

Health & Safety Representative

NT WorkSafe Approved
For employees who have been elected as HRS's

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

5 days
8:30am - 4/4:30pm

Cost

\$1,495 *gst-exempt*
Includes training reference
manual

Who will benefit?

All employees who have been elected as HSR who wish to obtain or further develop their work health & safety knowledge in line with current legislation and to become aware of hazards and risks for management reporting.

For bookings contact:

Tel: (08) 8941 2344

Fax: (08) 8941 0141

Training@dhrc.com

www.dhrc.com

CONTENT

Work Health & Safety Framework

- General introduction, course objectives and learning outcomes
- Work Health & Safety and evolution of WHS Legislation
- WHS Framework and key terminology
- Object of the Work Health & Safety (National Uniform Legislation) Act 2011
- Duty holders and their obligations

Roles and functions of a HSR and WHS Committee

- Establishment of work groups and purpose
- Introduction to the role and functions of HSRs
- Roles and responsibilities of HSRs in consultation
- HSR's rights, entitlements and protections
- Role of the Health and Safety Committee
- Expectations from obligations and review process
- Introduction to the role and function of WHS entry permit holders
- Consultation requirements and arrangements in the workplace

Issue resolution and minimising risks

- Effective consultation and communication
- Investigating complaints, negotiation issue resolution and problem solving
- Small team issue resolution activity
- Monitoring and reviewing of risk controls and the role of the HSR

Inspections and notifiable incidents investigation

- Workplace inspection and recording findings
- Hazard identification inspection list
- Workplace inspection checklist
- Notifiable incidents
- Incident investigation techniques

Provisional improvement notice (PIN), ceasing unsafe work practices and the Regulator/ Inspectors role

- Purpose and function of PIN
- Role, requirements and the process for HSRs to issue PINS
- Directing unsafe work practices to cease
- Alternatives to PINs or ceasing unsafe work practices
- Role and function of the Regulator (NT WorkSafe)
- Inspections and penalties under the work Health & Safety (National Uniform Legislation) Act 2011

COURSE INFORMATION