



WHS Training Specialists  
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## Health and Safety Representative Course

*(A WorkCover NSW Approved Course)*

### Course Purpose

The course will provide elected HSRs with information and skills required for HSRs under the new WHS legislation including:

- an understanding of the requirements of the new Work Health and Safety (WHS) legislation
- an understanding of how it applies to their role as elected Health and Safety Representative (HSR)
- the knowledge and skills necessary to use their new powers under the new WHS legislation in issuing Provisional Improvement Notices (PINs) and directing unsafe work to cease

This course is intended to assist HSRs understand how the WHS legislation will influence health and safety outcomes in their workplace. The course aims to familiarise participants with the information necessary to apply the principles of workplace consultation as an integral part of an effective Safety Management System (SMS).

### Course Aims

The aims of this course are to provide HSRs and deputy HSRs, elected under the new WHS legislation, with information and skills relating to:

- The WHS legislative framework and key terminology;
- Duties of various stakeholders that can influence work health and safety;
- Enforcement measures available for breaches of WHS legislation;
- The roles of unions and WHS entry permit holders under the WHS Act;
- Requirements for consultation, representation and participation on work health and safety issues in the workplace;
- The role of Health and Safety Representatives (HSRs), Health and Safety Committee (HSCs) and other authorised representatives; and
- HSR's powers including the issuing of PINs and directing the ceasing of unsafe work.

### Who Should Do the Course?

Elected or 'deemed' HSRs and deputy HSRs who have requested approved training for their HSR role. (For clarification of 'deemed' see WHS Regulation 2011 No 674 Schedule 18B, Part 4, Clause 12)

**Trainer** WorkCover NSW approved and experienced in workplace health & safety.

**Duration** 5 days - 9am to 4pm (4:30 on Day 1)



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## Health and Safety Representative Course

### 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 HSRs 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 HSRs in consultation
- Role of Health and Safety Committees
- HSRs' 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

### 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 function 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
- **Course Summary and Evaluation**
- Course Review
- Continuous learning
- Course Evaluation