



COURTENELL Pty Ltd  
as Trustee for the Vowles Family Trust

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WHS Training & Consulting Specialists

## MANAGEMENT OF WHS RISKS COURSE

### Course Aims

To raise the awareness and certainty of participants about why and how the risks of hazards in their workplace must be eliminated or minimised so far as reasonably practicable in accordance with requirements of the WHS Act and WHS Regulation specific to the management of WHS risks.

To ensure that participants are familiar with whom in the workplace (“duty holders”) have responsibilities to manage health and safety risks and how each duty holder interacts with other duty holders in order to achieve this.

### Competency Guidelines

The theory and practical content of this course is mapped to the specific Sections and Clauses of the NSW WHS Act and NSW WHS Regulation in regards to management of WHS risks; and the *How To Manage Work Health and Safety Risks* Code of Practice published by SafeWork New South Wales.

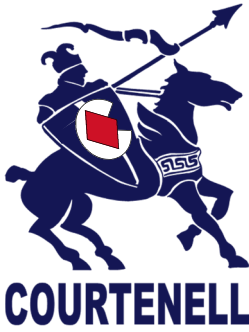
**Suitable participants:** managers, supervisors, team leaders, employees, contractors, sub-contractors, HR generalists, officers, etc.

### Content

1. The WHS Act and WHS Regulation
2. Duty holders and their responsibilities
3. Managing Health and Safety risks in the workplace
4. Risk assessment and Hierarchy of Controls
5. Record keeping

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

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



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**PROGRAM** for the  
**MANAGEMENT OF WHS RISKS COURSE**

TOPIC	CONTENT COVERED
<p><b>Topic 1</b>  <b>WHS Duties in NSW Workplaces</b></p>	<ul style="list-style-type: none"> <li>→ What is the WHS Act and WHS Regulation</li> <li>→ WHS Act Section 17 Management of Risks</li> <li>→ WHS Act Section 18 What is Reasonably Practicable</li> <li>→ PCBU Primary Duty of Care</li> <li>→ Duty of Officers</li> <li>→ Duty of supervisors, team leaders, line managers, and workers</li> <li>→ Duty of sub contractors, visitors, customers while at the workplace</li> </ul>
<p><b>Topic 2</b>  <b>PCBU Consultation and Managing Health and Safety</b></p>	<ul style="list-style-type: none"> <li>→ WHS Act Section 46 Consulting other duty holders</li> <li>→ WHS Act Section 47 Consulting workers</li> <li>→ WHS Act Section 48-49 How and when to consult</li> </ul>
<p><b>Topic 3</b>  <b>Management of Health and Safety Risks in the Workplace</b></p>	<ul style="list-style-type: none"> <li>→ WHS Regulation Clauses 32—38 Management of WHS risks</li> <li>→ How to do a risk assessment on a newly identified workplace hazard</li> <li>→ How to use the Hierarchy of Controls to minimize the risks “so far as is reasonably practicable” of the newly identified workplace hazard</li> <li>→ How to do a risk assessment on a workplace hazard that has been previously controlled but has now changed</li> <li>→ Maintenance of control measures</li> <li>→ Review and Revision of control measures</li> </ul>
<p><b>Topic 4</b>  <b>Record Keeping</b></p>	<ul style="list-style-type: none"> <li>→ How the PCBU and Officers of the PCBU can prove compliance with their duties per the WHS law</li> <li>→ How to demonstrate compliance with regulators, investors, shareholders, and customers</li> <li>→ Specific record keeping requirements per WHS Regulation for chemicals, plant, equipment, and exposures</li> </ul>