



HEALTH AND SAFETY REPRESENTATIVE

LEARN ESSENTIAL
KNOWLEDGE AND SKILLS
REQUIRED TO BE AN HSR

HEALTH AND SAFETY REPRESENTATIVE

Managing safety in the workplace is important for all organisations, across all industries.

Our Health and Safety Representatives (HSR) course is essential for anyone wishing to act as the Health and Safety Representative or Deputy HSR within their organisation.

HSR Reps are elected by a work group to represent them during consultation on health and safety issues in the workplace.

Duration: 5 days

Location: On client site

Inclusions: A4 Certificate (issued when deemed competent)

WHAT YOU WILL LEARN

The following subjects will be covered on this course:

- Work, Health and Safety framework
- Consultation, Representation and Participation
- Issue Resolution, Support for HSRs and Managing Risks
- Inspections, Notifiable Incidents and Incident Investigation
- Provisional Improvement Notices (PINs) and

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Tel: 1300 799 190
RTO No. 91694

Email: training@safetycorp.com.au
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COURSE OUTLINE

Work Health and Safety Framework

- Work Health and Safety and evolution of WHS legislation
- WHS framework and key terminology
- Duty holders and their duties
- Introduction to the role and function of HSRs and WHS entry permit holders
- Role and function of WorkCover and Penalties under the WHS Act

Consultation, Representation and Participation

- Consultation requirements and arrangements in the workplace
- Roles and responsibilities of HSRs in consultation
- Role of Health and Safety Committees
- HSRs' rights entitlements and protections
- Exceptions from obligations and the review process

Role of the HSR in Issue Resolution and minimising risks

- Effective consultation and communication
- Investigating complaints , negotiation issues resolution and problem solving
- Monitoring and review of risk controls and the role of the HSR

Inspections, Notifiable Incidents and Incident Investigation

- Workplace inspection and recording findings - practical
- Hazard identification prompt list
- Sample workplace inspection checklist
- Notifiable incidents
- Incident investigation techniques - practical

Provisional Improvement Notices (PINs) and ceasing unsafe work

- Purpose and function of PINs
- Role and requirements for HSRs to issue PINs and process for issuing a PIN
- Directing unsafe work to cease and alternatives to PINs or ceasing unsafe work
- Course Summary and Evaluation

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