

Five-day training for Occupational Health and Safety Representatives



This course has been aligned to seven units of competency of the Certificate III in Occupational Health and Safety.

The course covers both the Mines Safety and Inspection Act and the Occupational Safety and Health Act. Practical sessions are conducted to ensure trainees can adapt their knowledge to individual workplace situations.

This five-day training course can be split and delivered three days one week and two days the next, if this timing is more convenient for your organisation.

Under the Regulations employers are required to allow Representatives paid time off to attend training.

During the course attendees complete assessment tasks, exercises, role-plays and group activities. If an attendee would like a Statement of Attainment in one or all seven of the units, he/she will need to complete the Evidence Document after the completion of the five-day course as further evidence will be required to prove competency.

TASC can also provide Recognition of Prior Learning (RPL) of all seven or individual units of competency. Please click [here](#) to view the RPL Application Package.

Assessment of RPL is conducted in line with the principles detailed in the National Training Package and if successful, candidates will receive a Statement of Attainment that is recognised Australia wide. This Statement allows candidates to work towards a full Certificate of Diploma in Occupational Health and Safety.

The package also details the process for reassessment if the applicant fails to provide all the evidence required.

If a candidate is not happy with the assessment, they have the right to appeal, please click [here](#) to review our complaints and appeals process.

Course Description

Seven units of competency from the Certificate III in Occupational Health and Safety comprise the Introductory Health and Safety Representatives Course. It is designed to give trainees the skills and techniques necessary to carry out their roles as elected OHS Representatives in their workplace.

At the end of this course attendees will be able to:

Assess and interpret the OSH Act and Regulations and apply the information in the workplace.

Where necessary, training in the MSI Act will be included.

Understand the duties of a Representative as they relate to:

- Conducting workplace inspections;
- Identifying and assessing hazards;
- Completing hazard reports;
- Conducting accident investigations;

- Developing strategies to prevent accidents;
- Be confident in Emergency Response Procedures and
- Knowing the procedure for issuing Provisional Improvement Notices and the situations that require them.

Introductory Training for Safety and Health Representatives

Module 1: OSH Legislation

Module 2: Risk Management

Module 3: Specific Workplace Skills for Safety and Health Representatives

Module 4: Communication/Negotiation

Module 5: Committee and Administrative Procedures including issuing Provisional Improvement Notices (PINs)

Within each Module participants are expected to complete practical exercises including case studies and role-play situations. The knowledge and skills learnt from these exercises and case studies are carried over to exercises on the following days. This process allows the trainer to assess the knowledge and competence of each participant.

Group participation and discussion provides Health and Safety Representatives with the following skills:

- Identifying, assessing and prioritising workplace hazards;
- Participating in and conducting a workplace inspection;
- Participating in and conducting accident investigation;
- Developing accident prevention controls and techniques;
- Effectively communicating with the employer and employees on safety and health matters, and
- The procedure for issuing Provisional Improvement Notices.

The Course takes a balanced approach, emphasising cooperation and consultation. Objectives have been specifically designed to provide the knowledge and skills Representatives need to effectively carry out their role of representing employees in the workplace as defined under the relevant sections of the Acts.

COURSE OVERVIEW

DAY ONE

MODULE 1: OSH Legislation

Seven elements cover assessing and applying occupational safety and health (OSH) legislation, including duty of care and responsibilities of duty holders, Safety and Health Representatives and employees, in the workplace.

DAY TWO

MODULE 2: Risk Management

Eight elements cover:

- Workplace hazards;
- Hazard management;
- Hazard identification;
- Risk assessment;
- Risk control;
- Reviewing the three-step approach;
- Writing a hazard report; and Emergency Response Procedures

DAY THREE

MODULE 3: Specific Workplace Skills for Safety and Health Representatives

Six elements cover:

- The role of WorkSafe Inspectors;
- Workplace hazard inspection procedures;
- Undertaking a hazard inspection;
- Accident/incident investigation;
- Accident investigation principles, techniques and reporting; and
- Accident investigation case study.

DAY FOUR

MODULE 4: Communication/Negotiation

Five elements cover:

- Communication strategies;
- Negotiating occupational health and safety issues;
- Negotiation skills – research session;
- Sources of safety and health information; and
- Library and/or Internet sessions.

DAY FIVE

MODULE 5: Committee and Administrative Procedures

Five elements cover:

- Occupational Health and Safety Committee;
- Occupational Health and Safety Committee meetings (practical committee meeting);
- Relevant workplace procedures;
- Issuing Provisional Improvement Notices (PINs) including PINs quiz; and
- Union's role in occupational health and safety.

Course Duration: 35 hours

OVERVIEW OF COURSE CONTENT

Day One: OSH Legislation

Participants are introduced to the Occupational Safety and Health Legislation. They become familiar with the MSI or OSH Acts and the recent amendments, Regulations, Codes of Practice and Guidance Notes. The functions and roles of the duty holders, Health and Safety Representatives and employees are discussed together with the principles of general duty of care. The consultative mechanisms promoted by the Acts are especially emphasised.

Day Two: Risk Management

Day two looks at identifying workplace hazards, including the types of hazards and writing hazard reports. Assessing workplace risk is also covered, plus identifying controls to eliminate or minimise the risk and monitoring the effectiveness of the control measures including Emergency Response Procedures. The role of Health and Safety Committees is also discussed.

Day Three: Specific Workplace Skills for Safety and Health Representatives

Day three focuses on conducting workplace inspections and investigations. At the end of day,

participants will understand the inspection process, how to develop a checklist, the duties of the employer, inspection reporting and workplace procedures, plus the categories of accidents and specific safety programs. The functions of Health and Safety Representatives, as they relate to investigations, are also covered in detail. This includes accessing information, conducting interviews, preventative measures and remedial action.

Day Four: Communication/Negotiation

Communicating on health and safety matters and gathering information from external sources are discussed. Health and safety communications looks at verbal and written communications, giving instructions, the barriers to effective communication and change in the workplace. As part of the communication process, trainees will prepare and participate in a negotiation skills practical session. An important function of Representatives is to represent employees on safety and health matters; this includes negotiation and issue resolution and understanding where Inspectors fit in the process.

Day Five: Committee and Administrative Procedures

Day five discusses Occupational Health and Safety Committees and participants will take part in a practical Committee meeting, they will also discuss the consultative and administrative procedures and issue resolution. Considerable time during the day is dedicated to understanding what Provisional Improvement Notices are, the procedure for their issue and monitoring workplace situations. To test participants' knowledge they will take part in a PINs quiz. Review discussion and course evaluation will complete the day.

Costs and Booking

Courses can be conducted at your location, or if you prefer, groups can be catered for at TASC's premises.

For companies engaged in the construction industry, participants may be entitled to a rebate from the Construction Training Fund (formerly BCITF) and receive up to 70% towards the course fee component of your training. To see if you are eligible please contact the Construction Training Fund on 9244 0100

You can book online or over the phone.