



COURTENELL

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Your Safety Matters

This information letter is distributed to those people who are ensuring that their workplace is safe and healthy. This includes members of OHS Committees, OHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is a free information letter which has been distributed since 1996.

Training Recommendations

An OHS Committee or OHS representative could be involved in consultation and making recommendations about workplace training in any area of their organisation;



You may find it useful to draw up a checklist just for your workplace that includes training items such as those in the quick list below :



- > training for persons such as a **forklift driver** or **first aid officer**
- > instruction and training for **general employees** to ensure their health and safety
- > training that is needed as one of the means of **controlling identified risks to OHS** in the workplace
- > when changes have or will be made to work and training is required to deal with **changes in the risk** in the workplace
- > training for **managers** or **supervisors** to effectively carry out their **responsibilities**
- > training to satisfy the requirement that OHS Committee members and OHS Representatives do the **compulsory** 4 day WorkCover OHS Consultation Course "as soon as practical after the person is first appointed as a member of the committee or first elected as a representative"
- > training in how to deal with significant **hazards that are specific** to your industry
- > when further training has been identified as **necessary or beneficial** for OHS Committee Members and OHS Representatives in matters such as;
 - Eg. Being a committee chairperson
 - Eg. Specific hazards in that workplace
 - Eg. Incident investigation
 - Eg. Refresher training
- > Other

For further information see the YSM Training section in the Courtenell website
www.courtenell.com.au/YSMs.html

This publication provides general information about ohs. It is not a legal opinion and does not represent a comprehensive statement of the law to be applied to a particular problem.

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