



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
Web: www.courtenell.com.au
Phone: 02 9552 2066

WHS Training & Consulting Specialists

Effective Health and Safety Committee Course

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 consultation actions 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

Trainer An experienced & qualified Health and Safety trainer



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
Web: www.courtenell.com.au
Phone: 02 9552 2066

WHS Training & Consulting Specialists

CONTENTS for the ONE DAY HEALTH AND SAFETY COMMITTEE COURSE

Topic 1: WHS Duties in NSW Workplaces

- Objects of the WHS Act
- Definition of "Person" (Law)
- Meaning of "PCBU", "Officer", "Worker"
- WHS Duty Holders
- Principles that apply to duties
- PCBU Primary Duty of Care
- Duties of Officers
- Duties of Workers
- Offences and Penalties

Topic 2: Management of Health and Safety Risks

- PCBU duty to manage risks
- WHS Risk management: hierarchy of control measures
- WHS Risk management: maintenance and review of managed risks

Topic 3: PCBU duty to consult the workforce

- PCBU duty to consult other PCBUs, and workers on WHS matters
- Formation of consultation work groups
- Health and Safety Representatives

Topic 4: Health and Safety Committees

- Workplaces and Health and Safety Committees
- Membership of a Health and Safety Committee
- Difference between HSRs and HSCs
- Functions of an HSC

Topic 5: Committee meetings and member participation

- The role and expectations of worker representatives
- The role and expectations of management representatives
- Frequency of meetings
- Health and Safety committee size
- Solutions to common problems