

MGA
INDEPENDENT RETAILERS

TMA
TIMBER MERCHANTS AUSTRALIA

TIMBER & HARDWARE TRAINING MANUAL

www.mgatma.com.au

Free call: 1800 888 479





Introduction

MGA TMA delivers training programs specific to the needs of your business. There are a large range of face to face, on-line training and compliance solutions readily available for members.

We provide industry specific training, short and certificate courses as well as Safe Work/ OH&S instructions and modules.

The Benefits of Training

There are many reasons why planned induction and continuous training of your employees is beneficial to any organisation.

Attitude towards training across all industries tends to be negative, with concerns such as:

- “It’s a waste of time”
- “Waste of money and productivity of my experienced employee”
- “If I train my employees they will leave”

Contact

MGA TMA

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By having a simple, cost-effective training system in place - no matter how small or large your business the benefits will outweigh the negative in the long term.

MGA TMA offers free advice and support with induction and training.

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Timber Training

Timber Training Creswick. In collaboration with MGA TMA - TTC delivers cost effective forest industry short courses & qualifications to members across Australia.

COURSES INCLUDE:

(Agreed Qualifications - FWP Package R4.0)

COURSE TITLE:

Certificate II Timber Manufactured Products

Certificate III Timber Merchandising

Certificate III Timber Merchandising

Certificate III Sawdoctoring

Certificate IV Timber Processing

ACCREDITED SHORT COURSES/ SKILL SET:

Timber Product Knowledge

Take-offs and estimates for timber merchants

Visual Stress Grade Hardwood

Visual Stress Grade Softwood

Appearance Grade Hardwood

Timber Drying

Cut material with hand held chainsaw

Five+5

Shutdown and isolate machinery



RTOid 4168

<https://timbertrainingcreswick.com.au/>

UNACCREDITED SHORT COURSES:

Manual handling of timber

Grade recycled timber

CONTACT MGA TMA

FOR ANY COURSE INQUIRES: 1800 888 479

Timber Training

General Timber & Wood Product Knowledge Seminar

Half day seminars designed to provide a general overview of:

- Wood as a resource
 - Timber industry supply chain
 - Wood species
 - Wood properties
- Wood products and applications
 - Timber grades and markings
 - Timber product sizing and specifications
 - Technical information
- Wood processing and manufacturing
 - Hardware and softwood processing
 - Storing of timber
 - Manufacturing processes

Suitable to new entrants to the industry and as a refresher for existing seasoned personnel.

Seminars delivered by

WOOD PRODUCTS VICTORIA

wood
products
victoria

Held at TMA Malvern Support Office
Half day program or on-site (numbers dependent)





Timber Training

WOOD SOLUTIONS CAMPUS

Access this online training via the MGA TMA website member portal.

“FREE” self-paced online learning

Video-based timber training modules for both new and experienced design, construction and sales professionals.

Popular modules:

- Introduction to Building Regulations and Standards
- Timber Product Standards
- Building Regulations
- Design for Durability
- Design for Bushfires
- Managing Timber’s Moisture Content
- Timber and Wood Products
- Timber’s Environment Characteristics
- Selecting fir-to-purpose Timber for Applications
- Timber Grades and Grading

Here are a few examples of the learning content available.

Timber & Wood Properties

This topic introduces you to things you need to know about timber and wood properties. It covers:

- The types of wood – character of the material found in the stem of the tree and recovered to form the resources of timber products
- Wood’s structural and visual characteristics
- Properties that influence other applications – performance in difference applications, properties include density and hardness.

Timber Grades and Grading

This topic describes the need to grade naturally variable wood products into groups for specific applications. Major grading methods and the grade terms used in the marketplace are explained.



WoodSolutions Campus is a collaboration between Forest Wood Products Australia and the University of Tasmania’s Centre for Sustainable Architecture with Wood that aims to provide available-on-demand timber education and skills development opportunities to those who design and build with timber, study related courses or work in Australia’s timber and wood products supply chain. WoodSolutions is Australia’s leading online resource for people designing and building with wood and wood products. The extensive information available from the website includes free Technical Design Guides, inspirational case studies, reference materials, an expert advice service and much more. Visit WoodSolutions today and register – it’s fast and free – to receive regular updates. Forest and Wood Products Australia Ltd (FWPA) is a not for profit company that provides national research and development and promotional services to the Australian forest and wood products industry.



Safety Management System

To assist members, MGA TMA has created a series of workplace, health and safety instructions and modules for use in improving and developing your management of safety.

This system has been designed to allow you to tackle specific safety hazard areas based on the risk

Eliminating health and safety risks

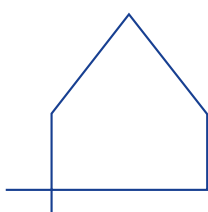
The WHS Act and Regulations require those who have a duty to ensure health and safety, achieve it by eliminating health and safety risks, so far as is reasonably practicable.

Key terms explained

- **Hazard** refers to a situation or thing that has the potential to harm a person.
- **Risk** is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.
- **Risk control** means taking action to eliminate health and safety risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Modules available

- Module 1: Risk Assessment
- Module 2: Traffic Management
- Module 3: Induction Training and Competency
- Module 4: Wood Dust
- Module 5: Electrical Safety
- Module 6: Emergency Management
- Module 7: Return to Work
- Module 8: Health Monitoring
- Module 9: Plant Machinery and Equipment
- Module 10: Housekeeping and Workplace Inspection
- Module 11: Incident Reporting and Investigation
- Module 12: Contractor Management
- Module 13: Hazardous and Dangerous Substances
- Module 14: Manual Handling

 *1/2 Day Seminars
are run on a
regular basis*



General Courses

Coaching on the Job

This training module is designed for team leaders/supervisors or even employees who businesses need to coach others.

Managing Employees

This course is designed for supervisors and managers leading and supporting their team.

Managing Performance

This training module is designed as an introduction for supervisor and managers to recognise performance within the team and guiding it.

Working with Others

This training module is designed as an introduction for employees moving into a leadership role.

Delivered by MGA Industry Training RTOID 21148

Employment Law Seminars

It is important to understand the laws associated with managing employee issues. Learn how to deal with difficult employees and resolve workplace problems. Knowing the correct procedure to follow if termination of employment is required is vital so as to avoid costly court hearings.

This seminar will provide the necessary information to establish a safe and productive workplace.

These seminars are facilitated by MGA TMA highly qualified team of IR Lawyers. Learn how to:

- Deal with a problem employee;
- Resolve difficulties between employees
- Prevent bullying and harassment in the workplace
- Cope with mental illness issues
- Handle termination of employment
- Establish a productive workplace and much more!

Frederick O'Connell Scholarship



The Frederick Richard O'Connell Scholarship was established to promote industrial harmony in Australia and to improve relationship between employers and employees within the timber industry

A wonderful valuable legacy...

Frederick Richard O'Connell was Executive Director of the Timber Merchants' Association (Vic) in the 1950's. In his will, he left a sum of money to be used for scholarships for the children of members or children of their employees.

Each year applications are open to candidates who have enrolled in or who have already commenced a degree, certificate or diploma course conducted by a Victorian university. Scholarships are awarded on the basis of good character, personality and academic achievement. Preference is given to candidates who are children of either employees or directors/proprietors of companies that are members of the MGA TMA Timber Merchants Australia.

MGA TMA members are able to apply for the scholarship and it is available for those who have enrolled in or who have commenced a degree, certificate or diploma course conducted by a Victorian University.

Scholarships up to \$5,000 are made available through this program annually.

Eligibility of Candidates

Applications are open to candidates who are about to commence or have already commenced a degree or accredited course conducted by a university in Victoria.

Preference will be given to applicants who fall within one of the following categories:

- Children of employees of member companies (who are also preferably financial members of their respective unions); or
- Children of directors or proprietors of member companies of MGA TMA.

Selection Criteria

Scholarships will be awarded on the basis of:

- Good character
- Personality
- Academic achievement
- Proficient at sport

