



Training Circular – May 2017

UPCOMING TRAINING

Fire Warden Course – 18th May 2017

Fire Safety Officer – 12th & 13th September 2017

AVAILABLE CUSTOMISED IN HOUSE TRAINING COURSES

- First Attack Fire Fighting and Emergency Evacuation
- Fire Extinguisher
- Fire Warden
- Provide First Aid
- Provide CPR
- Emergency Asthma & Anaphylaxis
- Manual Handling
- Infection Control

OTHER SERVICES

- Emergency Evacuation Procedures audits to AS1851
- Design or review of Emergency Evacuation plans
- Design or review of Emergency Planning Manuals
- Business WH&S planning or reviews
- Assistance with Evacuation

Fire Warden Course

We currently have positions available for a Fire Warden Course on **Thursday, 18th May, 2017** and we have included a Nomination Form for this course.

Our Fire Warden Course delves into the requirements of AS3745 - Planning for emergencies in facilities.

Each participant will develop an understanding of how to deal with fire and other emergency situations and be introduced to the wide range of emergency response equipment installed in a facility. The variety of different fire extinguishers is explained and the participant is given practical training in the correct use of fire extinguishers, fire blankets and fire hose reels.

The instructor will provide an explanation of the operation and structure of an Emergency Control Organisation and an Emergency Planning Committee.

The course prepares each participant to undertake a role as a Fire Warden through both classroom examples and practical exercises.

Fire Safety Officer Course

Our Fire Safety Officer Course will be carried out on **Wednesday 19th and Thursday 20th April, 2017** and is open for registration and you will find the Nomination Form attached.

This course is designed for those required to fulfil the role of Fire Safety Officer as defined in the NSW Health Policy Directive PD2010_024 Fire Safety in Health Care Facilities.

Covering 6 units over two days of study this course prepares the participant in the development, implementation and operation of workplace emergency prevention and response. Participants will receive a Nationally Recognised Statement of Attainment in relation to the 6 units of study.

Other available Training

Safety and Fire Education offer more than just Fire Warden and Fire Safety Officer Courses. If you have a requirement for In house fire and Emergency Evacuation training, Manual Handling, Infection Control, First Aid or perhaps Anaphylaxis training we can help you out.

Please do not hesitate to contact our office on 02 6624 7000.



ONE DAY FIRE WARDEN COURSE – Nomination Form

Please return the completed form to train@safedu.com.au or by facsimile 02 6624 8196

Course Location: Goonellabah Sports & Aquatic Centre
Oliver Avenue, Goonellabah NSW 2480

Course Date: **Thursday 18th May 2017 at 08:00 am**

Course Cost: \$195.00 + GST per participant

PLEASE PRINT CLEARLY

PERSONAL INFORMATION

Surname _____ Other Names _____

Position _____

Special Needs _____

Dietary Needs _____

CONTACT INFORMATION

Address _____

Telephone _____

Email Address _____

ORGANISATION/COMPANY DETAILS

Company Name _____

Company Address _____

Phone _____ Facsimile _____

Email _____

Contact Person _____ ABN Number _____

Order Number _____ Cheque No. _____

Nomination Policy:

Reservations may be made by phone, however places are allocated on receipt of the nomination form & payment, unless otherwise arranged. All fees are due seven days before the course commences. No refund can be made for cancellations received less than 48 hours prior to the course commencing. Another nominee can be substituted prior to course commencement.

Signed by authorised person accepting the nomination policy:

Print Name: _____ Signature: _____ WMAY17



TWO DAY FIRE SAFETY OFFICERS COURSE – Nomination Form

Please return the completed form to train@safedu.com.au or by facsimile 02 6624 8196

Course Location: Goonellabah Sports & Aquatic Centre
Oliver Avenue, Goonellabah NSW 2480

Course Date: 12th and 13th September 2017 at 08:00 am

Course Cost: \$760.00 + GST per participant

PLEASE PRINT CLEARLY

PERSONAL INFORMATION

Surname _____ Other Names _____

Position _____

Special Needs _____

Dietary Needs _____

CONTACT INFORMATION

Address _____

Telephone _____

Email Address _____

ORGANISATION/COMPANY DETAILS

Company Name _____

Company Address _____

Phone _____ Facsimile _____

Email _____

Contact Person _____ ABN Number _____

Order Number _____ Cheque No. _____

Nomination Policy:

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Hawkins On Fire's number one priority is safety; for our customers, our employees and the community. We work together with our clients to ensure their fire systems are available to work at their peak performance whenever they are required, thereby providing all parties with peace of mind.

We pride ourselves on our open and honest dealings with our customers. We are local and we are here for the long haul. We believe that Hawkins On Fire provides fire safety solutions that are of the highest quality whilst being cost effective.

- Fire Detection & Warning Systems
- Fire Sprinkler Systems
- Fire Hydrant Systems
- Fire Pumpsets
- Exit & Emergency Lighting
- Fire Extinguishers, Hose Reels, and Blankets
- Fire Doors & Containment Systems

From Port Macquarie to Tweed Heads and the Greater West – We Come To You

Hawkinsonfire.com.au

02 6625 2531

admin@hawkinsonfire.com.au



- Workplace Safety Training
- Fire Warden Training
- Fire Safety Officer Training
- Fire & Emergency Training
- Evacuation Procedures & Diagrams
- Apply First Aid
- Perform CPR
- Hazardous Manual Handling
- Infection Control
- Workplace Health & Safety

At Safety and Fire Education come to you with extensive industry experience including 15 years in the health service and over 20 years in emergency services. Our trainers are highly qualified in all areas of safety and adult education.

We deliver training with direct relevance and quality. We believe that consultation is the key to successful, and targeted adult learning.

Our guarantee to you is that all training provided will be tailored to your working environment with extensive consultation with you.

From Port Macquarie to Tweed Heads and the Greater West – We Come To You
Be Safe – Train with S.a.F.E

Safetyandfireeducation.com.au

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