



## 2009 RISK MANAGEMENT TRAINING PROGRAM

During August and September 2009 the following courses will be held for the benefit of parishes across the Diocese.

The **St John Ambulance Senior First Aid Certificate** course is an accredited WorkCover NSW course and is well worth attending.

There will be a limited number of a Medium "B" Leisure First Aid Kits made available **FREE OF CHARGE** to parishes and branch churches represented at the course - *so register soon before they run out!*

The combined **Workplace Evacuation and First Attack Firefighting** course will be conducted by the **NSW Fire Brigade** as a 3 hour course.

### Who should attend?

Risk management co-ordinators, ministry staff, wardens, parish councillors, ministry leaders and other key volunteers.

**PLEASE COMPLETE THE ATTACHED REGISTRATION FORM.**



## SENIOR FIRST AID CERTIFICATE

### Course Description

This course is the flagship St John Ambulance course designed to give you the knowledge and skills to help someone ill or injured until medical aid arrives.

This course is also suitable for people who currently hold a Senior First Aid Certificate and are seeking 'recertification'.



### Course Objectives

- safety and hazards
- managing the unconscious casualty
- resuscitation techniques
- trauma management, shock, bleeding, wounds
- fractures, sprains and strains
- head, neck and spinal injury
- eye, ear or mouth injury
- chest pain and injury, breathing difficulties
- abdominal or pelvic injury
- poison, bites and stings
- overexposure, infection control
- first aid team work

### Cost

\$50 per person (normally \$175), participants must be 14 years or older.

### Materials provided

*Australian First Aid* manual, bandages. A self-paced workbook and above manual will be sent to registered participants **1 MONTH BEFORE** the course day. Participants are **strongly encouraged to undertake the self-study** part of the course to ensure successful completion of the Senior First Aid course on the day.

### Assessment

*Theory:* 20 multiple choice questions  
80% pass mark

*Practical:* Resuscitation skills  
Casualty management skills



## WORKPLACE EVACUATION

### Course Description

This course provides emergency wardens, business managers and all occupants of workplaces with necessary knowledge to assist them in preparing for and responding to emergency incidents.

[While the course covers workplace evacuation the key principles also apply to church buildings, halls etc.]

### Course Objectives

- Describe the Fire Wardens' structure
- Define a Fire Wardens' role in prevention of emergencies
- Identify emergency incidents that may impact upon the workplace
- Identify installed emergency control equipment and other facilities
- Define the role of emergency services
- Recognise in-house reporting systems
- Implement assessment of emergencies
- Initiate emergency response



## FIRST ATTACK FIREFIGHTING

### Course Description

This course provides comprehensive data to allow participants to develop an understanding of fire and associated dangers. It identifies various types of fires, the relevant type of equipment to use on each and the practical operation of the various types of firefighting equipment installed in your premises.



### Course Objectives

- Define the types of workplace fires
- Identify the types of extinguishers and hose reels installed in the workplace
- Describe safe working practices
- Identify the limitations of first attack firefighting equipment
- Define the application techniques for hose reels, fire blankets and fire extinguishers
- Identify the specific dangers associated with first attack firefighting
- Implement after use requirements

**Cost of the combined Workplace Evacuation & First Attach Firefighting course**  
\$20 per person (normally \$80)



## REGISTRATION FORM

Please complete **ONE REGISTRATION FORM PER PARTICIPANT** and **FAX (9265 1634)** or **POST** to Michael Newman to the address shown below with **CHEQUE** or **EFT RECEIPT**.

Name: \_\_\_\_\_ Parish: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Postal Address: \_\_\_\_\_

### SENIOR FIRST AID CERTIFICATE (\$50 per person)

Full day course - maximum 24 (minimum 12) participants per session

Date & Venue & Time	(please tick the box <input checked="" type="checkbox"/> for your preferred session):	Last Day to Register
<input type="checkbox"/> 29 August	Albion Park 8.30am - 4.45pm	29 July
<input type="checkbox"/> 29 August	South Carlton 8.30am - 4.45pm	29 July
<input type="checkbox"/> 29 August	St Ives 8.30am - 4.45pm	29 July
<input type="checkbox"/> 5 September	Parramatta 8.30am - 4.45pm	5 August
<input type="checkbox"/> 12 September	St Andrew's House 8.30am - 4.45pm	12 August
<input type="checkbox"/> 12 September	Emu Plains 8.30am - 4.45pm	12 August
<input type="checkbox"/> 19 September	Parramatta 8.30am - 4.45pm	19 August
<input type="checkbox"/> 26 September	Albion Park 8.30am - 4.45pm	26 August
<input type="checkbox"/> 26 September	St Andrew's House 8.30am - 4.45pm	26 August

Note: Morning and Afternoon tea will be provided, however BYO lunch.

### WORKPLACE EVACUATION & FIRST ATTACK FIREFIGHTING (\$20 per person)

3 hour course - maximum 20 (minimum 10) participants per session

Date & Venue & Session Times	(please tick the box <input checked="" type="checkbox"/> for your preferred session):	Last Day to Register
22 August	Parramatta	7 August
	<input type="checkbox"/> Session 1 9.00am - 12 noon <input type="checkbox"/> Session 2 1.00pm - 4.00pm	
29 August	St Andrew's House	14 August
	<input type="checkbox"/> Session 1 9.00am - 12 noon <input type="checkbox"/> Session 2 1.00pm - 4.00pm	
29 August	Emu Plains	14 August
	<input type="checkbox"/> Session 1 9.00am - 12 noon <input type="checkbox"/> Session 2 1.00pm - 4.00pm	
12 September	Albion Park	28 August
	<input type="checkbox"/> Session 1 9.00am - 12 noon <input type="checkbox"/> Session 2 1.00pm - 4.00pm	
12 September	St Ives	28 August
	<input type="checkbox"/> Session 1 9.00am - 12 noon <input type="checkbox"/> Session 2 1.00pm - 4.00pm	
12 September	South Carlton	28 August
	<input type="checkbox"/> Session 1 9.00am - 12 noon <input type="checkbox"/> Session 2 1.00pm - 4.00pm	

Note: No catering provided.

### VENUE ADDRESSES:

<b>Albion Park</b> 253 Tongarra Rd, Albion Park	<b>Emu Plains (St Paul's)</b> Short St (enter via Mundy St), Emu Plains	<b>Parramatta (St John's)</b> Church St, Parramatta
<b>South Carlton (St Cuthbert's)</b> Park Rd & Colvin Ave, Carlton	<b>St Ives (Christ Church)</b> Mona Vale & Cowan Rds, St Ives	<b>St Andrew's House</b> Level 2, 464 Kent Street, Sydney Parking available \$8 flat fee

### PAYMENT DETAILS: (payment must be received by registration cut-off)

- By Cheque** Please make cheques payable to "Sydney Diocesan Secretariat" and post to -  
Sydney Diocesan Secretariat  
Att: Michael Newman  
PO Box Q190  
SYDNEY NSW 1230

- By EFT** Account Name: **Sydney Diocesan Secretariat** Reference: **PRMP [Insert Parish Name]**  
BSB: **032008** Account: **880096**