



OHS Training Specialists
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OHS COMMITTEE CHAIRPERSON COURSE

Aim

To provide attendees with further skills and certainty in their role as Chairperson, so that the Committee operates more effectively.

Objectives

At the completion of the course, attendees will be able to:

- Explain the purpose and role of the O.H. & S. Committee,
- Explain the role of the Chairperson in the decision-making process and in ensuring the Committee has effective impact,
- Work through a conflict-resolving process to handle difficult situations,
- Review the effectiveness of the Committee so that improvements can be made,
- List the factors which can inhibit the Committee members from working effectively as a group and know how to deal with them,
- Prepare for and chair an effective committee meeting,
- Draw up an action plan.

Contents

Purpose of O.H. & S. Committee	Chairperson's Role in Effective Decisions
Role of Chairperson	How to Prepare an Effective Meeting
Problems of Chairpersons	Resolving Problems & Handling Others
Developing Action Plans	
How to Chair an Effective Committee Meeting	

Duration One day

Trainer Experienced WorkCover accredited OHS Consultation trainer

Focus of the course is on practical application and attendees will do practical exercises in all facets of their role as chairpersons.

Note : This course has been developed by an experienced WorkCover Accredited trainer. There is no WorkCover Accredited Course for OHS Committee Chairpersons.