

Refresher Course for Safety and Health Representatives



Who should attend? This course has been developed for safety and health representatives who have previously completed a five-day introductory training course approved by WorkSafe WA.

The course has been designed to refresh participants' knowledge of the key functions they are expected to perform as a workplace safety and health representative. 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.

Course duration: 2-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: \$500 per person plus GST (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.**

Accreditation: Please note that this course is not officially accredited by WorkSafe and is not classified as 'nationally recognised' training under the VET Quality Framework.

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	DAY 2
<ul style="list-style-type: none">• Safety and health representative role and responsibilities• Overview of safety and health legislative framework• Duty of care provisions in the legislation• Representation and consultation• Safety and health committees• Risk management• Hazardous substances and dangerous goods• Material Safety Data Sheets	<ul style="list-style-type: none">• Conducting workplace inspections• Incident investigation• Issue resolution procedures• Contributing to issue resolution• Provisional improvement notices (PINs)

Pre-requisites: No qualifications are necessary to participate in this course, however participants should have previously attended a five-day introductory training course approved by WorkSafe.

Participants also 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

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.