



# One Day Health and Safety Committee Course

## Course Outline

### COURTENELL PTY LTD.

ABN 30 050 109 281  
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Phone 02 9552 2066

### AIMS

Courtenell's One Day Health and Safety (WHS) Committee course equips the participants with the essential knowledge and skills to be a valuable member of the Health & Safety Committee (HSC).

The WHS Committee Course will enable new and current Safety Committee members to understand their role as Committee Member and how the HSC helps the successful operation of the WHS management system. Participants will learn how to actively contribute to making the workplace healthier and safer, ensuring that workers are consulted on health and safety matters.

### 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 practicably apply the functions of a Health and Safety Committee.
- Support establishing an effective Health and Safety Committee.
- Understand and help develop the Committee Charter (terms of reference) or the Constitution, in alignment 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.

### BUSINESS BENEFITS

- **Compliance and Legal Understanding:** The organization benefits from employees who have a deep understanding of the WHS framework, legal obligations, and the roles and responsibilities of the WHS duty holders, ensuring compliance with safety regulations.
- **Effective Health and Safety Committee (HSC):** The training supports the establishment and practical application of an effective Health and Safety Committee, fostering a proactive approach to workplace safety within the organization.
- **Structured Committee Charter Development:** The organization gains from participants who can understand and develop the Committee Charter (terms of reference) or the Constitution, providing a structured framework for the HSC's activities.
- **Enhanced Safety Performance and Risk Management:** With participants having awareness of effective safety performance and risk management, the organization could benefit from a safer work environment and a proactive approach to mitigating potential risks.
- **Improved Consultation Culture:** The organization benefits from employees with improved practical consultation and communication skills, promoting a culture of open communication and collaboration in matters of health and safety.



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### PARTICIPANT BENEFITS

- **Enhanced Knowledge and Skills:** Participants will gain essential knowledge and skills to effectively contribute as effective members of the Health & Safety Committee (HSC), ensuring they are well-equipped to fulfill their role.
- **Role Understanding:** The course enables participants to comprehensively understand their roles as Committee Members and the essential contribution the HSC makes to maintaining a safe workplace.
- **Active Contribution to Workplace Safety:** Through the course, participants will learn practical ways to actively contribute to improving health and safety in the workplace, ensuring workers' voices are heard through effective consultation.
- **Confidence and Effectiveness:** By completing Courtenell's One Day HSC Course, participants will gain increased confidence in their role, equipped with the skills necessary to be effective members of the HSC, contributing to a secure working environment.
- **Improved Consultation and Communication Skills:** The training focuses on enhancing practical consultation and communication skills, empowering participants to constructively engage with management representatives who table matters for the committee to discuss and provide feedback on as part of health and safety consultation, as well as with fellow worker representatives.

### MODE OF DELIVERY

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

### DURATION

1 Day

### 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).



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### TRAINER

All 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, and a quiz, 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.