

### One Day Workshop

When a major safety incident occurs in the workplace, the implications for an organisation can be serious – from the threat of prosecution under relevant laws to adverse media attention. Often the way in which an organisation responds to and investigates the incident can significantly improve the outcome for the organisation.

#### Learning Outcomes

At the end of this program participants will:

- be aware of relevant legal issues
- be aware of how to manage communications issues
- understand what is required to manage a safety investigation effectively
- have practised conducting interviews with witnesses
- be aware of issues arising from investigation reports.

#### Designed for

Safety professionals, human resource professionals, managers and supervisors.

#### Workshop time

9.00am – 4.30pm

#### Workshop dates

Sydney	Melbourne	Brisbane	Perth
19 June 2008	17 June 2008	18 June 2008	18 June 2008

#### Cost

\$900 + \$90 GST per person for the workshop.

#### Registration

To register, please complete the registration form on the next page and return to: Deanna Mireles by fax 02 9258 6999 or email [workplacetraining@blakedawson.com](mailto:workplacetraining@blakedawson.com).

#### Further Information

For further information about this and other public training programs, please phone 02 9258 6349 or email [workplacetraining@blakedawson.com](mailto:workplacetraining@blakedawson.com)

**[www.blakedawson.com/workplacetraining](http://www.blakedawson.com/workplacetraining)**

# Managing a Major Safety Incident

## Course Content

This program covers:

- the legal framework
- the importance of a management plan
- how to manage communication issues
- rights and roles of stakeholders
- how to investigate what has caused the incident
- conducting interviews
- preparing an internal investigation report
- understanding client legal privilege and its impact on procedures
- dealing with investigations conducted by safety authorities such as WorkCover and the Department of Primary Industries.

Please select:

Sydney (19 June)  Melbourne (17 June)  Brisbane (18 June)  Perth (18 June)

**This document will be a tax invoice for GST purposes when fully completed and payment made.** (ABN: 75304286095)

### Your details

Title \_\_\_\_\_ Surname \_\_\_\_\_ First name (for badge) \_\_\_\_\_

Position \_\_\_\_\_ Company name \_\_\_\_\_

Address (for all correspondence) \_\_\_\_\_

City \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Email \_\_\_\_\_ Dietary requirements \_\_\_\_\_

### Payment (American Express and Diners Club not accepted)

A cheque made payable to Blake Dawson for \$ \_\_\_\_\_ is enclosed

Please charge \$ \_\_\_\_\_ to:  MasterCard  Visa

Card number \_\_\_\_\_ Expiry Date \_\_\_\_\_ 3 Digit Verification code \_\_\_\_\_

Name on card (please print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

### Payment is required prior to attendance.

#### CONFIRMATION

We will confirm your place upon receipt of registration form and payment. Places are limited. We reserve the right to refuse any registration. All materials and meals will be provided.

#### CANCELLATIONS AND DISCLAIMER

If you are unable to attend, a colleague is welcome to attend in your place or you may be able to transfer to another program. WE REGRET THAT REFUNDS ARE NOT AVAILABLE.

We reserve the right to alter this calendar without notice or to cancel any program. No information given at our training programs constitutes legal advice.

#### PRIVACY

You can find our Privacy Policy on our website at [www.blakedawson.com](http://www.blakedawson.com)

This document has been authorised by Blake Dawson.

The firm can be contacted by emailing [marketing@blakedawson.com](mailto:marketing@blakedawson.com)

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### Registration and Further Information

Please send registration form and payment to:

Deanna Mireles

Blake Dawson, Locked Bag N6, PO Grosvenor Place, Sydney NSW 1217

F 02 9258 6999

E [workplacetraining@blakedawson.com](mailto:workplacetraining@blakedawson.com)

**TAX INVOICE**

Level 36, Grosvenor Place  
225 George Street  
Sydney NSW 2000  
Australia

# Blake Dawson

(Please insert your company name and address below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

T 61 2 9258 6000  
F 61 2 9258 6999  
DX 355 Sydney  
  
Locked Bag N6  
Sydney NSW 2000  
Australia  
  
ABN 75 304 286 095  
  
**Our reference**  
JAD 02 1426 7661  
  
**Date of issue**  
May 2008

**Blake Dawson Workplace Training**

**Program:** Managing a Major Safety Incident

**Date:** June 2008

<b>Amount due</b> \$990.00
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**Payment due**  
Prior to attendance

Registration fee payable for attendance by \_\_\_\_\_

Please select location of program:

Sydney     Melbourne     Brisbane     Perth

**Total for this bill** **\$900.00**

GST **\$ 90.00**

**Total amount payable (inclusive of GST)** **\$990.00**

*Please send a copy of this **invoice** with your **registration form** and **payment** to:*

*Deanna Mireles  
Blake Dawson  
Locked Bag N6  
Sydney NSW 2000*

**Statement**

In this statement references to "the Act" are to the Legal Profession Act 2004 (New South Wales).  
If the costs and disbursements in this bill are unpaid for 30 days or more after you have been given this bill interest is payable on the unpaid costs and disbursements at a rate of 7.5% per annum, unless we have agreed otherwise.  
The following avenues are open to you if there is a dispute in relation to our costs and disbursements which you are not able to resolve by discussions with us. You may:

1. Apply for an assessment of our costs and disbursements under Division 11 of Part 3.2 of the Act. Under section 350 of the Act you must apply for an assessment within 12 months after:  
(a) the bill was given or a request for payment was made; or  
(b) the costs were paid if neither a bill was given nor a request was made.  
However, unless you are a sophisticated client (which is defined in the Act), a costs assessor may deal with an application after the 12 month period in certain circumstances which are set out in section 350(5) of the Act.
2. Apply to set aside our costs agreement or a provision of our costs agreement under section 328 of the Act.
3. Refer the dispute to mediation under Division 8 of Part 3.2 of the Act if the amount in dispute is less than \$10,000. A dispute may be referred for mediation under section 336 of the Act at any time before an application for an assessment of the whole or any part of the bill is accepted by the Manager, Costs Assessment, who is defined in section 4 of the Act.

EFT Payment – Bills Only  
Account Name: Blake Dawson  
Bank: ANZ  
BSB: 012 003  
Account No: 002791213  
Swift Code: ANZB AU 3M  
Reference: WPT MMSI *surname*

**Account Enquiry**  
Deanna Mireles  
E: [deanna.mireles@blakedawson.com](mailto:deanna.mireles@blakedawson.com)