



COURTENELL Pty Ltd
as Trustee for the Vowles Family Trust

ABN 42164393628
ACN 050109281
PO Box 622, Broadway NSW 2007
147 St Johns Road, Glebe NSW 2037
Email: train@courtenell.com.au
Web: www.courtenell.com.au
Phone: 02 9552 2066

WHS Training & Consulting Specialists

EFFECTIVE HEALTH AND SAFETY COMMITTEE COURSE

Onsite

Aims To provide participants with the necessary information to participate as a member of their Health & Safety Committee (HSC) and be knowledgeable about the role of the HSC including how the HSC may also assist the business (PCBU) to satisfy its duty to consult workers in matters of health and safety in the workplace.

Objectives

On completion of this training, participants should be able to:

- a. describe the WHS framework and the role and responsibilities of the main duty holders in the workplace and how they relate to making a workplace safe, healthy and compliant with WHS legislation.
- b. describe what is involved in managing health and safety risks in the workplace.
- c. describe the functions of a Health and Safety Committee, the role and responsibilities of the Chairperson, Secretary and members, and how their committee can become more effective.
- d. describe what consultation is, and how a Health and Safety Committee may assist with the PCBU's duty to consult HSRs and workers and any other functions the committee is involved in.

Training Evaluation

By group and general discussions, case studies and practical exercises, including the process of identifying, assessing and controlling risks. This course is not competency based and has no formal assessment.

Duration 1 day, 9am to 4pm.

Trainer An experienced and qualified Health and Safety trainer.

Cost Price on application, up to 20 attendees.



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**CONTENTS for the
ONE DAY HEALTH AND SAFETY COMMITTEE COURSE**

Topic 1: The Work Health and Safety Legislation Framework and the Roles and Responsibilities of the Main Duty Holders

Learning Outcome: Participants should be able to describe the WHS framework and the role and responsibilities of the main duty holders.

1 hour

Topic 2: Management of Health and Safety Risks

Learning Outcome: Participants should be able to describe what is involved in managing health and safety risks in the workplace.

2 hours

Topic 3: Functions of the Health & Safety Committee

Learning Outcomes:

a) Participants should be able to explain who should or could be a member of the HSC and the meaning of the terms “representatives of the PCBU” and “worker representatives.”

b) Participants should be able to describe what consultation is; the PCBU’s duty to consult with workers; the workers’ duty to reasonably cooperate and comply; and how, when and why consultation should be conducted in the workplace as per Sections 47-49, and 70 of the WHS Act.

c) Participants should be able to describe the functions of a HSC as per Sections 75-78 of the WHS Act, the role and responsibilities of the Chairperson, Secretary and members, and how they can make their HSC effective.

3 hours