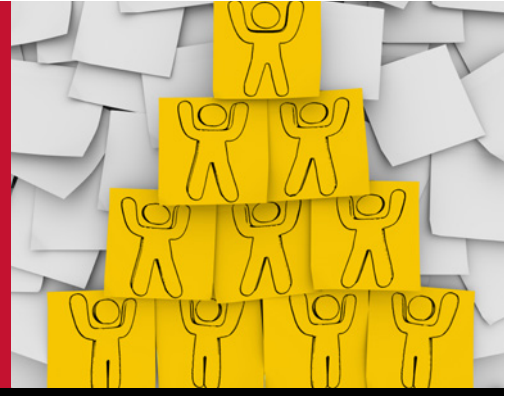


# Making Safety Easier

**PRACTICAL APPROACHES TO BUILDING  
OHS INTO RECRUITMENT, SELECTION AND  
PERFORMANCE MANAGEMENT**



Whether you're in HR, Operations, Marketing, Administration or juggling a whole lot of roles - safety is easier to manage when the supporting structure in the organisation recognises the importance of building safety into the 'way we do things around here'.

Ai Group has developed a half day seminar that encourages all staff to be actively involved in OHS with an awareness of key issues that need to be addressed and managed effectively.

This seminar will be interactive and cover a broad range of topics including:

- How to spread the responsibilities of OHS across your workplace
- How to build OHS into recruitment, selection and performance management processes through
  - ◆ Identifying OHS responsibilities for key staff
  - ◆ Including OHS in job roles and responsibilities
  - ◆ Building appropriate OHS skills for everyone
  - ◆ Developing and measuring positive OHS performance

You will leave the seminar with a range of tools, tips and ideas to help you move forward in a more confident manner.

This seminar is aimed at office managers, HR practitioners, payroll staff, administration managers, quality assurance officers, operation managers, small business owners and anyone who is trying to manage the OHS function in their organisation.

## DATE AND VENUE

### Keilor

**Tuesday 12 October 2010**  
Ultima Function Centre  
Cnr Keilor Park Drive and  
Ely Court  
Keilor VIC 3036

### Time

Registration  
8.15am-8.30am  
  
Seminar  
8.30am – 12.30pm

### Cost

Member: \$297 *inclusive GST*  
Non Member: \$385 *inclusive GST*

### Registration and Enquiries

Please register by completing the attached page and returning it to:

Sarah McCormick  
sarah.mccormick@aigroup.asn.au

**Fax: 03 9867 0122**

Tel: 03 9867 0224

# Making Safety Easier

## REGISTRATION FORM



I wish to attend the Making Safety Easier Seminar  
to be held at **Keilor**, Tuesday 12 October 2010

**Keilor**  
Ultima Function Centre  
Cnr Keilor Park Drive and Ely Court  
Keilor VIC 3036  
Registration 8.15am – 8.30am  
Seminar 8.30am – 12.30pm

**Registrations**

**Ai GROUP MEMBER**  
MEMBERSHIP NO. \_\_\_\_\_  
\$297 (inc GST)

**NON-Ai GROUP MEMBER**  
\$385 (inc GST)

All prices are GST inclusive. Payment must be made at time of registration. Australian Industry Group – ABN 76 369 958 788

ATTENDEE 1		
TITLE	FIRST NAME	SURNAME
JOB TITLE		COMPANY
ADDRESS		
STATE	POSTCODE	EMAIL
TELEPHONE No.		FACSIMILE No.
ATTENDEE 2		
TITLE	FIRST NAME	SURNAME
JOB TITLE		COMPANY
ADDRESS		
STATE	POSTCODE	EMAIL
TELEPHONE No.		FACSIMILE No.
PLEASE FIND ENCLOSED A CHEQUE FOR \$		OR PLEASE CHARGE MY CREDIT CARD \$
<input type="checkbox"/> AMEX <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DINERS <input type="checkbox"/> VISA		UPON PAYMENT BEING ACCEPTED THIS FORM BECOMES A TAX INVOICE.
		EXPIRY DATE / /
CARD HOLDER'S NAME		SIGNATURE

**FAX OR MAIL REGISTRATION FORM TO:**

Sarah McCormick,  
Ai Group Training Department  
PO Box 7622  
Melbourne VIC 8004  
Tel: 03 9867 0224 Fax: **03 9867 0122**  
Email: sarah.mccormick@aigroup.asn.au

**Cancellation Policy** – Registration may be cancelled up to 5 working days prior to commencement of the course, with participants either transferring to another course or receiving a full refund. If no cancellation notice is received or cancellation is made less than 5 working days prior to commencement of the course, no refund will be issued. You may substitute another participant at any time prior to the course commencement date should the nominated person be unable to attend. Ai Group reserves the right to cancel or postpone a course to an alternative date. All registered participants affected by such changes will receive a full refund or be offered the opportunity to transfer to the next available course program. **Privacy Policy** – The Australian Industry Group is bound by the National Privacy Principles under the Privacy Amendment (Private Sector) Act 2000. The personal information disclosed by you to us will be used only for the purpose of identifying you and confirming your participation. If applicable, financial information disclosed by you will be used only for the purposes of effecting the transaction to which it relates, and will be kept securely until legally able to be deleted. Otherwise, the personal information disclosed will be used by us to communicate with you about our products and services. If you do not want to receive communications from us about products or services unrelated to this transaction, please inform the above contact. Details of our Privacy Policy are available from the contact specified on this form.