



SA Unions

is a provider of OHS training in SA

Course Enrolment Form

All participants for Level 1, & Level 2 must be elected health & safety representatives

WHAT TO DO:

1. Fill out the enrolment form
2. Pass to your employer or manager to be signed
3. Send the enrolment form to us
 - Mail: SA Unions, 46 Greenhill Road, Wayville, SA 5034
 - Fax: 8279 2223
 - Email: saunions@saunions.org.au

PAYMENT:

- A tax invoice will be sent 2 weeks prior to course date
- Please indicate if you will be paying by :
 - cheque (payable to SA Unions)
 - EFT payments (details on invoice)
 - credit card payment (3% surcharge)

COURSE FEES (GST inclusive) effective as of 1/1/12

Level 1, Deputy & Level 2: Standard \$820, Union Member \$755
 WHS Refresher: Standard \$270, Union Member \$250
 OHS Committees: Standard \$230, Union Member \$210

SUBSIDY DETAILS:

Subsidies for HSR's of \$50 per participant per day on course fees are available through a SafeWork SA Grant for Level 1, Refresher. See guide to subsidy eligibility on back of this form.

Note: We reserve the right to pursue payment if incorrect subsidy and union deductions are claimed.

WE WILL:

1. Advise you immediately if the course is full and offer you a place on the same course on a different date.
2. Send you a confirmation letter with details of the course two weeks before the course starts.
3. If a course is cancelled we will send notification of the cancellation to your employer and to the participant prior to the course commencement date.

Note: Should we not reach our minimum two weeks prior to course commencement the course may be cancelled. Participants will be offered to enrol in a course date that suits their schedule.

CANCELLATION POLICY:

If you are unable to attend the course – you need to notify us at least 2 weeks prior to the course starting date to avoid any charge.

When an enrolment is cancelled the following cancellation fees will apply.
 More than 14 days before course commencement date = Full refund -
 Between 7-14 days before commencement date = 50% refund - Less than 7 days = No refund

If you need more information, phone us on (08) 8279 2248, or email us at saunions@saunions.org.au
 Visit our website : www.saunions.org.au/hsrtraining

- If you have any mobility/disability problems please advise us.
- A light lunch is provided daily - if you have any special dietary requirements please advise us prior to the course.

YOUR DETAILS:

Name
 Postal Address
 Are you a union member? If yes, name of Union:

Phone
 Fax
 Email

* please tick this box if you are a union member to receive union discount

YOUR SIGNATURE:

Are you an elected HSR? YES / NO
 Are you a Deputy HSR? YES / NO
 How did you find out about this course?

YOUR EMPLOYER'S CONTACT DETAILS:

Name:
 Postal Address
 Type of Organisation

Phone
 Fax
 Email

Purchase Order : **Date :**

ADDRESS FOR INVOICING:

Postal Address.....

Please ensure you quote a Purchase Order number if it is a requirement of your organisation.

Phone
 Fax
 Email

ENROLMENT DETAILS:

COURSE NAME	COURSE DATE (S) / & Regional Centre if applicable	FEE (inc. GST)

SUBSIDY CLAIMED (see overleaf for details)

Small Business SafeWork SA SAfer Industry Remote Area Participant Other/Specify _____

EMPLOYER/MANAGER NAME: _____ **SIGNATURE:** _____

GUIDE TO SUBSIDY ELIGIBILITY

SUBSIDY AVAILABLE

Safework SA advises businesses of their eligibility categories. This is usually indicated on premiums. If you are unsure, please check with Safework SA on **(08) 8204 9351**

Courses	Level 1 Refresher
Amount	\$50.00 per day, per participant
Eligibility	Small Business - up to 100 employees * SAfer Industries * High Risk Occupations * Expanding Industry * New Industry * Regional * Remote *

* See definition

Note : a course participant may meet more than one of the eligibility criteria. Eg employed by Small Business and works more than 100 kms from a Regional Centre : therefore the subsidy is \$100 per day.

ELIGIBLE PARTICIPANTS (definitions)

Small Business

A business of 100 or fewer individuals which is not a subsidiary of a larger organisation

SAfer Industries

Aged Care, Nursing and Convalescent Homes
Commercial Cleaning
Hospitality
Labour Hire, Employment Services
Meat Products Manufacture
Road Freight Transport

Food

Horticulture
Food, wholesale and retail

Automotive

Motor Trades
Automotive Component Manufacturing

Construction

Building Construction
Civil Construction

Manufacturing

Plastic and Rubber Products Manufacturing
Metal Products and Machinery

High Risk Occupations

Elected HSR's or Deputy HSR's or owners, managers or supervisors from a registered non-exempt organisation employing staff in one or more of the following occupations

- Heavy truck drivers
 - Mining, construction and related labourers
 - Meat and fish process workers
 - Product assemblers
 - Mechanical engineering tradespersons
 - Automotive tradespersons
 - Product packagers
 - Forklift drivers
 - Delivery driver
 - Agriculture and horticulture labourers
 - Sales assistants
 - Carers and aides
 - Cleaners
 - Food tradespersons
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Expanding Industry

An industry that is increasing in size (number of employees/remuneration) at a rapid rate due to product/service demand, technological advancement etc. Subsidies approved on a case-by-case basis.

New Industry

- Where components of another industry and have been outsourced
 - Are due to advancement of technology
 - Result from the transfer of a whole industry (not previously operating in this State) from another State or country
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Regional

Employees within an industry that is pre-dominantly or exclusively carried out within a specified area or region within SA but outside the metropolitan area.

Regional Centres

Port Augusta	Riverland	Victor Harbor
Port Pirie	Barossa	Mount Gambier
Whyalla	Clare	Naracoorte
Port Lincoln		

Remote

Employees outside the metropolitan area who work more than 100kms from any of the regional centres. Payable in addition to other subsidies