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## Workshop Registration

To register please complete the form and send to WritersInc.

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

Company: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

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

Payment of \$255 (GST included)

Cheque

Purchase Order No \_\_\_\_\_

(Ask about our discounts if more than 1 person attends)

### Special Offer

Register for a workshop in 2009 and receive a personalised Health & Safety Manual for \$950.00 (usually priced from \$1100.00)

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## Contacts

For further information contact:

Ruth Hamilton  
WritersInc

Tel: (09) 579 2641

Mob: (0274) 930 876

Email: [ruth@writersinc.co.nz](mailto:ruth@writersinc.co.nz)

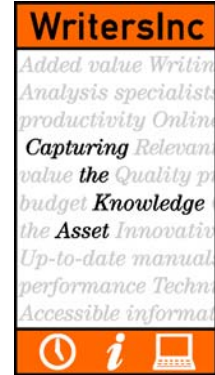
## WritersInc Ltd

PO Box 13171,  
Onehunga, Auckland

Tel (09) 579 2641

Fax (09) 579 2649

[www.writersinc.co.nz](http://www.writersinc.co.nz)



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## Health & Safety Workshop

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- *Concerned about your health and safety system?*
  - *Worried about OSH?*
- *Spending too much on ACC premiums?*
- *Want to set up a health and safety system but don't know where to start??*



## Get your health & safety system up and running so you can...

- Reduce OSH risks
- Reduce ACC premiums
- Save time and money

### Who are we?

WritersInc Ltd is a professional documentation company that specialises in health and safety training, and documentation that complies with ACC's audit tool at primary level

### What else can do we for you?

WritersInc can also:

- Document your H&S procedures and processes, or assist you to develop your own documentation
- Help you set up your Hazard and Training Registers
- Conduct H&S inductions for you.
- Help you identify gaps in your H&S system and help you meet your legal or audit requirements

## Programme

The workshop will give you:

- An overview of your legal obligations
- A guide to hazard management
- A guide to accident & incident reporting, recording and investigation
- An easy 10 step action plan to help you get your health and safety system up and running.

### WORKSHOP TIMETABLE

▪ Introduction
▪ Workplace safety requirements
▪ Hazard identification
▪ Accident and incident reporting
▪ Your action plan
▪ Questions
▪ Evaluation

*All courses are run at our premises:  
Level 3, Unit 2  
32 Greenpark Road  
Penrose*

## Workshop Dates

Please indicate the workshop that you would like to attend:

- Tuesday 20<sup>th</sup> October, 2009  
8.30am – 12.00pm
- Tuesday 17<sup>th</sup> November, 2009  
8.30am – 12.00pm
- Tuesday 15<sup>th</sup> December, 2009  
8.30am – 12.00 pm

*Once you have registered for a workshop, you will receive a letter of confirmation and details of the venue (including a map so you can find us easily).*

