



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 CHAIRPERSON COURSE

### Aim

To provide attendees with further skills and certainty in their role as Chairperson, so that the Health & Safety Committee operates more effectively.

### Objectives

At the completion of the course, attendees will be able to:

- Explain the purpose and role of the Health and Safety Committee,
- Explain the role of the Chairperson in the decision-making process and in ensuring the Committee has effective impact,
- Work through a conflict-resolving process to handle difficult situations,
- Review the effectiveness of the Committee so that improvements can be made,
- List the factors which can inhibit the Committee members from working effectively as a group and know how to deal with them,
- Prepare for and chair an effective committee meeting,
- Draw up an action plan.

### Contents

Purpose of HSC

Role of Chairperson

Problems of Chairpersons

Developing Action Plans

How to Chair an Effective Committee Meeting

Chairperson's Role in Effective Decisions

How to Prepare an Effective Meeting

Resolving Problems & Handling Others

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

**Trainer** Experienced and qualified Work Health & Safety trainer

Focus of the course is on practical application and attendees will do practical exercises in all facets of their role as chairpersons.

*Note : This course has been developed by an experienced Work Health and Safety trainer.  
There is no SafeWork NSW Course for HSC chairpersons.*

**Cost** Public Course: Price on application, up to 20 employees  
Onsite Course: Price on application, up to 20 employees.