



## IMPLEMENTING WORKPLACE HEALTH AND WELLBEING PROGRAM

Approved by SafeWork SA

Based on best practices this training has been developed to make a difference to the health and wellbeing of South Australian workplaces and enable your business to implement effective and sustainable strategies tailored to your workplace, regardless of business type or resources.

This is the first of its kind in South Australia, and outlines the steps and tools required to plan, analyse, implement, monitor and review a workplace health and wellbeing approach and embed these into everyday practices.

### Course Content

- Use the key principles of best practice workplace health and wellbeing approaches
- Plan, implement and review an effective program
- Access and use practical tools and templates and South Australian business examples
- Prioritise and address emerging worker health issues
- Integrate health and well-being into organisational and management practices
- Structure programs for greatest health and business outcomes
- Plan for and maintain strong worker participation
- Monitor the benefits and outcomes of the program
- Access worker and workplace tools and resources
- Access cost effective health services available in South Australia to support program efforts

### Course Details

Nationally Accredited	No
Duration	1 day
Time	9.00am – 4.00pm
Location	1a Hedley Street, Mt Gambier SA
Delivery	<ul style="list-style-type: none"> <li>▪ Face to face classroom</li> <li>▪ Written/verbal activities</li> </ul>
Fee includes	Training materials
Cost	Check website for price
CITB Discount	N/A
USI Required	No
Learners Requirements	<ul style="list-style-type: none"> <li>▪ Have Photo ID (i.e., Australian Drivers Licence, Passport or Proof of Age Card). Mandatory for certification courses. ID must contain photo, signature and date of birth.</li> </ul>
Prerequisites	<ul style="list-style-type: none"> <li>▪ Basic literacy &amp; numeracy skills</li> </ul>
Course Outcome	<ul style="list-style-type: none"> <li>▪ Certificate of Attendance</li> <li>▪ A copy of SA Health, Healthy Workers- Healthy Futures “A Workplace Health and Wellbeing Toolkit”                             <ul style="list-style-type: none"> <li>▪ Templates and tools that can be tailored for your workplace</li> <li>▪ Contact details for a range of information and support services specific to health and wellbeing</li> </ul> </li> </ul>

## About Us

Gramac Solutions & Gramac Training Solutions (RTO#70249) has been a locally owned and operated regional business providing recruitment, labour hire, training, consultancy services and room and office hire within the Limestone Coast region for over 22 years.

Gramac Training Solutions is committed to providing supportive, flexible learning and assessment options, allowing learner alternatives which recognise the diversity of their individual needs and circumstances aiding them in their learning goals. Learner support is provided for the duration of the program, and opportunities and limitations will be discussed during enrolment.

Gramac Training Solutions will issue a Statement of Attainment within 21 calendar days of the training program being completed successfully, providing all agreed fees have been paid.

## Learners Rights

Learners who enrol in courses delivered by Gramac Training Solutions have the right to:

- A safe, clean learning environment where they are treated fairly and respectfully
- Be free from all forms of intimidation or discrimination; regardless of religious, cultural, racial and sexual difference, age, disability or socio-economic status
- Learn in an environment that is supportive with any disputes or concerns treated seriously and settled in a fair and professional manner
- Be trained and assessed by competent and knowledgeable trainers and assessors
- Access Recognition of prior learning (RPL)
- Privacy concerning records containing personal information, (subject to other statutory requirements and other agreed uses)
- Be given information about assessment procedures at the beginning of the unit and progressive results as they occur
- Lodge an appeal against an assessment decision if they feel they were treated unfairly during assessment or where they feel the assessment decision is incorrect and they have grounds for appeal
- Have the opportunity to share ideas and ask questions.

## Did you know?

Adopting healthy workplace approaches makes good business sense. Healthy workers are almost three times more productive than unhealthy workers and record fewer injuries, sick days and work-related injury claims.

## Learners Obligations

Learners agree at all times during their enrolment period to:

- Fully participate and complete all learning and assessment activities as required, to the best of their ability
- Advise Gramac Training Solutions of absenteeism prior to the start of the training
- Provide medical certificates or evidence of extenuating circumstances in support of absenteeism
- Inform Gramac Training Solutions of any concerns or need for support related to the successful completion of the course
- Treat all staff and fellow learners with respect and do not discriminate, harass, abuse, or use threatening behaviours of any kind whether physical or verbal
- Follow required dress code including personal protective equipment and a good standard of personal hygiene
- Inform Gramac Training Solutions if personal details change
- Not to smoke in non-smoking areas
- Not to attend training or assessment sessions under the influence of alcohol or illicit drugs
- Turn off all mobile devices whilst participating in training and assessment activities
- Always follow normal and reasonable safety practices

Enrolling with Gramac Training Solutions is acknowledgement of the services available, the learner expectations, and the learner rights and obligations which are all understood and agreed to. All enrolled learners are bound by Gramac Training Solutions policies and breaches may result in suspension and/or removal from the training program.

**Address:** 1A Hedley Street  
Mount Gambier SA 5290

**Telephone:** (08) 8724 8577

**Email:** [info@gramac.com.au](mailto:info@gramac.com.au)



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