

## Health & Safety Representatives

### ANF Health & Safety Representatives Conference

This conference will provide an overview of a number of topical issues relevant to Health & Safety Representatives within the healthcare industry.

Date: Tuesday 7 September 2010  
Hours: 9.00am – 4.30pm  
Venue: ANF Conference Centre, 7th Floor, 540 Elizabeth Street, Melbourne  
Cost: Free to HSRs and Job Representatives who are ANF members

### Five-day Initial HSR OHS Course (WorkSafe approved)

This course relates specifically to health and aged care workplaces, with a strong focus on issues and hazards relevant to nursing, and is designed to equip elected HSRs with an understanding of the OHS regulatory framework. It is also designed to provide participants with the skills required to implement effective hazard control strategies in the workplace. This course is approved by WorkSafe Victoria.

Under the Occupational Health and Safety Act 2004, Health and Safety Representatives (HSRs), after being elected, are entitled to attend an approved five day course and to time off work with pay and the costs associated with attendance at the course paid by the employer.

Under OHS legislation and guidelines, employers must not obstruct or prevent Health and Safety Representatives from attending an approved course of their choice.

Dates: 1st course: 22 – 24 February and 22 & 23 March 2010  
2nd course: 26 – 28 May and 10 & 11 June 2010  
3rd course: 4 – 6 August and 25 & 26 August 2010  
4th course: 8 – 10 November and 2 & 3 December 2010  
Hours: 9.00am – 5.00pm each day  
Venue: ANF Conference Centre, 7th Floor, 540 Elizabeth Street, Melbourne  
Cost: \$720.00 per participant (payable by the employer)  
Hours: 9.00am – 5.00pm each day

## No Lifting

### Victorian No Lifting Co-ordinators' Network Forum / Meeting

The Victorian No Lifting Co-ordinators' Network (VNLCN) is made up of No Lifting Co-ordinators from the Victorian public / private acute and aged care sectors. No Lifting Co-ordinators are kept up to date at these forums with guest speakers and equipment suppliers presenting information relevant to No Lifting. The forum also encompasses a quarterly minuted meeting to discuss relevant matters, problem solve, share information and support each other in regards to No Lifting issues and implementation.

Dates: Forum 1 – Friday 26 February 2010  
Forum 2 – Friday 4 June 2010  
Forum 3 – Friday 3 September 2010  
Forum 4 – Friday 3 December 2010  
Hours: 10.00am – 3.00pm  
Venue: ANF Conference Centre, 7th Floor, 540 Elizabeth Street, Melbourne  
Cost: Free to nurses and midwives directly involved in implementing No Lifting within a healthcare facility

### No Lifting Workshops (one-day)

This one-day workshop is specifically designed to provide attendees with hands-on experience, providing an introduction / update / refresher on patient handling tasks, techniques and equipment with No Lifting consultant Louise O'Shea.

Dates: Workshop 1: Friday 12 February 2010  
Workshop 2: Friday 23 April 2010  
Workshop 3: Thursday 16 September 2010  
Hours: 9.00am – 4.00pm  
Venue: ANF Nursing Laboratory, 2nd Floor, 540 Elizabeth Street, Melbourne  
Cost: ANF member: \$175  
Non-member: \$200

## No Lifting Co-ordinators' Workshop (two-day)

This two-day workshop will provide participants with an understanding of the No Lifting Co-ordinator's role and equip them with up-to-date knowledge and skills needed to undertake the role effectively. This workshop will provide participants with an understanding of the different aspects of the role, including program implementation and co-ordination, competency assessment, compliance monitoring and practical exercises such as writing a business case. This will also incorporate a hands-on refresher of No Lifting techniques.

Date: Thursday 25 & Friday 26 November 2010  
Hours: 9.00am – 4.00pm  
Venue: ANF Conference Centre, 7th Floor, and ANF Nursing Laboratory, 2nd Floor, 540 Elizabeth Street, Melbourne  
Cost: ANF member: \$260  
Non-member: \$300

## Continuing Professional Development

The Nurses Board of Victoria website defines Continuing Professional Development as a process or activity, planned or otherwise, that contributes to an increase in or the maintenance of knowledge, skills and personal qualities to learning, teaching [clinical care] and broader academic practice. This includes leadership, management and administration. (Norris, 2003).

The Nurses Board of Victoria may require an applicant to provide information about any continuing professional development undertaken during the existing registration period.

A certificate of participation will be presented to all registrants who attend ANF OHS seminars, conferences, workshops and forums.

# ANF (Vic Branch) Occupational Health and Safety Education and Training

## 2010 Course Calendar



Australian Nursing Federation  
(Victorian Branch)  
[www.anfvic.asn.au](http://www.anfvic.asn.au)

## The ANF OHS Unit

The ANF Occupational Health & Safety Unit offers a comprehensive program of conferences, seminars, forums and workshops for registered nurses, midwives and others. ANF (Vic Branch) encourages all registered nurses and midwives to pursue excellence through continuing education and professional development. To assist nurses and midwives overcome the high cost of continuing education, ANF offers significant course discounts to ANF members, ANF Health & Safety Representatives and Job Representatives. Non members are more than welcome to register for our courses.

You may register for all OHS conferences, seminars, workshops and forums via the ANF (Vic Branch) website [www.anfvic.asn.au/calendar](http://www.anfvic.asn.au/calendar) or request a registration form via e-mail from the Industrial/Professional Secretary - OHS, Carole de Greenlaw, at [cdegreenlaw@anfvic.asn.au](mailto:cdegreenlaw@anfvic.asn.au)

## About the Australian Nursing Federation (Vic Branch)

The Australian Nursing Federation (Vic Branch) is the peak organisation representing Victorian nurses and midwives in relation to industrial, professional and occupational health and safety matters. ANF works tirelessly to improve nurses' and midwives' wages and conditions and their ability to provide high quality care to patients, residents and clients.

ANF is committed to providing an opportunity for nurses and midwives to discuss professional issues and undertake research in the pursuit of nursing excellence and improved patient outcomes.

ANF has a membership of over 48,000 nurses and midwives employed in a range of health services, including hospitals, aged care facilities, mental health facilities, community health centres, maternal and child health clinics, general medical clinics, schools, prisons, the Australian Red Cross Blood Service and the Royal District Nursing Service.

ANF (Vic Branch) offers its members several annual scholarships and research grants to promote nursing excellence. For details visit the ANF website [www.anfvic.asn.au](http://www.anfvic.asn.au)

## Conferences

### Stop the Violence Conference

This conference will explore the prevention of violence and aggression relating specifically to the healthcare setting.

Date: Thursday 20 May 2010

Hours: 9.00am – 4.30pm

Venue: ANF Conference Centre, 7th Floor, 540 Elizabeth Street, Melbourne

Cost: HSR (and is also an ANF Member) / Job Rep: \$70  
ANF Member: \$90  
Non-Member: \$125

### ANF No Lifting Conference and Expo

This conference will continue to explore strategies for decreasing musculo-skeletal injuries through the adoption of a No Lifting approach to patient handling. An extensive expo of patient handling equipment will continue to be part of this conference.

Date: Friday 22 October 2010

Hours: 9.00am – 4.30pm

Venue: To be advised (*please watch On The Record or the ANF website*)

Cost: ANF Member: \$90  
Non-Member: \$125

## Seminars

### Prevention of Workplace Bullying

This one-day seminar will be solution orientated and will provide an overview of workplace bullying and harassment, including:

- defining bullying and harassment
- providing an overview of the relevant legislative framework and guidelines
- investigating measures to identify, prevent and manage incidents of bullying in the workplace
- a summary of what should be integrated in workplace policies and procedures and how they can be used to properly prevent and manage a complaint of bullying and harassment

Dates: 1st course: Wednesday 17 March 2010  
2nd course: Wednesday 13 October 2010

Hours: 9.00am – 4.00pm

Venue: ANF Conference Centre, 7th Floor, 540 Elizabeth Street, Melbourne

Cost: HSR (and is also an ANF Member) / Job Rep: \$70  
ANF Member: \$90  
Non-Member: \$125

### Working Hours, Shifts and Fatigue

This one-day seminar will cover:

- What impact do nurses' working hours have on health
- Strategies for managing shift work and fatigue

Date: Thursday 6 May 2010

Hours: 9.00am – 4.30pm

Venue: ANF Conference Centre, 7th Floor, 540 Elizabeth Street, Melbourne

Cost: HSR (and is also an ANF Member) / Job Rep: \$70  
ANF Member: \$90  
Non-Member: \$125

### SOS – Stop Occupational Stress

This one-day seminar will provide information and advice for the public, private and not-for-profit sectors on:

- workplace causes of stress
- impacts of workplace stress
- prevention of workplace stress
- roles of employers, HSRs and employees

Date: Tuesday 22 June 2010

Hours: 9.00am – 4.00pm

Venue: ANF Conference Centre, 7th Floor, 540 Elizabeth Street, Melbourne

Cost: HSR (and is also an ANF Member) / Job Rep: \$70  
ANF Member: \$90  
Non-Member: \$125

### Prevention of Violence against Nurses

This one-day seminar will provide an overview of:

- the legal rights of employees
- the legal responsibilities of the employer
- guidelines for the prevention and management of violent and aggressive incidents, such as patient / resident / relative assaults
- strategies to prevent the likelihood of incidents occurring and escalating as well as for dealing with such incidents

Date: Wednesday 18 August 2010

Hours: 9.00am – 4.30pm

Venue: ANF Conference Centre, 7th Floor, 540 Elizabeth Street, Melbourne

Cost: HSR (and is also an ANF Member) / Job Rep: \$70  
ANF Member: \$90  
Non-Member: \$125