



WHS Training Specialists  
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as Trustee for the Vowles Family Trust  
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## Health and Safety Representative Gap Training Course

*(A WorkCover NSW Approved Course)*

- Aim:** To provide deemed HSRs with additional information and skills required for HSRs under the new WHS legislation including:
- ◇ an understanding of the new Work Health and Safety legislation;
  - ◇ an understanding of how it applies to their role as elected Health and Safety Representatives (HSR); and
  - ◇ the additional knowledge and skills necessary to use their new powers under the new WHS legislation in issuing Provisional Improvement Notices and directing unsafe work to cease.

The course is intended to assist HSRs and deputy HSRs to understand how the WHS legislation will influence health and safety outcomes in their workplace. The course aims to familiarise participants with the knowledge and skills necessary to fulfill their role as Health and Safety Representatives.

### Objectives:

On completion of this course participants should be able to:

1. Describe the WHS legislative framework and key changes;
2. Describe key changes in WHS terminology;
3. Explain changes in the duties in relation to work health and safety;
4. Explain requirements for consultation, representation and participation on work health and safety matters in the workplace;
5. Describe the role of Health and Safety Representatives (HSRs), Health and Safety Committee (HSCs);
6. Implement HSR's additional powers including the issuing of Provisional Improvement Notices (PINs) and directing the ceasing of unsafe work
7. Describe enforcement measures available for breaches of WHS legislation; and
8. Explain the roles of unions and WHS entry permit holders under the WHS Act.

### Who Should Do the Course?

Elected OHS Committee members or OHS Representatives in NSW who have become HSRs under the WHS Act and wish to gain an understanding of the management of work health and safety under the WHS framework and their powers and functions.

### Pre-requisites

To be eligible participants must have completed the 4 day WorkCover NSW Course in OHS Consultation. The person must be an OHS Representative or OHS Committee member elected to represent a workgroup under the OHS legislation within two years prior to the commencement of the WHS legislation, who is taken to be a HSR under the WHS Act.

**Trainer** WorkCover NSW approved trainer experienced in workplace health & safety.  
**Duration** 1 day - 8.30am to 5pm (7 hours face to face training plus breaks)



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**PROGRAM for the**  
**Health and Safety Representative Gap Training Course**

The course is divided into five sessions and time at the end of the day to review the course material and confirm the participants understanding of their new role and powers under the WHS legislation.

<b>Introduction</b>	
<b>Session 1</b> Work Health and Safety Framework	<ul style="list-style-type: none"> <li>❖ WHS framework and new terminology</li> <li>❖ Duty holders and their duties</li> <li>❖ Role and function of WorkCover; and</li> <li>❖ Penalties under the WHS Act.</li> </ul>
<b>Session 2</b> Consultation, Representation and Participation	<ul style="list-style-type: none"> <li>❖ Consultation requirements under WHS legislation;</li> <li>❖ Workgroups and election of HSRs;</li> <li>❖ Roles and responsibilities of HSRs and Health and Safety Committees; and</li> <li>❖ Role of inspectors in the consultation process.</li> </ul>
<b>Session 3</b> Role of the HSR, Issue Resolution and Support	<ul style="list-style-type: none"> <li>❖ Role of HSRs in consultation, assisting workgroups and as a member of a HSC;</li> <li>❖ Investigating complaints; and</li> <li>❖ Issue resolution and support for HSRs.</li> </ul>
<b>Session 4</b> Monitoring Risk Management and Notifiable incidents	<ul style="list-style-type: none"> <li>❖ Key requirements of risk management;</li> <li>❖ Monitoring and review of risk controls; and</li> <li>❖ Notifiable incidents.</li> </ul>
<b>Session 5</b> Provisional Improvement Notices and ceasing unsafe work	<ul style="list-style-type: none"> <li>❖ Purpose and function of PINs;</li> <li>❖ Role and requirements for HSRs to issue PINS and process for issuing a PIN;</li> <li>❖ Disputes and resolution;</li> <li>❖ Directing unsafe work to cease.</li> </ul>
<b>Summary and Review</b>	