

Safety and Health Representative's Course



Who should attend? This introductory training course has been developed for newly elected safety and health representatives who have not previously attended approved safety and health representative's training.

The course has been designed to equip participants with the skills and knowledge they need to effectively represent others on matters of workplace safety and health. It applies to those who work in workplaces which operate under the Occupational Safety and Health Act (WA) 1984 or the Mines Safety and Inspection Act (WA) 1994.

Note that under safety and health legislation in Western Australia, formally elected safety and health representatives are entitled to time off work with pay to attend this course.

Course duration: 5-days

Course dates: Please refer to the calendar on the TSA website (www.tsa-wa.com.au) or contact a TSA consultant on 08 9422 6444 or tsa@tsa-wa.com.au.

Course hours: 8:30am – 4:30pm each day

Course cost: **\$950** per person (public workshops).

Note that an additional assessment fee of \$150 applies for those who wish to be assessed against units of competency from the Certificate III in WHS which are aligned to this course.

*** Group Rates: Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel.**

*** CTF Funding: Construction Training Fund (formerly BCITF) \$665 rebate available to eligible persons.**



Delivery method: The course is delivered in a training room by experienced industry trainers, using face-to-face delivery techniques. It includes a combination of individual and group activities, discussions, case studies and practical exercises.

Course content:

- Day 1 – Occupational Safety and Health Legislation
- Day 2 – Communication and representation
- Day 3 – Hazard identification, risk management and inspections
- Day 4 – Incident response and investigations
- Day 5 – Issue resolution and Provisional Improvement Notices (PINs)

Safety and Health Representative's Course



- Pre-requisites:** No qualifications or previous experience are necessary to participate in this course. However, participants need to have sufficient language and literacy skills to:
- Read and understand legislation, standards and codes of practice
 - Consult effectively with others on workplace safety and health matters
- Open access and participation:** Training Services Australia supports open access and participation in this course. We encourage attendance by people from a range of industries, backgrounds and cultures. Our personnel are sensitive to the diverse backgrounds and needs of all of our learners, and reasonable adjustments will be made to our training environment and resources to accommodate learner needs.
- If you have special language, literacy or other needs, please advise a Training Services Australia representative at the time of booking.*
- Accreditation:** This course is accredited by the Western Australian Commission for Occupational Safety and Health in accordance with the Occupational Safety and Health Act (WA) 1984.
- Certification:** Participants who successfully complete the course will receive a Certificate of Attendance.
- Pre-course work:** Prior to attending the course learners are encouraged to find out which occupational safety and health legislation applies in their workplace. They should also bring some examples of their organisation's occupational safety and health procedures to the course.

Safety and Health Representative's Course

Topics

DAY 1 – OCCUPATIONAL SAFETY AND HEALTH LEGISLATION

- Legislative framework for OHS in WA
- Duty of care
- Roles and responsibilities of key duty holders
- Election and functions of safety and health representatives

DAY 2 – COMMUNICATION AND REPRESENTATION

- Communication and consultation skills
- Sources of safety and health expertise and information
- Communication purpose and methods
- Consultative processes
- Safety and health meetings

DAY 3 – HAZARD IDENTIFICATION, RISK MANAGEMENT AND INSPECTIONS

- An overview of risk management
- Identifying workplace hazards
- Assessing safety and health risks
- Risk management tools
- Identifying and implementing control measures
- Engaging employees in risk management
- Conducting workplace inspections

DAY 4 – INCIDENT RESPONSE AND INVESTIGATIONS

- Introduction to incident response
- Initial incident response
- Introduction to incident investigation
- Conducting an incident investigation

DAY 5 – ISSUE RESOLUTION AND PROVISIONAL IMPROVEMENT NOTICES (PINS)

- Issue resolution procedures
- Contributing to issue resolution
- Provisional Improvement Notices (PINs)

Assessment

There is no formal assessment for this course, although participants are required to attempt on-course questions and activities to reinforce the skills and knowledge covered on the course.

Safety and Health Representative's Course



Certificate III in Work Health and Safety

This training is aligned to the following five units of competency which contribute to the Certificate III in Work Health and Safety (BSB30719).

- BSBWHS307 – Apply knowledge of WHS laws in the workplace
- BSBWHS308 – Participate in WHS hazard identification, risk assessment and risk control processes
- BSBWHS309 – Contribute effectively to WHS communication and consultation processes
- BSBWHS310 – Contribute to WHS issue-resolution processes
- BSBWHS416 – Contribute to workplace incident response

Those wishing to obtain formal recognition for the above units are required submit the following for assessment:

1. On-course questionnaire
2. On-course activities
3. Workplace evidence portfolio (requirements will be explained on the course)
4. Third party report

An assessment fee of \$150 applies (in addition to the cost of the course). This covers the time spent by a TSA assessor reviewing evidence, making an assessment decision and providing feedback.

For information about completing the entire Certificate III in Work Health and Safety qualification (requiring five units of competency in addition to those listed above), please speak with a TSA consultant.

