



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 Health & Safety Committees, Health & Safety Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is a free information letter which has been distributed since 1996.

Options for WHS Consultation Training

Health and Safety Representatives

Initial 5 Day HSR Course - SafeWork NSW

This course aims to provide participants with the knowledge and skills necessary to fulfil their role as Health & Safety Representatives (HSRs) and influence health and safety outcomes in their workplace. It is intended for HSRs and Deputy HSRs, though other people can do the course.

One-Day HSR Refresher Course - SafeWork NSW

This course is intended for HSRs who have completed the initial 5 day HSR Course training, but is also valuable knowledge for managers who need to consult and coordinate with HSRs.

It will refresh the information and skills attained in the initial 5 day HSR training course and assist HSRs to carry out their role and functions in their workplace.

Health and Safety Committees

Effective Health and Safety Committee Course - 1 day Public & Onsite Course

This course aims to increase participant's knowledge and skills so that they can function effectively as a member of their Health & Safety Committee and assist the business (PCBU) to satisfy its duty to consult workers in matters of health and safety in the workplace.

Health & Safety Committee Advanced Course - 2 or 3 day Onsite Delivery

This course provides participants with an advanced level of understanding and practical skills to function effectively as a member of their Health & Safety Committee (HSC), and to 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.

Health & Safety Committee Chairperson Course - 1 day Public & Onsite course

This course aims to provide participants with further skills and certainty in their role as Chairperson, so that the Committee operates more effectively.

Managers, Team Leaders & Supervisors

Working Effectively With HSRs – 3.5 hours Onsite

This course aims to give managers and supervisors the knowledge and skills to work effectively with HSRs in order to satisfy mandatory WHS consultation legal requirements and help create healthy and safe workplaces.

Consultation Compliance Course - 4 hours or 1 Day Onsite

This course aims at providing participants with the knowledge and skills to facilitate the PCBU's mandatory requirement to consult other duty holders and workers on matters of health and safety.

Further Information

[Effective Consultation Checklist, YSM Jan 2017](#)

[What if Your HSRs are Also Members of Your H&S Committee, YSM Feb 2019](#)

[Who Can attend HSR and Committee Courses YSM April 2019](#)

[Work Health & Safety is a Team Activity, YSM June 2019](#)

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

Brought to you by Courtenell Pty Ltd, Work Health & Safety Training Specialists.
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