



**HAWKINS ON FIRE**



**SAFETY AND FIRE EDUCATION**

SAFE24/7 Group Pty Ltd

## ***Training Circular – October 2018***

### **UPCOMING TRAINING**

Fire Warden Courses 2018  
- 22<sup>nd</sup> November 2018

Fire Safety Officer 2018  
- 7<sup>th</sup> and 8<sup>th</sup> November 2018

### **AVAILABLE CUSTOMISED IN HOUSE TRAINING COURSES**

- First Attack Fire Fighting and Emergency Evacuation
- Fire Extinguisher
- Fire Warden
- First Aid (HLTAID003) and CPR (HLTAID001)
- 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 drills
- Competent Fire Safety Practitioner (CFSP)

### **Fire Warden Course**

We currently have positions available for a Fire Warden Course on **Thursday, 22<sup>nd</sup> November 2018**. For your convenience 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 7<sup>th</sup> and Thursday 8<sup>th</sup> November 2018** 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 six 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 six units of study.

Registered Training Organisation (RTO): Allens Training

### **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.



SAFE24/7 Group Pty Ltd

## ONE DAY FIRE WARDEN COURSE – Nomination Form

Please return the completed form to [train@safedu.com.au](mailto:train@safedu.com.au) or by facsimile 02 6624 8196

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

**Course Date:** Thursday 22<sup>nd</sup> November 2018 at 8:00 am

**Course Cost:** \$205.00 + GST per participant, includes morning tea and lunch  
Practical course component – use of a fire extinguisher to extinguish a live fire

**PLEASE PRINT CLEARLY**

### **PERSONAL INFORMATION**

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

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: \_\_\_\_\_

EOCT18



SAFE24/7 Group Pty Ltd

## TWO DAY FIRE SAFETY OFFICERS COURSE – Nomination Form

Please return the completed form to [train@safedu.com.au](mailto:train@safedu.com.au) or by facsimile 02 6624 8196

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

**Course Date:** **7 & 8 November 2018 at 8:00 am**

**Course Cost:** \$820.00 + GST per participant, includes morning tea and lunch  
Practical course component – use of a fire extinguisher to extinguish a live fire

**PLEASE PRINT CLEARLY**

### **PERSONAL INFORMATION**

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

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 \_\_\_\_\_

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**SAFETY AND FIRE EDUCATION**

SAFE24/7 Group Pty Ltd

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

Safety and Fire Education comes 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](http://safetyandfireeducation.com.au)

02 6624 7000

[admin@safedu.com.au](mailto:admin@safedu.com.au)



**HAWKINS ON FIRE**

SAFE24/7 Group Pty Ltd

Safety is our number one priority; for our customers, our employees and the community. We work together with our clients to ensure their fire systems are available and working 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 Hawkins On Fire provides fire safety solutions of the highest quality whilst being cost effective.

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

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

[hawkinsonfire.com.au](http://hawkinsonfire.com.au)

02 6625 2531

[admin@hawkinsonfire.com.au](mailto:admin@hawkinsonfire.com.au)