SHE COURSES SCHEDULE FOR 2011

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| **SHE enquiries:** ***Willem Ruurd van der Wal******SHE Manager******Human Resources (ER & SHE)******(012) 382 0531 (Tel)*****vanderwalwr@tut.ac.za** | **Preference for bookings** will be given to the **target group** indicated and also to staff who indicated these training needs on their personal development plan (PDP). Training is free for staff.**BOOKING PROCEDURE:** **E-mail your name, contact details & staff number and the course name and date to Henda Britz (****britzsh@tut.ac.za****) and also CC your manager/supervisor.** If you do not receive a confirmation back within 48 hours, please contact me at x5431. **Cancellations:** Please cancel 48 hours prior to workshops. |
| **TRAINING VENUE:** **Pretoria campus, Building 4-151 (Thupellong). Training starts 8:15 for 8:30**. Choose only one of the workshop dates.Training can be arranged on other campuses on request (contact Ruurd). |
| **TARGET GROUP &** **WORKSHOP NAME** | **March** | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** |
| (**Target group**: All Staff)**First Aid Training** – 3 days**Time: 8:15 for 8:30-16:00** | Full~~Wed-Fri~~~~23 – 25~~   |  | Wed – Fri**4 - 6** |  | Wed – Fri**20 - 22** |  | Wed – Fri**21 - 23** |  |  |
| (**Target group**: All Staff)**Environmental Awareness**- half day**Time: 8:15 for 8:30-13:00** |  |  |  | Monday**20** |  |  | Friday**30** | Thursday**20** | Wed**9** |
| **(Target group:** Appointed SHE Reps and prospective SHE Representatives)**SHE Representative** – 2 days**Time: 8:15 for 8:30-16:00** |  | Thurs – Fri**14 - 15** |  | Tue – Wed**28 -29** |  | Mon – Tue**15 - 16** |  | Wed – Thu**12 - 13** |  |
| (Target group: SHE Reps, Supervisors and Managers)**OHS Act & Regulations** – 1 day**Time: 8:15 for 8:30-16:00** |  |  |  | Wednesday**1** |  | Friday**26** |  | Wednesday**26** |  |
| (**Target group:** Evacuation Wardens & Supervisors)**Emergency Preparedness & Evacuation****Time: 8:15 for 8:30-13:00** – half day |  | Monday**18** | Thursday **12**Thursday**26** | Wednesday**8**Wednesday**22** |  |  |  |  |  |
| (**Target group**: Staff who handles and are exposed to Hazardous Substances)**Hazardous Substances Handling** – 1 day**Time: 8:15 for 8:30-16:00** |  |  |  | Wednesday**15** | Wednesday**27** |  | Friday**2** |  |  |
| (**Target group:** Service workers in Technical Services, Cleaners, Removals, Landscaping ...etc)**Health and Safety Induction** – 1 day**Time: 8:15 for 8:30-16:00** |  |  | Tuesday**10**Wednesday**18** |  | Tuesday**12** |  | Wednesday**14** |  |  |