



WHS Training Specialists
COURTENELL Pty Ltd
as Trustee for the Vowles Family Trust
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NATIONAL HEALTH & SAFETY COMMITTEE COURSE **(For national organisations with a head office in NSW)**

Aims

To provide participants with the necessary information to participate as a member of their Health & Safety Committee (HSC) including those states not under the harmonised WHS Act, and be knowledgeable about the role of the HSC in matters of health and safety in the workplace.

Objectives

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

- a) describe the responsibilities of the main duty holders and how they relate to ensuring compliance with State WHS/OHS legislation in each workplace.
- b) describe what is involved in managing health and safety risks in each workplace, and be familiar with how to use existing company risk assessment and reporting documentation and checklists to control and manage associated risks.
- c) explain the purpose and functions of their Health & Safety committee as per the the relevant State WHS/OHS legislation pertaining to those functions.
- d) describe what “consultation” is, and how a Health and Safety Committee may assist with the requirement of the PCBU/employer and duty holders to consult with workers on matters of health and safety including workers whom are represented by HSRs.

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 who is familiar with the respective WHS/OHS Acts and their requirements.

Cost Price on application, up to 20 attendees



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CONTENTS for the
1 DAY NATIONAL HEALTH AND SAFETY COMMITTEE COURSE

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

Learning Outcome: Participants should be able to achieve a general understanding of each of the relevant and applicable WHS/OHS Acts and the roles and responsibilities of the main duty holders.

2 hours

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 risk assessment documentation and checklists. Participants will do a mock risk assessment.

3 Hours

Topic 3: Consultation Compliance

Learning Outcomes: a) Participants should have an overall understanding of the requirements of applicable WHS/OHS Acts pertaining to the duty of the “person undertaking a business or undertaking” (employer) to consult with workers on matters of health and safety including the specific points of address to be discussed with workers and/or workers whom are represented by HSRs.

b) Participants should be able to describe the role and functions of their Health and Safety Committee as described in legislation and how the committee may also assist with the PCBU/employer duty to consult with HSRs and workers on matters of health and safety in each workplace.

2 Hours