



COURTENELL Pty Ltd  
as Trustee for the Vowles Family Trust

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**WHS Training & Consulting Specialists**

## **SPECIALISED HEALTH AND SAFETY COMMITTEE COURSE**

**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 assist the PCBU to satisfy their duty to consult workers in matters of health and safety in their 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 their workplace safe, healthy and compliant with WHS legislation and company WHS Policy.
- b) Describe what is involved in managing health and safety risks in their workplace and be familiar with how to use existing company risk assessment and reporting documentation and checklists.
- c) Explain the purpose and functions of their health & safety committee and how it aligns with the requirements of the WHS Act and company WHS Policy.
- d) Describe what consultation is, and how their Health and Safety Committee may assist with the PCBU's duty to consult with HSRs and workers on matters of health and safety in accordance with the requirements of the WHS Act and associated company Consultation arrangements.

### Training Evaluation

By group and general discussions, case studies, and practical exercises. 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 participants.



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**CONTENTS** for the  
**SPECIALISED 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 achieve a general understanding of the WHS framework in NSW and the roles and responsibilities of the main duty holders.

2 hours

**Documentation required:** Company WHS Policy

**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 and be familiar with how to use existing company risk assessment documentation and checklists.

2 Hours

**Documentation required:** Company workplace inspection checklists/tools, and hazard / near miss / incident reporting procedures and documentation

**Topic 3: Effective Consultation**

*Learning Outcomes:*

- a) Participants should have an overall understanding of the requirements of Sections 46-49, and 79 of the WHS Act 2011 and be knowledgeable of existing company consultation procedures and be able to describe what consultation is, the PCBU's duty to consult with workers, and how, when and why consultation should be conducted in the workplace.
- b) Participants should be able to describe the role and functions of their Health and Safety Committee and how it may also assist with the PCBU's duty to consult with HSRs and workers under WHS law.

2 Hours

**Documentation required:** Company Consultation Policy