

## HEALTH AND SAFETY REPRESENTATIVE (WHSQ-HSR-NCB-01)

**Duration:** Face to Face contact time - 5 days initial interactive class based workshop

**Who Should Attend:**

Elected HSR's are entitled to approved training under the WHS Act to assist them in performing their role and using their powers under the WHS Act. Participants will gain an understanding of their role and powers and attain the necessary skills to meet the requirements of the WHS Act for elected Health and Safety Representatives.

**Purpose:**

The course intent is to enable HSR's to develop skills to represent their work groups and exercise their powers and functions under the WHS Act. This includes introducing participants to the requirements of the Workplace Health and Safety legislation, risk management concepts, consultation mechanisms and methods for improving safety at the workplace.

**Course Objectives and Outcomes:**

- Interpret the work health and safety legislative framework and its relationship to the HSR
- Identify and understand the context, objects and principles of WHS legislation
- Understand the role and functions of WHSQ and their interaction with HSRs
- Understand the safe work approach to work health and safety issues
- Identify key parties and their legislative obligations and duties
- Summarise the duties and responsibilities of PCBUs under the legislation
- Identify the duties and responsibilities of officers, workers and other parties
- Identify and discuss the range of enforcement options
- Establish representation in the workplace
- Outline the purpose and formation of workgroups within the workplace
- Understand the election process for HSRs/ deputy HSRs and disqualification provisions
- Understand the function of a Health and Safety Committee (HSC)
- Understand and communicate the entitlements, rights and protections of an elected HSR/Deputy HSR
- Participate in consultation and issue resolution
- Describe the nature of the consultation process with workers and required of the primary PCBU by the Act
- Identify a range of strategies that support the consultation process
- Use negotiation skills and strategies to resolve work
- Represent workers on health and safety issues in a range of circumstances
- Discuss the benefits of effective representation and constructive consultation between PCBU, other duty holders and workers
- Represent members in the WHS risk management process undertaken by the PCBU
- Understanding the duties and responsibilities of various PCBUs under the legislation to manage risks to the health and safety of workers and other persons at the workplace
- Understand how HSRs can use their functions and powers to contribute to risk management activities in the workplace

Understand basic management concepts  
Identify the PCBUs obligation in relation to incident notification  
Identify the type of assistance or support inspectors and entry permit holders can provide a HSR  
Issuing a Provisional Notice (PIN)  
Identify the range of actions arising once a PIN is issued and identify who would take these actions  
Provide an overview of Provisional Improvement Notices  
Understand the features and contents of a PIN

**Assessment and Award:**

Health and Safety Representative Training is non-competency based and not formally assessed. Participants who attend the HSR training will receive a 'Certificate of Attendance' for the Course in "Health & Safety Representative Training".

**Next Course:** Please refer to our Training Calendar or call for onsite training.

**Locations:** Cleveland Campus Training Rooms

**Times:** Courses commence at 8 am.

**Fees:** \$850.00 no GST. Student notes provided. Light lunch provided.

**Contact:** [admin@simpaticosafety.com.au](mailto:admin@simpaticosafety.com.au) or [www.simpaticosafety.com.au](http://www.simpaticosafety.com.au)

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