



Health and Safety Committee Course Refresher

Course Outline

COURTENELL PTY LTD.

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AIMS

Courtenell's 4 Hours Work Health and Safety committee (HSC) Refresher course is designed for individuals at all levels within an organisation who are currently involved in the WHS committees. It is suitable for both management and worker representatives who have previously trained in a formal course and seek to update their knowledge and refresh key concepts.

LEARNING OUTCOMES

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

- Describe the WHS Legislative framework and the role and responsibilities of the WHS duty holders.
- Explain recent updates and changes to the WHS legislation.
- Explain the WHS committee's legal obligations, roles, and responsibilities.
- Describe the purpose, structure, and significance of WHS committees in the workplace.
- Give an overview of the roles and responsibilities of WHS committee members, emphasizing their vital contributions to workplace safety.
- Explain how they can apply the functions of a Health and Safety committee.
- Describe what are the psychosocial hazards and how these are managed.

NOTE. This course is not recommended for persons who have done a Consultation course prior to 2011. We would recommend that they do the current SafeWork NSW Initial 5-day HSR course if they are HSRs and committee members, or they do a Courtenell HSC-specific course if management representatives of an existing committee.

BUSINESS BENEFITS:

- **Compliance with WHS Regulations:** Ensuring that organizations remain compliant with WHS regulations and standards through well-informed committee members.
- **Proactive WHS Risk Awareness:** Encouraging basic risk awareness among committee members, contributing to a safer working environment.
- **Incident Prevention and Continuous Improvement:** Refreshing knowledge of committee members with the tools to contribute to incident prevention and fostering a culture of continuous improvement.
- **Enhanced Communication and Collaboration:** Promoting effective communication and collaboration within the WHS committee, leading to more efficient safety initiatives.

PARTICIPANT BENEFITS

- **Introduction to WHS Committee Roles:** Committee members refresh their understanding of their roles and responsibilities within the WHS committee.
- **Basic Risk Management Skills:** Participants refresh their skills in identifying and understanding workplace hazards, contributing to a safer work environment.
- **Incident Handling Confidence:** Increased confidence in reporting and investigating workplace incidents, supporting a proactive approach to incident prevention.



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- **Foundation for Continuous Learning:** The course serves as a foundation for continuous learning and development within the WHS committee, fostering a culture of ongoing improvement.

MODE OF DELIVERY

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

DURATION

4 Hours

TIME

Courtenell's 4 hours onsite courses can be delivered according to the 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, and a quiz, participants will engage in activities to reinforce their knowledge and to further improve their contributions as committee members.

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