



COURTENELL Pty Ltd  
as Trustee for the Vowles Family Trust

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**WHS Training & Consulting Specialists**

## **EFFECTIVE HEALTH AND SAFETY COMMITTEE COURSE**

Public Venue

**Aims** To provide participants with the necessary information to participate as a member of their Health & Safety Committee (HSC) and be knowledgeable about the role of the HSC including how the HSC may also assist the business (PCBU) to satisfy its duty to consult workers in matters of health and safety in the workplace.

### **Objectives**

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

- a. describe the WHS framework and the role and responsibilities of the main duty holders in the workplace and how they relate to making a workplace safe, healthy and compliant with WHS legislation.
- b. describe what is involved in managing health and safety risks in the workplace.
- c. describe the functions of a Health and Safety Committee, the role and responsibilities of the Chairperson, Secretary and members, and how their committee can become more effective.
- d. describe what consultation is, and how a Health and Safety Committee may assist with the PCBU's duty to consult HSRs and workers and any other functions the committee is involved in.

### **Training Evaluation**

By group and general discussions, case studies and practical exercises, including the process of identifying, assessing and controlling risks. 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.

**Cost** Public course: \$320 + gst (\$352 incl. gst) per person, up to 20 attendees.



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**CONTENTS for the**  
**ONE DAY HEALTH AND SAFETY COMMITTEE COURSE**

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

Learning Outcome: Participants should be able to describe the WHS framework and the role and responsibilities of the main duty holders. **1 hour**

**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. **2 hours**

**Topic 3: Functions of the Safety Committee**

Learning Outcomes:

- a) Participants should be able to explain who should or could be a member of the committee and the meaning of the terms “representatives of the PCBU” and “worker representatives.”
- b) Participants should be able to describe what consultation is; the PCBU’s duty to consult with workers; the workers’ duty to reasonably cooperate and comply; and how, when and why consultation should be conducted in the workplace as per Sections 47-49, and 70 of the WHS Act.
- c) Learning Outcome: Participants should be able to describe the functions of a Health & Safety Committee as per Sections 75-78 of the WHS Act, the role and responsibilities of the Chairperson, Secretary and members, and how they can make their HSC effective.

**3 hours**