

NSW Health & Safety Representative (HSR) Training

Course Overview

This course is SafeWork NSW approved and designed specifically for Health & Safety Representatives (HSR) and WHS committee members who become HSR's under the Work Health & Safety Act 2011.

The role of Health and Safety representatives is to facilitate the flow of information about health and safety between the Person Conducting a Business or Undertaking (PCBU) and the workers in their work group.

Only current elected or "deemed" HSR's (see below) can exercise the power of issuing Provisional Improvement Notices (PINs) or directing that unsafe work cease.



Course Schedule

Day 1: Work Health and Safety Framework

Day 2: Consultation, Representation and Participation

Day 3: Role of the HSR in Issue Resolution and minimising risks

Day 4: Inspections, Notifiable Incidents and Incident Investigation (Practical)

Day 5: Provisional Improvement Notices (PINs) and ceasing unsafe work

Target

Those who would like to or have been elected to be a Health & Safety Representative for their organisation.

Learning Outcomes

The aims of this course is to provide HSR's with information and skills relating to:

- WHS Act legislative framework
- The role and functions of SafeWork NSW and their interaction with HSR's
- Duties and responsibilities of PCBUs, officers, workers and other parties under the legislation
- The nature of the consultation process with workers as required of the primary PCBU by the Act
- The purpose and formation of a workgroup (or workgroups) within the workplace
- Election process for HSRs / Deputy HSRs and disqualification provisions
- Health and Safety Committees (HSCs)
- The entitlements, rights and protections of an elected HSR/Deputy HSR
- 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
- Risk management and the use of risk controls, including the duties and responsibilities of various PCBUs under the legislation
- How HSRs can use their functions and powers to contribute to risk management activities in the workplace
- Provisional Improvement Notices and the right to cease, or direct the cessation of, unsafe work

NSW Health & Safety Representative (HSR) Training (Cont'd)

Entry Requirements

- All participants enrolled in this course must provide proof of Identification as specified by SafeWork NSW. Proof of Identification documents must be originals and provided to your trainer one week prior to the course commencing. Documents must be issued by a government agency or a financial institution, and contain your name, photo and signature.

Duration

5 Day

On Completion

Upon successful completion, participants will receive a Certificate of Completion for the SafeWork approved Health & Safety Representative Training Course.

General Information

As part of our enrolment process we will ask participants about their English language ability and assess their English Language skills through a questionnaire to be completed at the commencement of the training program.

Train Me RTO's Participant Handbook outlines our complaints and appeal procedure, our discipline policy, and our access and equity policy including the contact for any Access and Equity issues.

We offer support to all our participants with their learning needs. We can tailor the training and assessment program to assist people with learning issues and, to a more limited degree, personal issues.

Pre-Enrolment Information:

For information about Train Me RTO's refund policy, complaints and appeals process, please read the Participant Hand Book prior to completing enrolment forms.

To Enrol or enquire further, please contact us at:

Train Me RTO Pty Ltd

Ph: (02) 9733 3600

Fax: (02) 8324 6403

Address: 26 Bosci Road Ingleburn, 2565

Email: training@trainme.com.au