



**COURTENELL**

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**WHS Training & Consulting Specialists**

## **Health and Safety Representative Training - One Day Refresher Course (A SafeWork NSW Approved Course)**

### **Course Purpose:**

This course will refresh the information and skills attained in the initial five day training course and assist HSRs to carry out their role and functions under the WHS legislation including:

- an understanding of the Work Health and Safety (WHS) legislation;
- an understanding of how it applies to their role as elected Health and Safety Representatives (HSR);
- the additional knowledge and skills regarding their powers under the WHS legislation to issue Provisional Improvement Notices (PINs) and direct unsafe work to cease.

The course is intended to assist HSRs and deputy HSRs understand their roles and functions as to how the WHS legislation will influence health and safety outcomes in their workplace. The course aims to inform participants of the knowledge and skills necessary to fulfil their role as Health and Safety Representatives (HSR.)

### **Aims:**

The aims of this course are to provide HSRs with information and knowledge on:

1. WHS Act legislative framework,
2. The role and functions of SafeWork and their interaction with HSRs,
3. Duties and responsibilities of PCBUs, officers, workers and other parties under the legislation,
4. The nature of the consultation process with workers as required of the primary PCBU by the Act,
5. The purpose and formation of a workgroup (or workgroups) within the workplace,
6. Election process for HSRs / Deputy HSRs and disqualification provisions,
7. Health and Safety Committees (HSCs),
8. The entitlements, rights and protections of an elected HSR/Deputy HSR,
9. Using negotiation, communication and problem solving skills and strategies as a HSR to represent a work group and to resolve work health and safety issues,
10. Risk management and the use of risk controls, including the duties and responsibilities of various PCBUs under the legislation,
11. How HSRs can use their functions and powers to contribute to risk management activities in the workplace,
12. Provisional Improvement Notices and the right to cease, or direct the cessation of, unsafe work.

### **Who can do the course?**

The target audience of this course includes all elected HSRs under the WHS Act who have previously completed the approved initial five day HSR training course or the approved one day HSR Bridging Course.

### **Prerequisites**

Persons eligible for the SafeWork NSW HSR refresher training course are elected HSRs who have completed the approved five day initial training course (or the one day Bridging course in 2012).

**Participants must present their original certificate as evidence that they meet this prerequisite.**

**Trainer** All trainers meet the qualification and experience requirements set out by SafeWork NSW for delivering this training.

**Duration** 1 day - 8.30am to 5pm (7 hours face to face training plus breaks)

**Course Fee** Public Course: \$320 + GST (\$352 incl. GST)  
On-Site Course: Price on application, up to 20 attendees



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**PROGRAM** for the  
**Health and Safety Representative Refresher Training Course**

The course is divided into five topics and a review session at the end of the day to review the course material and confirm the participants understanding of their role and powers under the WHS legislation.

<b>Introduction</b>	
<b>Session 1</b> Work Health and Safety (WHS) Legislation	<ul style="list-style-type: none"> <li>❖ WHS framework</li> <li>❖ WHS terminology duty holders and duties</li> <li>❖ Role and functions of the regulators</li> <li>❖ Enforcement under the WHS Act</li> </ul>
<b>Session 2</b> Consultation, Representation and Participation	<ul style="list-style-type: none"> <li>❖ Consultation under the WHS legislation</li> <li>❖ Workgroups</li> <li>❖ Election and role of HSRs</li> <li>❖ Role of a Health and Safety Committee</li> <li>❖ Role of the PCBU and the inspectorate in consultation</li> </ul>
<b>Session 3</b> Participating in consultation and Issue Resolution as an HSR	<ul style="list-style-type: none"> <li>❖ Role of the HSR in consultation</li> <li>❖ Investigating complaints</li> <li>❖ Issue resolution</li> <li>❖ Assistance and support for HSRs</li> </ul>
<b>Session 4</b> Monitoring PCBUs management of WHS risks Notifiable incidents	<ul style="list-style-type: none"> <li>❖ Managing risk and related duties</li> <li>❖ Monitoring and review of risk control measures</li> <li>❖ Notifiable incidents - roles and duties</li> </ul>
<b>Session 5</b> Provisional Improvement Notices and ceasing unsafe work	<ul style="list-style-type: none"> <li>❖ PINs</li> <li>❖ Ceasing unsafe work</li> </ul>
<b>Summary and Review</b>	<ul style="list-style-type: none"> <li>❖ Review of key changes in WHS legislation</li> <li>❖ Summary of changes for HSRs and HSCs</li> </ul>