



Health and Safety Representative - Initial Course

SafeWork NSW

Duration: 5 Days

Course overview

Health and Safety Representatives play an important role in the workplace, representing the interests of workers in a work group. They also help to facilitate health and safety, through ongoing consultation between a PCBU (person conducting a business or undertaking) and the workers.

This 5 day course provides an understanding of the principles required to fulfil the powers/functions of a HSR and meets the requirements for elected HSR's and Deputy HSR's under the Work Health and Safety (WHS) Act 2011.

Accreditation

Participants will receive a Certificate of Attendance (with ATP approval details from SafeWork NSW) for completion of the full course or a topic certificate for part completion.

An annual refresher course is now available for anyone who has successfully completed their initial training or bridging course. Please contact LGTI for more information and pre-requisites for attending the refresher training.

This course is ideal for

Newly elected HSRs who have requested approved training under the WHS Act 2011. Training will assist them to perform the role of HSR and use their powers under the WHS Act.

In addition, SafeWork NSW appreciates that other people may wish to attend for a variety of reasons, such as:

- to secure employment in a WHS role
- to understand WHS consultation obligations and requirements

Therefore, non-HSRs may attend all or part of the course.

What to bring

All participants are required to provide at least three (3) items of original evidence of identity (EOI) prior to the commencement of the training or they will not be able to participate in the training.

Adequate EOI means that the combination of documents provided by the participants must include the participant's full name, current address, photo and signature (eg. current driver's licence, passport).



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Topics included

Below are the topics covered in the 5 day course:

Day 1: WHS Framework

- Evolution of WHS Legislation
- WHS Framework and key terminology
- Introduction to the role/function of HSR's and WHS permit holders
- SafeWork's role and penalties under WHS Act

Day 2: Consultation, Representation and Participation

- Consultation requirements and arrangements
- 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 resolving issues and minimising risk

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

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 (PINs) and ceasing unsafe work

- Purpose and functions of PINs
- Role and requirements for HSRs to issue PINs and process for issuing a PIN
- Directing unsafe work to cease and alternatives to PINs or ceasing unsafe work

Learning Outcomes

Participants will be able to understand their role as a HSR and a HSR committee member, and apply this learning to the workplace.

Flexible Delivery

Participants can attend our public course or this course can be delivered at the clients site. Price for group training is on application.

Register

Please register at www.lgti.com.au or contact LGTI for more details or a quote.