

Training Information & Guidelines

#	Please tick below if you meet the following requirements	<input checked="" type="checkbox"/>
1	Refresher for staffs whose certificates have expired or have not done this training at all before	<input checked="" type="checkbox"/>
2	Have a valid Full time staff contract with USP (All Intermediate & Junior and Senior staff and non-Fiji nationals invited)	<input checked="" type="checkbox"/>
3	Agree to be workplace OHS Rep, First Aider or Emergency Warden for minimum of 2 years, fulfilling all its responsibilities, after completion of the training selected.	<input checked="" type="checkbox"/>
4	Can Provide evidence (Supporting email) of Immediate Supervisor endorsement of your enrollment into Training you have selected as well as to support your responsibilities to be undertaken by you in the workplace, after successful completion of the training (Supervisors include Head of School or Department , Director or Campus Director and Coordinators)	<input checked="" type="checkbox"/>
5	Able to attend the full duration of the training course selected	<input checked="" type="checkbox"/>

How to enroll in our short courses:

1. Fill in the attached [form](#)
2. Have your immediate Supervisor or Head of Department / School endorse on the training form
3. Send scan copy of the filled and signed form to ashnil.chand@usp.ac.fj , no later than the submission deadline date or drop the filled hard copy form at OHS Office located at Middle Campus Laucala off Queen Elizabeth Drive
4. The OHS Officer will send training invitation on outlook to confirm attendance
5. If you are not successful, you will be added to trainee list for another training