

RECOMMENDATION Approve and pay for accredited workplace training before **30 June** to close current compliance gaps, meet WHS duties (including psychosocial hazard obligations), and capture the expense in the current financial year.

1. THE COMPLIANCE GAP

Identify and list the gap in your workplace today:

- Expired First Aid / CPR certificates: _____
- Number of trained Mental Health First Aiders: _____
- Psychosocial hazard training on record: Y / N
- Last WHS training review date: _____

4. RETURN ON INVESTMENT

- Faster, safer emergency response on site
- Earlier identification of mental health issues = fewer claims and lower absenteeism
- A workforce that recognises and reports psychosocial hazards
- Defensible compliance record for regulators, insurers and tenders

2. THE LEGAL DUTY

Under the model **WHS Act** and the *First Aid in the Workplace* Code of Practice, every PCBU must ensure trained first aiders are reasonably available. Since 2023, WHS regulators across Australia have introduced explicit duties to manage **psychosocial hazards** — stress, bullying, fatigue, trauma exposure and more. Training is how the business evidences the steps it has taken.

5. EOFY TAX TIMING

Fees paid to an RTO for workforce training are generally a **deductible business expense** in the year they are incurred. Booking and paying before **30 June** means the cost lands in this financial year's P&L — not next year's. (Confirm treatment with your tax adviser.)

3. COST OF DOING NOTHING

Safe Work Australia data consistently shows mental health conditions are among the most expensive workplace injuries — well above physical injury medians for time off and compensation. A single unmanaged psychosocial incident can outweigh the cost of training the entire team.

6. RECOMMENDED COURSES

- **Provide First Aid** (HLTAID011)
- **Provide CPR** (HLTAID009)
- **Mental Health First Aid**
- **The Working Mind**
- **Psychosocial Hazards in the Workplace**

APPROVAL REQUESTED \$ _____ for accredited workplace training, to be booked and paid before 30 June _____.

Trainer: **Assist Training** (RTO 32022).

Delivery: onsite / at Assist Training centre / online (circle one).

Preferred dates: _____ or _____ or _____.

REQUESTED BY

Name: _____

Role: _____

Date: _____

APPROVED BY

Name: _____

Role: _____

Date: _____

Lock in your EOFY training with Assist Training. Contact us before mid-June for a tailored group quote — onsite, online or at our Sunshine Coast training centre.

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