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## Workshop Registration

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To register please complete the form and send to WritersInc.

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

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

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

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

Tel: \_\_\_\_\_

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

Payment of \$255 (GST included)

Cheque

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

### Special Offer

Register for a workshop in 2008 and receive a generic Health & Safety Manual for \$950.00 (usually priced from \$1100.00)

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## Contacts

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For further information contact:

Ruth Hamilton

Director

WritersInc

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Mob: (0274) 930 876

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

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

WritersInc

Added value Writing expertise  
Analysis specialists Increased  
productivity Online and print  
Capturing Relevant content ad  
value the Quality projects with  
budget Knowledge On time in  
the Asset Innovative solutions  
Up-to-date manuals Improved  
performance Technical writers  
Accessible information Timely



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## Health & Safety Workshop

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- Do you have concerns about your health and safety system?
  - Are you worried by OSH requirements?
- Are you spending too much on ACC premiums?



Don't wait for it to blow up in your face...



**...get your health & safety system up  
and running so you can...**

## The Programme

The programme outlines your legal obligations, and covers documentation requirements, hazards, accidents and incidents, and what you need to do to implement your own health and safety system.

*Venue: To be advised.*

- *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 to comply with ACC's audit tool at primary level

## What can we offer?

We provide a cost-effective solution that includes:

- a step-by-step action plan to help you implement your Workplace Safety Management Practices in readiness for your ACC audit
- relevant ACC booklets
- the opportunity to discuss your own health and safety system requirements

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

## Workshop Dates

Please indicate the workshop that you would like to attend:

- Tuesday 23<sup>rd</sup> September, 2008  
8.30am – 12.00pm
- Thursday 16<sup>th</sup> October, 2008  
8.30am – 12.00pm
- Wednesday 12<sup>th</sup> November, 2008  
1pm – 4.30pm

*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).*

