



Skill Set Requirements

If you are elected as a health and safety representative (HSR) you:

- Represent the workers in your work group on health and safety matters and in discussions with managers on hazards and safety issues.
- Monitor that the 'person conducting the business or undertaking' (PCBU) is meeting health and safety standards.
- Promote the health and safety of workers in your work group.
- Provide a vital communication link between people at work and the PCBU.

You are not expected to be an expert on health and safety, and you are not responsible for fixing problems in your workplace.

Description

HSR training provides approved work health and safety training representatives (HSRs) with the required training to undertake and fulfill their role and functions.

HSRs are entitled to attend an approved 5 day work health and safety training course and a one day refresher course each year during their term of office.

Recommended Target Audience

This course is for Elected Health and Safety Representatives (HSR) and Elected Deputy Health and Safety Representatives (Deputy HSR) under the WHS Act 2011 who have requested approved training.

Enrolment

Participants will be required to complete a booking form prior to training. On this form participants can indicate whether they require further assistance due to any LLN issues. This is most important so that the trainer/assessor can implement any processes prior to the day's training.

Pathways Information

HSR training is a standalone requirement in certain workplaces to comply with the WHS Act 2011.

Statement of Attainment

Upon successful completion of the training, participants will receive a Statement of Attainment.

Delivery and Assessment Method

HSR training is delivered face-to-face at a local training facility in Lismore, NSW. If you would like to arrange a group or exclusive booking, please contact us. We can also travel to your facility to provide training.

This course is non competency based and has no formal assessment. We have opted for informal assessment of participant attendance and learner engagement to pass this course.



Course Objectives

- ✓ To understand the structure, purpose and key provisions of the Work Health and Safety Act 2011 and Regulations 2011 (Commonwealth)
- ✓ To understand the role, function and powers of a health and safety representative under the provisions of the WHS Act 2011 legislative framework
- ✓ Develop the knowledge and skills necessary to carry out the role of the health and safety representative within their work group
- ✓ Gain practical skills for implementing health and safety representative role in the Commonwealth workplaces

Course Outline

Introduction

Day 1: Work Health and Safety Framework

- Health and safety in the workplace and evolution of WHS (Commonwealth) legislation
- WHS framework and key terminology
- Duty holders and their duties
- Introduction to the role and function of HSRs and WHS entry permit holders; and
- Role and function of the Regulator and penalties under the WHS Act 2011 (Cth)
- Duties and responsibilities of PCBUS, officers, workers and other parties under the legislation

Day 2: Consultation, Representation and Participation

- Consultation requirements and arrangements in the workplace
- Roles and responsibilities of HSRs and Health and Safety Committees
- HSRs entitlements, rights and protections; and
- Exemptions from obligations and the review process

Day 3: Issue Resolution, Support for HSRs and Managing Risks

- Effective consultation and communications
- Investigating complaints, negotiations, conflict resolution and problem solving
- Key requirements of managing risks; monitoring and review of risk controls

Day 4: Inspections, Notifiable Incidents and Incident Investigation

- Workplace inspection and recording findings – practical
- Notifiable incidents; and
- Incident investigations

Day 5: Provisional Improvement Notices and directing unsafe work to cease

- Role and requirements for HSRs to issue PINs and process for issuing a PIN
- Directing unsafe work to cease; and
- Alternatives to issuing PINs and directing unsafe work to cease.



Summary and Review

Prerequisites

- To enrol in HSR training, participants must be an elected HSR or deputy HSR. Verification may be requested.
- It is the participant's responsibility to disclose and make TMT aware of any information pertaining to their individual learning requirements including LLN levels so reasonable adjustments can be made.

HSR Training Course Duration

5 full days

We Supply Participants Materials

Each participant is supplied with the following documents:

- Participant notes and handouts
- Summary copy of the 2011 Work Health Safety Act (Commonwealth)
- Summary of the WHS Regulation including Table of Contents
- Access to the WHS Act 2011 (Commonwealth), WHS Regulations (Cth), Approved Codes of Practice/Departmental WHS Management Arrangements Worker Representation and/or Participation Guide (Safe Work Australia)

HSR Training Refresher Course - One Day

Once you have completed the initial 5 day course, you are entitled to attend a one day refresher training course each year. The refresher course includes:

- An overview of the learning outcomes from the original 5 day course
- Any relevant updates to work health and safety legislation
- The development of skills related to your role, powers, functions and behaviours as a health and safety representative (HSR).

Recognition of Prior Learning (RPL)

There are no provisions for RPL within the context of this approved training course.

Number of Participants

Maximum 20 per class

Contact Details

Business Hours: Monday – Friday 8:00am – 4:00pm

Phone: 1300 699 644

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