


# Health and Safety Representative's Course (WA)



- Who should attend?** This introductory training course has been developed for newly elected health and safety representatives who work in organisations regulated by WorkSafe Western Australia and who have not previously attended approved health and safety representative's training.
- The course has been designed to equip participants with the skills and knowledge needed to effectively represent others on matters of workplace health and safety. It applies to those who work in workplaces which operate under the Work Health and Safety Act (WA) 2020, including health and safety representatives from the mining and resources sector.
- Entitlement to attend** Under Section 72 of the Work Health and Safety Act, formally elected health and safety representatives are entitled to time off work, with pay, to attend a work health and safety training course approved by the Work Health and Safety Commission.
- Course duration:** 5-days  
*This duration is mandated by the Work Health and Safety Commission*
- Course dates:** Please refer to the calendar on the TSA website ([www.tsa-wa.com.au](http://www.tsa-wa.com.au)) or contact a TSA consultant on 08 9422 6444 or [tsa@tsa-wa.com.au](mailto:tsa@tsa-wa.com.au).
- Course hours:** 8:30am – 4:30pm each day
- Course cost:** **\$980 + GST** per person (public workshops).
- 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) \$754.60 rebate is available to eligible persons.
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- 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 – Introduction to the WHS legislative framework
  - Day 2 – Establishing representation in the workplace under the WHS Act
  - Day 3 – Effective consultation and participation in issue resolution and monitoring risk controls
  - Day 4 – Workplace inspections, notifiable incidents and incident investigation
  - Day 5 – Provisional Improvement Notices (PINs) and directing the cessation of work
- Pre-requisites:** No qualifications or previous experience are necessary to participate in this course.

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## 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 Work Health and Safety Commission in accordance with the Work Health and Safety Act (WA) 2020.

This course is not a nationally recognised vocational education and training course.

## Certification:

Participants who successfully complete the course will receive a Certificate of Attendance.

## Topics

### DAY 1 – INTRODUCTION TO THE WHS LEGISLATIVE FRAMEWORK

- Introduction to work health and safety
- Evolution and overview of WHS legislative framework
- Key parties with WHS legislative duties and functions
- Role and function of the regulator and enforcement of the WHS Act

### DAY 2 – ESTABLISHING REPRESENTATION IN THE WORKPLACE UNDER THE WHS ACT

- The role of the regulator (WorkSafe WA presentation)
- Consultation, representation and participation arrangements under the WHS Act
- Election and the role of HSRs in the workplace
- Obligations of a PCBU to HSRs and protections from discrimination
- Health and safety committees

### DAY 3 – EFFECTIVE CONSULTATION AND PARTICIPATION IN ISSUE RESOLUTION AND MONITORING RISK CONTROLS

- Strategies and skills for HSRs to support effective consultation
- Representing workers as an HSR: negotiation and issue resolution
- Monitoring the PCBU's management of WHS risks

### DAY 4 – WORKPLACE INSPECTIONS, NOTIFIABLE INCIDENTS AND INCIDENT INVESTIGATION

- Workplace inspections and recording findings
- Notifiable incidents and incident investigation

### DAY 5 – PROVISIONAL IMPROVEMENT NOTICES (PINS) AND DIRECTING THE CESSATION OF WORK

- Reviewing a code of practice
- Issuing a provisional improvement notice
- Direction to cease unsafe work
- Course review and evaluation

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## 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.