7/75 Lorimer Street, Docklands 3008
T: (03) 9644 1400

Registration

Participant Details

Title (please tick) Mr ☐ Mrs ☐ Miss ☐ Ms ☐

First Name: _____

Surname: _____

Residential Address _____

_____

_____

Post Code _____ Contact No. _____

Email Address _____

Emergency Contact

In case of emergency please contact

Name: _____ Contact No: _____

Course Registration

Course Name: ☐ HSR Initial OHS Training Course (5 Days) - $1075 + GST

Commencement date: _____

Course Location: ☐ Metro
☐ Regional

Tick where you are **undertaking** the course eg Geelong = Regional, Greater Melbourne = Metro, Colac = Regional

Language

Which language do you mainly speak at home?

☐ English ☐ Other

If OTHER, please specify the language spoken _____

Disability

Do you consider yourself to have a permanent and significant disability?

☐ Yes ☐ No

If YES, tick ANY applicable boxes.

☐ Sight
☐ Hearing
☐ Physical
☐ Intellectual
☐ Chronic illness
☐ Other _____

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Registration

Employment

Name of current Employer: _____

Industry of Employer: _____

Note: See industries listed in table below and choose the most appropriate Heading (Note: If unsure discuss with your trainer)

Please complete either Part A (only) or Part B (only) by ticking the most appropriate title

PART A

☐ I am an elected HSR *or* ☐ I am an elected Deputy HSR

Election Date: _____ **Election Date:** _____

OR

PART B

If you are **not** an elected HSR or Deputy HSR please indicate your current position from the following:

☐ Manager ☐ Supervisor

☐ Health and Safety Committee Member ☐ Other: _____

Types of Industry	
Agriculture, Forestry, Fishing and Hunting • Logging • Fishing • Hunting/trapping • Animal/Veg/Fruit cultivation	**Communication** • Telecommunication Services • Telephone Service • Radio Telephone Service
Community Services • Primary and Secondary Schools / Special Schools/ Universities, TAFE • Welfare and religious institutions / Childcare / Charitable homes • Libraries, museums, art galleries • Research Services • Associations / Unions / Political parties • Garbage disposal • Prisons/reformatories	**Construction** • General construction • Concreting / Bricklaying /Tiling / Plumbing • Earthmoving • Heating/Aircon installation • Painting/decorating • Below ground pools and spas • Window installation
Electricity, Gas & Water • Generation/Manufacturing, transmission or distribution • Storage, purification or supply of water • Operation of sewerage or stormwater drainage	**Emergency Services** • Police • Ambulance • Fire authority
Finance, Business and Property Services • Finance / Banking / Investment / Insurance • Real estate agents / Property developers or Owners • Surveyors/ Architects • Pest Control / Cleaning services • Advertising agency / Market research service • Fashion design	**Health Care** • Hospital / nursing homes / Community health centres / Aged Care • Medical practice / Dentistry / Optometry/ X-ray clinics • Occupational therapy • Veterinary services
Manufacturing • Food / Beverage • Tobacco • Textiles / Clothing / footwear • Furniture • Paper products / Printing • Chem/petroleum products • Metals / Machinery	**Recreation, Personal and Other Services** • Entertainment / Recreational services • Accommodation / Catering, Restaurants/cafes, hotels and clubs • Personal Services • Sporting /Recreational clubs / Associations • Radio stations / TV Stations /Theatre / Singing Telegram service • Aquarium operation • Parks and Gardens • Horse Racing • Laundry / Dry Cleaning services • Hairdressers / Beauty Salons
Trade/Retail • Food, clothing, equipment, hardware • Includes repairs eg Jewellers, musical inst, car repairs • Wholesale trade /Agent or purchasing • Marketing / Buyers • Commission, import, export, purchasing, brokers	**Public Administration** • Local Government Administration • Local Government health and building Inspection • Judicial authorities
Mining • Extraction minerals, solids, liquids or gases	**Transport and Storage** • Passenger or freight transport by road, rail, water or air terminal • Stevedoring / Harbour Services • Car parking operation / Motor vehicle rental • Ship broking / Leasing / Navigation services • Airport operation / Aircraft booking or rental • Travel • Freight forwarding or Crating / Warehousing / Storage facilities • Customs agency services

Consent

☐ I consent to SIAG giving access and information regarding my training information to government authorities.

Signature: _____ Date: _____

Our Objective

SIAG provides industrial relations, human resources, employee relations, training and recruitment services to the public and private sectors.

Privacy

SIAG recognises and acknowledges the importance of ensuring that the commercial confidentiality and privacy of our clients, and others with whom we have business dealings, is appropriately maintained. SIAG recognises that disclosing information involves trust.

This statement sets out SIAG's policy relating to the collection, use and disclosure of personal information. Our policy complies with the legislative requirements set out by the Privacy Act 1998 (Cth); particularly the Australian Privacy Principles:

1. SIAG will collect personal information only for the purpose of carrying out its role in providing services to its clients. We will collect personal information by lawful and fair means. We collect information to enable us to service our clients and if necessary, we maintain information relating to our clients' organisations. When or before we collect information, we will take reasonable steps to inform the client of

    - the purpose for which the information was collected
    - any law that requires the information to be collected

    Where practicable and reasonable, SIAG will verify any personal information pertaining to an individual, directly from the individual. If the information required is not provided, this may create difficulty in effectively communicating with clients and providing timely services.

2. SIAG will not use and/or disclose information for any purpose other than the purpose for which it was collected without consent, unless the use and disclosure is for a reasonably expected purpose which is related to the purposes for collecting the information and

    - We reasonably believe it to be necessary to assist an enforcement body to perform its function
    - We suspect that an unlawful activity has been, is being or may be engaged in and the personal information is a necessary part or our investigation or reporting of the matter
    - We reasonable believe it to be necessary to prevent a threat to life, health or safety
    - We are authorised or required by law to do so
    - We have contracted an external organisation to provide support services and that organisation has agreed to conform to our privacy standards and to allow us to audit them for compliance
    - The disclosure is to a credit reporting agency in connection with us extending credit or recovering amounts owed to us under any contract with us.

    If SIAG needs to disclose personal information for a reason unrelated to the purposes of the organisation, in circumstances where we are not legally compelled by law enforcement regulations or by statute, or for emergency reasons related to health or safety, then we will do everything reasonably practicable to obtain informed consent to the disclosure.

3. As SIAG is committed to protecting the privacy of individuals, we will view unauthorised disclosure of, or access to, personal information by our staff as a serious breach of this policy. Disciplinary action will be instigated in such cases.

4. Anyone preferring not to receive any promotional material related to other products and services offered by SIAG has the option of contacting us and advising us that s/he no longer wishes to receive the information.

5. SIAG will take reasonable steps to ensure that the data we collect, use or disclose is accurate, complete and up to date, and has been obtained directly from individuals or other reputable sources.

6. SIAG will take all reasonable steps to ensure that care is taken in preventing the unauthorised access or use of information that is stored and collected. Information is stored in a combination of computer storage facilities and paper- based files. The computer system is password protected and access is only permitted to authorised staff. Paper-based files are stored in a locked filing cabinet. Access is only available to authorised staff.

7. SIAG supports the principles set out in the Privacy Act and our privacy policy is available to any member of the public who makes a request to us.

8. All clients have the right to view their personal information upon request. Anyone wishing to view or amend his/her personal information should submit a written request to SIAG. The information will be available to view within 30 days of the request. A copying cost may be incurred.

9. If practicable and lawful, SIAG will give people the option to interact anonymously. Where personal identity can be protected without adverse consequences, we will de-personalise the data before disclosure or use.

10. SIAG will only transfer personal information to a recipient in a foreign country in circumstances where the information provided will have the same level of protection.

11. SIAG does not use any government identifiers in our records as a way of identifying clients.

Complaints

SIAG has established a complaints process to ensure that privacy is protected. Where SIAG holds personal information about an individual who has concerns about his/her privacy in relation to the information held by SIAG, the individual may refer the compliant to the OHS Course Co-ordinator. This issue will be dealt with in a confidential manner.

Refund Policy

**Cancellations 21 days or more from commencement date receive full refund.
**Cancellations 14 days from commencement date receive 50% refund.
**Cancellations 7 days or less from commencement date receive no refund