



Health and Safety Representative Refresher

Course Outline

COURTENELL PTY LTD.

ABN 30 050 109 281
ACN 050 109 281
Mail P O Box 248, Broadway, NSW 2007
Address 147 St Johns Road, Glebe, NSW 2037
Email train@courtenell.com.au
Web www.courtenell.com.au
Phone 02 9552 2066

AIMS

HSRs and Deputy HSRs in New South Wales are entitled to attend one day refresher courses every twelve months, commencing one year after the initial five-day course has been completed. (WHS Regulation 2017, Cl. 21).

Courtenell's **One Day HSR Refresher** is SafeWork designed and approved for both HSRs and Deputy HSRs who have completed the 5 Day Initial Health and Safety Representative Course.

LEARNING OUTCOMES

On completion of this training, participants should be able to refresh their knowledge in the following topics:

- Overview of the WHS legislative framework.
- Duties of various parties.
- Key WHS terminology.
- The role of SafeWork NSW and penalties for non-compliance.
- Requirements and mechanisms for consultation in the workplace on work health and safety issues.
- The role, entitlements, and protections available for HSRs and Health and Safety Committees (HSCs)
- Resolving workplace health and safety issues through negotiation and conflict resolution.
- Identifying hazards and ways in which they can be eliminated or minimised.
- Incident notification and investigation.
- Issuing Provisional Improvement Notices (PINs) and directing unsafe work to cease.

BUSINESS BENEFITS

- **Enhanced Workplace Safety Culture:** The one-day HSR Refresher Training contributes to fostering a strong safety culture within the organization, promoting a proactive approach to health and safety through continuous refreshing and improvement of HSRs.
- **Compliance with Legal Requirements:** By providing HSRs with the opportunity to attend the HSR Refresher course, the organisation ensures compliance with section 72(1) of the Act, demonstrating a commitment to meeting legal obligations.
- **Risk Management and Incident Prevention:** The course content, covering WHS risk management, incident investigation, and issuing provisional improvement notices, equips participants with skills to proactively manage risks and prevent workplace incidents.
- **Improved Consultation and Collaboration:** The training emphasizes WHS consultation, worker representation, and participation, fostering improved communication and collaboration between health and safety representatives, workers, managers, and supervisors.
- **Recognition of Workplace Hazards:** Trained HSRs refreshing knowledge in inspections and incident investigation enhance the organisation's ability to recognize and address workplace hazards promptly, contributing to a safer work environment.

PARTICIPANT BENEFITS

- **Skill Enhancement and Knowledge Update:** Health and safety representatives (HSRs) receive a one-day refresher training annually, allowing them to further their personal development, enhance their skills, and stay updated on the latest developments in work health and safety practices, improving knowledge, confidence, and certainty in their role as an HSR.



Health and Safety Representative Refresher

Course Outline

COURTENELL PTY LTD.

ABN 30 050 109 281
ACN 050 109 281
Mail P O Box 248. Broadway. NSW 2007
Address 147 St Johns Road, Glebe, NSW 2037
Email train@courtenell.com.au
Web www.courtenell.com.au
Phone 02 9552 2066

- **Recognition and Certification:** Successful completion of the course results in HSRs and Deputy HSRs receiving a SafeWork NSW Statement of Training, providing further evidence of personal development.
- **Empowerment for Issue Resolution:** Training content on issue resolution empowers HSRs, with the skills to effectively address workplace concerns and contribute to the resolution of health and safety issues.
- **Increased Confidence in Managing Risks:** Refreshing on the information covered in their initial 5-day HSR course, such as WHS risk management and the ability to issue provisional improvement notices instils further confidence in HSRs to proactively support in managing WHS risks within the workplace.
- **Professional Development Opportunities:** The one-day refresher training serves as a professional development opportunity for HSRs, allowing them to continually build their expertise and contribute more effectively to health and safety initiatives within the organization.

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 8:30am – 4.30pm

Courtenell's **HSR Refresher** can be delivered according to the clients' preferences. Courtenell is flexible in providing on-site training during afternoon and night shifts, as well as on weekends (additional fees may apply).

TRAINER

All of our trainers are experienced consultants with qualifications and extensive experience across diverse industry sectors. Possessing Training and Education qualifications, our trainers are adept at tailoring their approach to meet the specific needs of the audience.

TRAINING EVALUATION AND CERTIFICATE

Through group and general discussions, case studies, and a short quiz, participants will engage in activities to get an in-depth knowledge to improved health and safety performance in their workplace through effective consultation.

Participants will receive a SafeWork approved Certificate of Attendance on successful completion of this course.

NOTE

Managers, Supervisors and Non-HSRs also have the opportunity to participate in the HSR Refresher course, acquiring the skills and knowledge necessary for effective consultation as mandated by the WHS Act. Upon completion, Managers, Supervisors or Non-HSRs will be issued with a general Certificate of Attendance