



WHS Training Specialists
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as Trustee for the Vowles Family Trust
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Effective Health and Safety Committee Course

Aims To provide attendees with the necessary understanding and skills to function effectively as a member of their Health & Safety Committee (H&S Committee) and make worthwhile contributions to the person conducting a business or undertaking (PCBU) being able to comply with WHS law and minimize health and safety risks in their workplace

Objectives

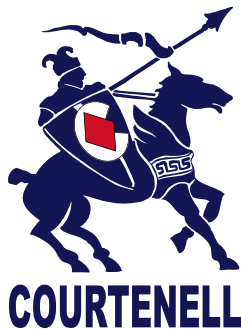
On completion of this training, participants should be able to:

- a. Explain how the main duty holders in the workplace can comply with WHS law and minimise health and safety risks and how the H&S Committee can contribute to this.
- b. Describe what consultation is, the PCBU's duty to consult, and how, when, and why, consultation should be conducted in the workplace so that the H&S Committee and its members can perform their functions in this process with certainty.
- c. Describe how a Health & Safety Committee functions and the role and responsibilities of the Chairperson, Secretary, and members, and how they can make their Committee effective.
- d. Explain how they and their H&S Committee and its members can use the WHS Act 2011, the WHS Regulation 2011, Codes of Practice, Standards and Guidance material to help their PCBU to minimise risk and comply with WHS law.
- e. Explain how carrying out the functions of the H&S Committee will contribute to the process of continuous improvement and managing health and safety risks in their workplace.
- f. Explain how their H&S Committee and its members can contribute to improving the health and safety culture in their workplace

Content and Evaluation See attached document.

Duration 3 Days

Trainer An experienced & qualified Health and Safety trainer



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CONTENTS *for the* EFFECTIVE HEALTH AND SAFETY COMMITTEE COURSE

Topic 1: Work Health and Safety Culture and How it can be Improved

Learning Outcome: Participants should be able to explain what a workplace safety culture is and how it can be improved.

Topic 2: The Work Health and Safety Roles and Responsibilities of the Main Duty Holders

Learning Outcome: Participants should be able to describe the role and responsibilities of the main duty holders in the workplace and how they relate to making a workplace safe, healthy and compliant with WHS legislation.

Topic 3: How to Use Legislation, Regulation, Standards, Codes of Practice and Guidance Material to Minimise Risk and Comply with WHS Legislation.

Learning Outcome: Participants should be able to describe the relationship between the WHS Act, WHS Regulation, Codes of Practice, Standards and Guidance Material and how these can be used to minimise risk.

Topic 4: Management of Health and Safety Risks and Continuous Improvement

Learning Outcome: Participants should be able to describe what is involved in managing health and safety risks in the workplace and the process of continuous improvement and how that relates to their workplace.

Topic 5: The Essentials of Consultation

Learning Outcome: Participants should be able to describe what consultation is, the PCBU's duty to consult, and how, when and why consultation should be conducted in the workplace to minimise risk and comply with WHS law.

Topic 6: The Health and Safety Committee

Learning Outcome: Participants should be able to describe how a Health and Safety Committee functions, the role and responsibilities of the Chairperson, Secretary and members, and how they can make their Committee effective.

Topic 7: Review and Consolidate Course Objectives

Learning Outcome: Participants should be able to explain or describe as relevant, the 6 Course Objectives.

Training Evaluation

By group and general discussions, case studies and practical exercises such as conducting a workplace inspection, assessing and controlling risks, mock committee meetings. This course is not competency based and has no formal assessment.