



Advanced Health and Safety Committee Course

Course Outline

COURTENELL PTY LTD.

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AIMS

Established Health and safety committees may face operational challenges that impact both the committee's effectiveness and the consultation process between the PCBU and the workforce regarding WHS matters.

Courtenell has developed a comprehensive 2-day Advanced Health and Safety Committee Course that established HSCs could gain advantages from a more in-depth examination of WHS law and their role within the broader safety management system.

This course reviews fundamental aspects of WHS law, PCBU consultation, and the duties and functions of an HSC. The course offers HSC members opportunities to delve into more intricate HSC issues, and consultation challenges with a focus on leadership, negotiation, consensus building, and conflict management. Participants are encouraged to discuss and propose solutions to common problems that a health and safety may face. This course focusses on three key areas.

Focus 1: WHS Committee

WHS Committee Training section is designed to empower attendees with a clear and deep understanding of their roles as committee members, and how the HSC may additionally help a business obtain information from the workforce on health and safety matters that the business needs to address. Participants will learn how to actively contribute to making the workplace healthier and safer, ensuring that workers are consulted on health and safety matters.

Focus 2: Operational Safety, (Review of Policies, Procedures, Workplace Inspections, and Incident Investigations)

In addition to committee-centric training, this course equips new committee members with hands-on experience in reviewing workplace policies and procedures, planning, and conducting workplace investigations, understand the objectives of incident investigations, including determining causes, identifying unsafe conditions to ensure the committee members can provide support as required.

Focus 3: Negotiation, consensus building, and conflict management.

Complementing the training's core focus on committee dynamics and safety management, participants will acquire an understanding of communication barriers, listening strategies, problem solving techniques, and factors influencing negotiation, consensus building, and conflict management. Participants will be encouraged to view negotiations not as a hostile process but as chances for collaborative problem-solving.

LEARNING OUTCOMES

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

- Interpret WHS legislative framework and the role and responsibilities of the WHS duty holders.
- Interpret the WHS Committee's legal obligations, roles, and responsibilities.
- Understand and expertly apply the functions of a Health and Safety Committee.
- Support establishing a highly effective Health and Safety Committee.
- Understand and help develop the Committee Charter (terms of reference) or the Constitution, in accordance with the duty of every business to consult the workforce on health and safety matters.
- Apply the principles of effective safety performance and WHS Risk Management.
- Improve practical consultation and communication skills.
- Describe the importance of the purpose of workplace inspections.
- Develop skills in coordinating workplace inspections by agreeing on the plan, format, and the optimal number of participating parties.
- Describe the content and test the applicability of policies and procedures using a hands-on, simulated real-world example. (Case study)



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- Understand the objectives of incident investigations, including determining causes, identifying unsafe conditions, acts, or procedures, and proposing preventive measures.
- Learn to navigate and negotiate in challenging situations and build collaborative relationships.
- Develop the ability to recognize and deal with different styles of thinking, decision-making, conflict management, and emotional behaviour.
- Acquire the ability to manage small group meetings effectively by participating in activities that simulate complex negotiation situations.

BUSINESS BENEFITS:

- **Improved Committee Effectiveness:** Advanced training ensures that the Health and Safety Committees better understand their legal obligations and hence operate with increased competence, contributing to improved overall effectiveness.
- **Enhanced Safety Management System:** The organization benefits from a more in-depth examination of WHS law and safety management system principles, ensuring a more comprehensive approach to workplace safety.
- **Optimized Policies and Procedures:** In-depth reviews of workplace policies and procedures ensure their relevance and practical applicability. Improved policies contribute to a more efficient and effective safety management system within the organisation.
- **Positive Workplace Culture:** The emphasis on negotiation, consensus building, and conflict management fosters a positive workplace culture. Enhanced communication and conflict resolution skills contribute to a more collaborative and harmonious work environment.
- **Increased Proactivity in Safety Measures:** Participants trained in proactive workplace inspection skills, contribute to the identification and resolution of potential hazards before they escalate. Improved incident investigation skills lead to a more systematic approach to preventing similar incidents, contributing to a safer workplace.

PARTICIPANT BENEFITS

- **Enhanced Committee Member Competence:** Participants will gain a clear understanding of their roles as committee members, empowering them to actively contribute to making the workplace healthier and safer. Improved skills in interpreting WHS frameworks and legal obligations enable participants to effectively fulfill their duties as committee members.
- **Practical Application of Safety Management:** Hands-on experience in reviewing workplace policies, conducting inspections, and participating in incident investigations equips participants with practical skills and enhances participants' ability to contribute to safety initiatives.
- **Negotiation and Conflict Management Expertise:** Participants develop a comprehensive understanding of negotiation, consensus building, and conflict management, fostering collaborative problem-solving skills and contributing to a more harmonious work environment for participants.
- **Proactive Workplace Inspection Skills:** Hands-on experience in simulated real-world scenarios in understanding the purpose and practical coordination of workplace inspections enables participants to contribute effectively to safety measures.



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- **Leadership and Small Group Management Skills:** Participants acquire leadership skills by understanding the importance of committee charters, effective small group meeting management, and collaborative decision-making, contributing to participants' ability to lead and manage small group meetings effectively.

MODE OF DELIVERY

- Public Face to Face
- On site workplace based
- Virtual, Instructor led.

DURATION

2 Days

TIME

Courtenell's on-site Courses run between 9.00am and 4.30pm. Courtenell can conduct onsite 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, our trainers are adept at tailoring their approach to meet the specific needs of the audience.

TAILORING

While our trainers integrate certain aspects of your organizational policies and procedures related to the subject, you have the option to seek further customization for a personalized learning experience. Courtenell's skilled and qualified facilitators will collaborate with you closely, ensuring that the training aligns seamlessly with your organizational requirements, workplace specifics, and the participants' needs (additional fee may apply)

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 Certificate of Attendance on successful completion of this course.