



# Initial Health and Safety Representative Course

## Course Outline

### COURTENELL PTY LTD.

ABN 30 050 109 281  
 ACN 050 109 281  
 Mail P O Box 248. Broadway. NSW 2007  
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 Phone 02 9552 2066

### AIMS

Health and Safety Representatives play an important role in how a business consults with its workforce on matters of health and safety in the workplace. HSRs help the business meet its legal duties and responsibilities under WHS law. They are "the voice of the workers" and play an important role in contributing to the success of the WHS management system and helping ensure all persons in their consultation work groups follow the rules, protocols, and safety measures of the WHS management system.

Courtenell's SafeWork NSW approved course aims to provide the learners with the knowledge and skills necessary to fulfil their role as a Health and Safety Representative (HSR).

In line with the requirements outlined by SafeWork NSW, and in the "HSR Training Course Requirements" issued by Comcare, Learners will be provided with information and skills that will assist them to carry out the role and function of an HSR in line with WHS legislation. Specifically, by the end of the course learners will be able to:

- **Interpret** work health and safety legislation and its relationship to the role of an HSR.
- **Identify** key parties, legislative obligations, and duties.
- **Establish** representation in the workplace.
- **Participate** in consultation and issues resolution.
- **Represent** members in the WHS risk management process undertaken by the PCBU.
- **Participate** in Incident Investigation and Root Cause Analysis process.
- **Issue** a provisional improvement notice (PIN) and direct the cessation of work.

### LEARNING OUTCOMES

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

| Day       | Learning Outcomes   |
|-----------|---|
| Day One   | <p><b>By the end of day one</b> of this course, learners will be able to:</p> <ul style="list-style-type: none"> <li>▪ Understand the context of WHS legislation and practice.</li> <li>▪ Understand the safe work approach to work health and safety issues.</li> <li>▪ Understand the objectives and principles of the WHS Act.</li> <li>▪ Identify various elements of the legislative framework.</li> <li>▪ Summarise the duties and responsibilities of PCBUs under the legislation.</li> <li>▪ Identify the duties and responsibilities of officers, workers, and other parties.</li> <li>▪ Understand the role and functions of SafeWork NSW and their interaction with HSRs.</li> <li>▪ Identify and discuss the range of enforcement options.</li> </ul> |
| Day Two   | <p><b>By the end of day two</b> of this course, learners will be able to:</p> <ul style="list-style-type: none"> <li>▪ Outline the purpose and formation of a work group (or work groups) within the workplace.</li> <li>▪ Understand the election process for HSRs/Deputy HSRs and disqualification provisions.</li> <li>▪ Understand the formation and function of a health and safety committee (HSC).</li> <li>▪ Understand and explain the entitlements, rights, and protections of an elected HSR/ Deputy HSR.</li> </ul>   |
| Day Three | <p><b>By the end of day three</b> of this course, learners will be able to:</p> <ul style="list-style-type: none"> <li>▪ Outline fundamental approaches to risk management, including, Risk management processes, Hazard identification and approaches to controlling risks, including the hierarchy of controls.</li> <li>▪ Understand how HSRs can use their functions and powers to contribute to risk management activities.</li> <li>▪ Outline importance of communication barriers, effective communication, and listening strategies.</li> </ul>   |



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| Day             | Learning Outcomes  |
|-----------------|--|
|                 | <ul style="list-style-type: none"><li>▪ Discuss the benefits of effective representation and constructive consultation between a PCBU, other duty holders and workers.</li><li>▪ Use negotiation skills and strategies to resolve WHS issues.</li></ul>  |
| <b>Day Four</b> | <p><b>By the end of day four</b> of this course, learners will be able to:</p> <ul style="list-style-type: none"><li>▪ Understand the importance of planning and conducting workplace inspections.</li><li>▪ Conduct a workplace inspection, as a practicum, outlined by SafeWork NSW</li><li>▪ Understand Root Cause Analysis and Incident investigation.</li><li>▪ Identify the PCBU's obligations in relation to incident notification.</li><li>▪ Understand how HSRs can use their functions and powers to contribute to workplace inspection and incident investigation activities in the workplace</li></ul> |
| <b>Day Five</b> | <p><b>By the end of day five</b> of this course, learners will be able to:</p> <ul style="list-style-type: none"><li>▪ Provide an overview of PINs.</li><li>▪ Understand the features and contents of a PIN.</li><li>▪ Identify the range of actions arising once a PIN is issued and identify who would take these actions.</li><li>▪ Provide an overview of the right to cease or direct the cessation of unsafe work.</li></ul>   |

### BUSINESS BENEFITS:

- **Legal Compliance:** Having a trained Health and Safety Representatives (HSRs) ensures the business meets its legal duties and responsibilities under WHS law. This compliance mitigates the risk of legal issues and associated penalties.
- **Enhanced Consultation:** Having well-trained HSRs facilitates effective consultation with the workforce on health and safety matters. This enhanced communication contributes to a safer workplace and fosters a positive safety culture.
- **WHS Risk Management:** Trained HSRs play a crucial role in identifying potential hazards, assessing risks, and implementing practical risk management strategies. This proactive approach contributes to creating safer work environments, reducing the likelihood of accident.
- **Improved Incident Response:** HSRs equipped with incident investigation skills enhance the business's ability to respond effectively to workplace incidents. This leads to thorough root cause analysis and the implementation of preventive measures, minimizing the risk of recurrence.
- **Positive Safety Culture:** Empowering HSRs to champion health and safety concerns contributes to the development of a positive safety culture within the organization. This culture, driven by knowledgeable representatives, encourages responsible practices at all levels.

### PARTICIPANT BENEFITS

- **Empowerment through Knowledge:** Acquire an in-depth knowledge of the legal framework overseeing health and safety in the workplace, specifically tailored to the New South Wales context. Navigate the complexities of health and safety laws and regulations applicable in New South Wales, ensuring compliance and promoting a culture of responsibility.
- **Effective Risk Identification, Risk Management, and Incident Investigation Competence:** Develop skills in identifying potential hazards, assessing risks, and implementing practical risk management strategies to create safer



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work environments. Acquire the skills needed to conduct thorough incident investigations, identify root causes, and implement preventive measures to mitigate the risk of recurrence.

- **Communication and Consultation Understanding:** Enhanced effective communication techniques and strategies to engage with all stakeholders, fostering a collaborative approach to health and safety matters within the workplace.
- **HSR Advocacy, Psychosocial and Wellbeing Improvement:** Explore Psychosocial and Wellbeing principles and strategies to improve the wellbeing of workers, creating environments that prioritize both physical and mental health. Learn to champion health and safety concerns, representing the workforce with confidence and supporting positive change in work health and safety practices.
- **Emergency Preparedness and Response:** Develop a comprehensive understanding of emergency preparedness and response, ensuring the ability to manage critical situations and minimize harm to personnel and property.

### MODE OF DELIVERY

- |                                      |   |                                    |  |
|--------------------------------------|---|------------------------------------|--|
| ▪ Classroom<br>(Max 20 Participants) | ▪ On-site workplace based.<br>(Max 20 Participants) | ▪ Virtual<br>(Max 10 Participants) | <i>Number of Participants<br/>approved by SafeWork NSW</i> |
|--------------------------------------|---|------------------------------------|--|

### DURATION

5 Days

### TIME

Courtenell's on-site Courses run between 9.00am and 4.30pm.

Courtenell can conduct on-site courses according to our clients' preferences. Courtenell is flexible in providing on-site training during afternoon and night shifts, as well as on weekends (additional fees may apply).

### TRAINER

All of our trainers are experienced consultants with qualifications and extensive experience across diverse industry sectors. Possessing TAE qualifications, and approved by SafeWork NSW to deliver HSR Course, our trainers are adept at tailoring their approach to meet the specific needs of the audience.

### TRAINING EVALUATION AND CERTIFICATE

Through group and general discussions, case studies, role plays, practical exercise on review of policies and procedures, workplace inspection and incident investigation, and a quiz at the end of day 2, participants will engage in activities to get an in-depth knowledge to improved health and safety performance in their workplace through effective Committee participation.

Participants will receive a SafeWork approved Certificate of Attendance on successful completion of this course.