



Effective Health and Safety Committee Course

Course Outline

COURTENELL PTY LTD.

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AIMS

New members joining a health and safety committee often find themselves unfamiliar with the WHS subject. To actively participate in discussions during HSC meetings, the new committee members must grasp the basics, including understanding who the WHS duty holders are, their responsibilities, and how to provide feedback on matters requiring consultation between management and the workforce.

That's why Courtenell has developed a 2-day Effective Health and Safety Course for new Committee members, in line with industry best practices and delivered by experts in the field. This course focuses on three key areas.

Focus 1: WHS Committee

WHS Committee Training section is designed to present attendees with a clear understanding of their roles as committee members, and how the HSC helps the effective operation of the WHS management system. Participants will learn how to affectively contribute to making the workplace healthier and safer, ensuring that workers are consulted on health and safety matters.

Focus 2: Risk Management

In addition to committee-centric training, this course equips new committee members with relevant knowledge in WHS risk management. This knowledge serves as a foundation for their contributions to discussions related to health and safety plans, policies, workplace measures, and WHS matters requiring consultation with the PCBU. By providing a solid foundation in risk management, the course empowers new HSC members to actively contribute to shaping and advancing essential WHS initiatives.

Focus 3: Safety Culture

Complementing the training's core focus on committee dynamics and risk management, participants will acquire an understanding of the factors influencing safety culture and receive guidance on actions they can take within their roles to contribute positively to the safety culture in their workplace.

LEARNING OUTCOMES

On completion of this training, participants should be able to:

- Interpret WHS legislative framework and the role and responsibilities of the WHS duty holders.
- Interpret the WHS Committee's legal obligations, roles, and responsibilities.
- Understand and expertly apply the functions of a Health and Safety Committee.
- Support establishing a highly effective Health and Safety Committee.
- Understand and help develop the Committee Charter (terms of reference) or the Constitution, in alignment with the duty of every business to consult the workforce on health and safety matters.
- Apply the principles of effective safety performance and WHS Risk Management.
- Improve practical consultation and communication skills.
- Identifying and reporting hazards (e.g., Physical, Chemicals, Physiological, Electrical etc)
- Practical application of various methods utilised in assessing risks.
- A comprehensive review of the hierarchy of controls appropriate to the various hazard types.
- Understanding how to carry out risk assessments, implement controls and review effectiveness of controls and how to contribute to proposals following assessed risks that need to be consulted on.
- Understanding of why positive safety culture supports to improve health and wellbeing.



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- Understanding elements of a good safety culture
- Understanding the psychology of human behaviour and how it impacts workplace safety.
- Gaining insights into the factors that shape safety culture and get practical advice on how to positively contribute to the safety culture in their workplace through their roles.

BUSINESS BENEFITS

- **Compliance and Legal Understanding:** The organisation benefits from employees who have suitable understanding of the WHS framework, legal obligations, and the roles and responsibilities of the WHS duty holders, ensuring compliance with safety regulations.
- **Effective Health and Safety Committee (HSC):** The training supports the establishment and practical application of an effective Health and Safety Committee, fostering a proactive approach to workplace safety within the organisation.
- **Structured Committee Charter Development:** The organisation gains from participants who can understand and support developing the Committee Charter (terms of reference) or the Constitution, providing a structured framework for the HSC's activities.
- **Proactive WHS Risk Management:** New committee members equipped with foundational knowledge in WHS risk management can contribute towards essential WHS initiatives, fostering a proactive hazard identification and risk management approach.
- **Positive Safety Culture:** The organisation benefits from a workforce that understands the elements of a good safety culture, the psychology of human behaviour, and explain how to positively contribute to the safety culture, resulting in improved health, wellbeing, and overall safety performance.

PARTICIPANT BENEFITS

- **Enhanced Role Understanding:** Participants will gain a clear understanding of their roles as committee members, empowering them to actively contribute to making the workplace healthier and safer.
- **Foundational Risk Management Knowledge:** The course equips participants with vital knowledge in WHS risk management, providing them with a solid foundation for contributing to discussions related to health and safety plans, policies, and workplace measures.
- **Practical Hazard Identification Skills:** Participants will learn to identify and report various hazards, including physical, chemical, physiological, and electrical, enhancing their ability to contribute to a safer workplace.
- **Comprehensive WHS Risk Assessment Skills:** The course provides practical application of methods for assessing risks, reviewing the hierarchy of controls, and describe how to contribute to risk assessments, suggesting controls and how to implement them, and finally review the effectiveness of controls.



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MODE OF DELIVERY

Public Face to Face
On site workplace based
Virtual, Instructor led.

DURATION

2 Days

TIME

Courtenell's on-site Courses run between 9.00am and 4.30pm.

Courtenell can conduct onsite courses according to our 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 TAE qualifications, our trainers are adept at tailoring their approach to meet the specific needs of the audience.

TAILORING

While our trainers integrate certain aspects of your organisational policies and procedures related to the subject, you have the option to seek further customization for a personalized learning experience. Courtenell's skilled and qualified facilitators will collaborate with you closely, ensuring that the training aligns seamlessly with your organisational requirements, workplace specifics, and the participants' needs (additional fee may apply)

TRAINING EVALUATION AND CERTIFICATE

Through group and general discussions, case studies, role plays, a practical exercise on Safety Culture survey, and a quiz at the end of day 2, participants will engage in activities to get an in-depth knowledge to improved health and safety performance in their workplace through effective Committee participation.

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