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

WHS Training Recommendations

Workplace Health and Safety law requires an organisation to provide their staff with "any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety", but what does this mean for your organisation?

Below is a quick list of training requirements that would help you to achieve general compliance. Every workplace is different, you may find this useful as a starting point to draw up a checklist of necessary training for your workplace.

- General health and safety training and information for workers.
- Training on the approved WorkCover NSW Courses for Health & Safety Representatives.
- Suitable training to assist Health and Safety Committee members to effectively perform their duties.
- Workers have access to an adequate number of persons trained in First Aid.
- Training in the Emergency Response procedures of the workplace.
- Nationally recognised and/or accredited training for workers performing High Risk Work.
- General Construction Induction Course for anyone carrying out construction work.
- Training that is needed to protect persons from the hazards in their workplace; the risks involved and the control measures implemented.
- When there are changes in the workplace, suitable training for managers, supervisors and workers to protect them from new hazards.
- Work Health and Safety responsibilities and duties training for managers and supervisors.
- Incident Investigation training for persons involved in investigations.
- Risk Management training for general staff, supervisors and managers.
- Refresher training on any of the above as needed.



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.

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