



COURTENELL Pty Ltd  
as Trustee for the Vowles Family Trust

ABN 42164393628  
ACN 050109281  
PO Box 248, Broadway, NSW 2007  
147 St Johns Road, Glebe NSW 2037  
Email: [train@courtenell.com.au](mailto:train@courtenell.com.au)  
Web: [www.courtenell.com.au](http://www.courtenell.com.au)  
Phone: 02 9552 2066

WHS Training & Consulting Specialists

## **HEALTH & SAFETY COMMITTEE COURSE** **for Organisations in the Commonwealth Jurisdiction**

### **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 each WHS duty holder: a) PCBU, b) Officers of the PCBU, c) Workers including supervisors and managers in managing risks and ensuring health and safety in the workplace as per Sections 17-19, 27, and 28-29 of the WHS Act.
- b) describe the PCBU's duty to consult other duty holders and workers on matters of health and safety as per Sections 46-49 of the WHS Act.
- c) describe the functions of a Health and Safety Committee as per Section 77 of the WHS Act and give examples of each including any other industry-specific functions the HSC may be involved in as agreed between the business and the HSC.
- d) describe how a Health and Safety Committee may assist with the requirements of the PCBU to consult other duty holders and workers on matters of health and safety.

### **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 but does have a final course exercise.

**Duration** 1 day, 9am to 4pm

**Trainer** An experienced & qualified Health and Safety trainer

**Cost** Price on application, up to 20 attendees.



COURTENELL Pty Ltd  
as Trustee for the Vowles Family Trust

ABN 42164393628

ACN 050109281

PO Box 248, Broadway, NSW 2007

147 St Johns Road, Glebe NSW 2037

Email: [train@courtenell.com.au](mailto:train@courtenell.com.au)

Web: [www.courtenell.com.au](http://www.courtenell.com.au)

Phone: 02 9552 2066

WHS Training & Consulting Specialists

## **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 Health & Safety Committee**

Learning Outcomes:

a) Participants should be able to explain who should or could be a member of the HSC 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) Participants should be able to describe the functions of a HSC 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**