VANA Short Courses 2010

Short Courses For VANA Members
Dates and Registration form

Occupational Health and Safety

It is important that all staff have a clear understanding of Occupational Health and Safety (OH&S) in a Newsagency environment and that they are aware of their role and responsibility in identifying and minimising occupational health and safety health and safety hazards. The course covers general OH&S, roles and responsibilities, hazards and risks in the workplace, accident incident reporting procedures, fire protection, bomb threat procedures, and more.

Recommended participants: 2IC, Store Managers, Hub Managers

28 April 2010	19 May 2010	29 June 2010	30 June 2010	28 July 2010
1:00pm-5:00pm	1:00pm-5:00pm	8:30am–12:30 pm	1:00pm-5:00pm	8:30am–12:30 pm

Registration / tax invoice

Company		Phone
Address		Fax
Suburb	Postcode	Email

Participants details			28 April 2010 1:00pm-5:00pm	19 May 2010 1:00pm-5:00pm	29 June 2010 8:30am–12:30 pm	30 June 2010 1:00pm-5:00pm	28 July 2010 8:30am–12:30 pm
First Name	Last Name	Newsagency					

Payment Method (please tick)

☐ **Cheque** enclosed for an amount of $_____made payable to VANA Ltd and mail to VANA Ltd - 806-810 Nicholson Street - North Fitzroy VIC 3068

☐ Charge MASTERCARD/VISA _____ _____ Amount $_____

Signature:_____ Name of Cardholder Expiry Date

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Cvv(#): __

(#) Last 3 digits displayed on the signature panel of your card

☐ Direct debit $ _____ – **for newsagents ONLY**

☐ Direct Deposit $ _____ – To VANA Ltd - INSTITUTION: NAB -
BSB: 083 – 170
A/C NUMBER : 51 953 5386
REF FS Training

Please fax to **03 9482 1799 or** mail to VANA Ltd – 806-810 Nicholson Street – North Fitzroy VIC 3068

For further details, phone VANA on 03 9482 2911

This document becomes a **TAX INVOICE** on completion and a copy should be retained for taxation purposes.

VANA Ltd ACN 004 238 644 ABN 38 004 238 644