

THE SAFETY TRAINING SPECIALISTS

Health & Safety Representative Course

Course Objectives

This course is designed for newly elected Health Safety Representatives (HSR) enabling them to fulfil their duties under the Work Health Safety Act 2011 (WHS Act).

The course equips participants with the essential skills for effectively dealing with occupational health and safety issues in the workplace.

Course Outline

This course consists of theory, demonstrations, and practical exercises whereby over the 5 days participants will gain skills and knowledge in the following:

Day 1 - Work Health and Safety Framework

- ✓ Work Health and Safety and evolution of WHS legislation
- ✓ WHS framework and key terminology
- ✓ Duty holders and their duties
- ✓ Introduction to the role and function of HSR's and WHS entry permit holders
- ✓ Role and function of WorkCover and Penalties under the WHS Act

Day 2 - Consultation, Representation and Participation

- ✓ Consultation requirements and arrangements in the workplace
- ✓ Roles and responsibilities of HSR's in consultation
- ✓ Role of Health and Safety Committees
- ✓ HSR's rights entitlements and protections
- ✓ Exceptions from obligations and the review process

Day 3 - Role of the HSR in Issue Resolution and minimising risks

- ✓ Effective consultation and communication
- ✓ Investigating complaints , negotiation issues resolution and problem solving
- ✓ Monitoring and review of risk controls and the role of the HSR

Combined Safety Services

37 Crescent Road Waratah NSW 2298

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Day 4 - Inspections, Notifiable Incidents and Incident Investigation

- ✓ Workplace inspection and recording findings - practical
- ✓ Hazard identification prompt list
- ✓ Sample workplace inspection checklist
- ✓ Notifiable incidents
- ✓ Incident investigation techniques – practical

Day 5 - Provisional Improvement Notices (PIN's) and ceasing unsafe work

- ✓ Purpose and function of PIN's
- ✓ Role and requirements for HSR's to issue PIN's and process for issuing a PIN
- ✓ Directing unsafe work to cease and alternatives to PIN's or ceasing unsafe work
- ✓ Course Summary and Evaluation
- ✓ Course Review
- ✓ Continuous learning
- ✓ Course Evaluation

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. Participants with literacy/numeracy difficulties or physical conditions should speak with the Trainer to discuss alternative assessment approaches. All attendees must produce photo identification.

Duration

This course duration is 5 days.

Qualification

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

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