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**](mailto: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**](mailto: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** |  |  |