handling Risk Identification and conducting 'Mini risk assessments'
- ⇒ Practical Self Help Skills > Ergonomic set up
- ⇒ Communication and Consultation > Early Intervention
- ⇒ Self Protective Techniques and strategies > Maintenance of 'S' curve > Eye care > Spinal bracing > Postural awareness > Manutention based postures and actions > Fitness for work > Stretch Exercises
- ⇒ Risk management toolbox
- ⇒ Take home messages

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 20	\$40.00 + GST	\$32.00 + GST
21 to 40	\$35.00 + GST	\$28.00 + GST
41 to 100	\$25.00 + GST	\$20.00 + GST
100+	\$20.00 + GST	\$16.00 + GST

Practical Manual Handling Risk Management – The Do's and Don't's

This 1-hour practical manual handling risk management course is a must for us all, whether working in a designated workplace, at home, offsite or remotely. This course can be provided as an Induction Program or Refresher Training for current staff, to offer participants skills training for application at work and home.

Manual handling risk management is not only a legislative requirement, but also smart business practice, demonstration of a safety culture and promotes longer-term health and wellbeing. Learn why and how effective manual handling risk management is a “WIN-WIN” for all, by understanding the evidence and seeing real worksite examples throughout this course.

We all perform manual handling everyday in everything we do, so learn new skills to recognize the activities that put stress on your body (manual handling hazards), practice new ways of moving and discover how you can manage the manual handling risks.

COURSE OBJECTIVES

- ⇒ Increase awareness of manual hazards in your work environment
- ⇒ Provide education in the legislative framework for manual handling risk management
- ⇒ Encourage use of effective solutions based communication
- ⇒ Provide skills based learning to prevent injuries and workplace accidents
- ⇒ Encourage practise of new self management techniques to control manual handling risks

Course Content

- ⇒ Safety Leadership, Safety Culture and Signs of Safety Culture
- ⇒ OHS Legislation
- ⇒ What is Manual Handling; Risky Manual Handling; Manual Handling Injuries & Statistics
- ⇒ Causes of Manual Handling Injuries; Manual Handling Risk Management Process
- ⇒ Manual Handling Risk Identification
- ⇒ Communication, Consultation
- ⇒ Practical Risk Management Tools: > Early Intervention > Ergonomic Set Up > Self Protective Techniques > Manual Handling Risk Management Tool Box > Take Home Messages

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 10	\$44.00 inc GST	\$35.20 inc GST
11 to 20	\$41.80 inc GST	\$33.45 inc GST
21 to 40	\$38.50 inc GST	\$30.80 inc GST
41 to 60	\$36.30 inc GST	\$29.00 inc GST
61 to 200	\$33.00 inc GST	\$26.40 inc GST
201 to 500	\$27.50 inc GST	\$22.00 inc GST
500+	\$22.00 inc GST	\$17.60 inc GST

Office Based Injury Prevention – What I Need to Know and Do

This course is an engaging way to induct new employees to injury prevention or can be used as refresher course for current staff. This is a practical 35 minute course, aimed at motivating you to look after yourself in the office working environment and avoid getting an injury which has the potential of seriously restricting your life at work, home and play. It uses over two decades of knowledge base, research and findings from conducting Workplace Assessments in the office environment. The course aims to provide you with practical strategies to manage health & safety risks and equip you with new skills and a fresh, healthy approach to working in an office.

Learning Objectives

- ⇒ To define the concept of office ergonomics
- ⇒ To identify why there are safety risks in the office environment
- ⇒ To recognise the potential office hazards
- ⇒ To understand the health & safety statistics related to office ergonomics
- ⇒ To increase knowledge base of manual handling risk management
- ⇒ To gain skills in injury prevention and self management techniques.

No. Courses	Normal Cost per course	ACA Members Pricing
1 to 10	\$38.50 inc GST	\$30.80 inc GST
11 to 20	\$36.30 inc GST	\$29.00 inc GST
21 to 40	\$33.00 inc GST	\$26.40 inc GST
41 to 60	\$27.50 inc GST	\$22.00 inc GST
61 to 200	\$25.30 inc GST	\$20.25 inc GST
201 to 500	\$22.00 inc GST	\$17.60 inc GST
500+	\$19.80 inc GST	\$15.85 inc GST