**Workplace Health & Safety Advisers Day**  
**Wednesday 3rd August 2016**

This day is designed to support and update the knowledge of key OHS staff in our Lutheran schools and involves the process of reaccreditation of WHSAs. Various discussions will also be held to inform solutions and recommendations which facilitate LEQ’s corporate goal of providing a safe and healthy environment in all our teaching and work spaces. It has been designated as mandatory professional development for all LEQ WHSAs from each school but other representatives are also welcome.

**Venue**  
Grace Lutheran College

**Time**  
9.00 am – 4.30 pm  
*(Registration from 8.30 am)*

**Morning tea & Lunch provided**

**Cost**  
$50 per School

**Contact**  
Val Lycho  
Ph: 07 3512 7287

Registrations close Wednesday, 20th July 2016

- To register please go to [http://www.leq.lutheran.edu.au](http://www.leq.lutheran.edu.au) and click Professional Development Events from near the bottom of the left hand menu. Scroll down that page until you see the link for **Contact Officer Training** and then fill in all fields to register for this event.
- Payment for attendance will be facilitated through an invoice to your school after the event. Individual teachers registering for events must first check that they will be reimbursed for PD attendance as LEQ will not be able to offer refunds to individuals.
- If you have any issues or questions, please contact Bobbie Gower 07 3511 4052 or corporateservices@leq.lutheran.edu.au
- **CANCELLATION AND REFUND POLICY**  
No charge will be invoiced for cancellations received in writing / via email to Lutheran Education Queensland five (5) working days before the date of the course. An invoice for 50% of the cost will be sent for cancellation received in writing / via email from three (3) to five (5) working days before a course. Cancellation within three (3) working days will result in your school being invoiced for the full amount.