



**COURTENELL**

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# Your Safety Matters

*This information letter is distributed to those people who are ensuring that their workplace is safe and healthy. This includes members of Health & Safety Committees, Health & Safety Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is a free information letter which has been distributed since 1996.*

## Who Can Attend HSR and Committee Courses?

### Who can attend the 5 Day SafeWork NSW HSR Course?

Workers who have been elected by their workgroup as a Health & Safety Representative are entitled to attend this course and obtain a SafeWork NSW certificate for it. On completion of the course they are entitled to exercise the power of issuing a provisional improvement notice or directing that unsafe work cease.

Managers, Supervisors and others can attend this course. They will gain an understanding of mandatory consultation requirements in their workplace, their role in the mandatory consultation process and the role, powers and limitations of HSRs. These attendees will receive a SafeWork NSW course certificate on completion of the course but because they are not HSRs they do not have the powers of a HSR.

### Who can attend the 1 day SafeWork NSW HSR Refresher course?

HSRs are entitled to do the Refresher course. They must provide evidence that they have completed the 5 day SafeWork NSW HSR course and will receive a SafeWork NSW course certificate. For more information about HSR training details go to our website [HERE](#)

Managers, Supervisors and others can attend this course and receive a Statement of Attendance on completing it. They will gain an understanding of the mandatory consultation requirements in their workplace, their role in the mandatory consultation process and the role, powers and limitations of HSRs.

### Who can attend a Health & Safety Committee Course?

Worker Representatives and HSRs on the Committee, Managers, and Supervisors can definitely attend. Should it be a public course or a course delivered at your workplace? That will be dependent upon the needs of your workplace and if necessary we are happy to tailor a course to your exact needs.

For more details on the choices available to you, start on our website at this link [HERE](#) or discuss your needs by phone or email with one of our WHS Services Consultants.

Courtenell is a SafeWork NSW HSR Approved Training Provider and has been delivering SafeWork NSW courses, and previously, WorkCover NSW courses, for the past 24 years.



*This publication provides general information about WHS. It is not a legal opinion and does not represent a comprehensive statement of the law to be applied to a particular problem.*

Brought to you by Courtenell Pty Ltd, Work Health & Safety Training Specialists.  
ABN 42164393628 - Fax : 02 9516 3644 - Email : [train@courtenell.com.au](mailto:train@courtenell.com.au) - Website : [www.courtenell.com.au](http://www.courtenell.com.au)  
Phone : 02 9516 1499 - *If you need any more information, you can contact us by phone, email or by fax.*