

## THE SAFETY TRAINING SPECIALISTS

### Health & Safety Representative Refresher Course

This course is for all elected HSRs under the WHS Act who have previously completed the approved initial five day training course (or the equivalent training approved under the transitional provision of the WHS Regulation). Participants will refresh their understanding of their roles, powers and functions in the representation, monitoring, investigation and enquiry into work health and safety management at the workplace under the WHS law.

#### Course Objectives

This course will refresh the information and skills attained under the initial five day training course and assist HSRs to carry out their role and functions under the WHS legislation including:

- an understanding of the Work Health and Safety (WHS) Legislation:
- an understanding of how it applies to their role as elected Health and Safety Representatives (HSR): and
- the additional knowledge and skills regarding their powers under the WHS legislation to issue Provisional Improvement Notices (PINs) and direct unsafe work to cease.

The course is intended to assist HSRs and deputy HSRs understand their roles and functions as to how the WHS legislation will influence health and safety outcomes in their workplace. The course aims to inform participants of the knowledge and skills necessary to fulfil their role as Health and Safety Representatives (HSR).

#### Course Outline

This course consists of theory, demonstrations, and practical exercises whereby participants will gain skills and knowledge in:

- ✓ Representing workers in a work group on WHS matters
- ✓ Monitoring WHS matters
- ✓ How to investigate WHS matter for workers of a group
- ✓ Knowledge of General assistance for workers or work groups
- ✓ Issuing of Provisional Improvement Notice

#### Assessment

During the theory and practical components of the course, participants will be assessed on their knowledge and ability to perform the necessary tasks required for their role as an HSR. It is a requirement that all participants be able to read and write English to a sufficient standard. All attendees must produce photo identification and their previous certificates to attend this Refresher course.

#### Duration

This course duration is 1 day.

#### Qualification

On successful completion, each participant will be issued with a Certificate of Attendance.

#### Combined Safety Services

37 Crescent Road Waratah NSW 2298  
PO Box 31 Kotara NSW 2289  
Phone: (02) 49609655 Fax: (02) 49609688  
Email: [training@combinedsafety.com.au](mailto:training@combinedsafety.com.au)