

# Five Day Introductory Training Course for Safety and Health Representatives

## Information for Course Participants

Aurenda would like to ensure that your time with us is both enjoyable and informative. To ensure that your needs are catered for, we have outlined course details to assist you. If you have any questions or need any further information, please contact us on 6389 8900 or [training@aurenda.com](mailto:training@aurenda.com).

### Course Objectives

- ▶ To provide the tools, skills, knowledge and information for participants that will enable them to be competent in the role of Occupational Safety and Health Representative

### Course Outline

This five day course will cover the following:

- ▶ Occupational Safety and Health legislation
- ▶ Inspections and investigations
- ▶ Hazard identification and risk management
- ▶ Communication and representation
- ▶ Conflict resolution
- ▶ Provisional Improvement Notices (PINs)

### Purpose of the Course

- ▶ Provide participants with the required skills to perform their role as an Occupational Safety and Health Representative in the workplace
- ▶ Provide information to enable participants to perform their roles and functions under relevant legislation
- ▶ Improve the safety and health of Western Australian workplaces

### Course Objectives

This course will provide the tools, skills, knowledge and information for participants that will enable them to be competent in the role of Occupational Safety and Health Representative.

### Course Outcomes

On successful completion of this course, participants will be able to:

- ▶ Access and apply Occupational Safety and Health legislation
- ▶ Conduct workplace inspections and investigations
- ▶ Undertake hazard identification and risk management activities
- ▶ Communicate effectively
- ▶ Resolve conflict
- ▶ Issue Provisional Improvement Notices (PINs)

### Course Specific Information

<b>Duration:</b>	Five days
<b>Venue</b> (map attached):	Aurenda Upper Level, 136 Stirling Highway, NEDLANDS WA 6009
<b>Parking:</b>	Free parking is available behind Chelsea Village, on the corner of Stirling Highway and Weld Street directly opposite our offices.



<b>Public Transport:</b>	<p>Stirling Highway is serviced regularly by public transport. There are two bus stops in the immediate vicinity of our office:</p> <p><b>Coming from Perth:</b> Bus Stop 10397 – Stirling Highway between Vincent Street and Doonan Road (50m).</p> <p><b>Coming from Fremantle/ Claremont:</b> Bus Stop 10373 – Stirling Highway between Robinson Street and Weld Street (100m).</p> <p>For further information on bus routes and schedules, refer to <a href="http://www.transperth.wa.gov.au">www.transperth.wa.gov.au</a>.</p>
<b>Course Hours:</b>	8:00 am to 3.45 pm each day
<b>Facilitator:</b>	Fay Budd
<b>Course Materials:</b>	<p>A Manual that includes course instruction materials is supplied. Pens and spare paper are also provided.</p> <p>We will provide you with a copy of the OSH Act and Regulations for reference use during the course.</p> <p>Bring copies of your company's Hazard, Incident, Accident and Inspection forms if possible.</p>
<b>Dress Requirements:</b>	Neat casual. Please bring a light jacket due to air conditioning.
<b>Site Visit:</b>	Your facilitator will inform you about the site visit that occurs on one of the days of the course. You are required to wear fully enclosed flat-heeled shoes and long pants on the day of the site visit.
<b>Nourishment:</b>	<p>Morning tea, lunch and afternoon tea is supplied each day.</p> <p><b>Special Dietary Requirements:</b> Please ensure you contact us on 6389 8900 <b>not less than three (3) days before commencement of the course</b> with any special dietary requirements. If you do not inform us of your dietary requirements, we cannot guarantee that they will be met.</p>
<b>Special Needs:</b>	Aurenda promotes and encourages equality. Where attendees have special needs (eg non-English speaking, hearing impairments), arrangements can be made to accommodate these needs on request, provided suitable notice is given. Please contact Aurenda to discuss this. All details are treated with the utmost confidentiality.
<b>Note:</b>	If during the course you are unable to attend, or will be late arriving, please ensure you inform us by ringing 6389 8900 to reduce the impact and inconvenience on other participants.
<b>Enquiries:</b>	<p>Training Centre Coordinator T: 08 6389 8900 E: <a href="mailto:training@aurenda.com">training@aurenda.com</a></p>

### **Important Note for Employers and Participants**

Elected Occupational Safety and Health Representatives are entitled to the time of the course off work with pay as per S35 (3a) (a) and (b) of the *Occupational Safety and Health Act 1984*.

**This is a WorkSafe-accredited training course.**



### Partial Completion of Certificate III in Occupational Health & Safety BSB 30707

The functions of health and safety representatives and elements of this introductory training course for health and safety representatives map to the elements in six key OHS units of the Certificate III in Occupational Health and Safety. The mapping allows health and safety representatives to readily achieve the competency requirements of the six units:

- ▶ BSBOHS301B Apply knowledge of OHS legislation in the workplace;
- ▶ BSBOHS302B Participate effectively in OHS communication and consultative processes;
- ▶ BSBOHS303B Contribute to OHS hazard identification and risk assessment;
- ▶ BSBOHS304B Contribute to OHS hazard control;
- ▶ BSBOHS305B Contribute to OHS issue resolution; and
- ▶ BSBOHS307B Participate in OHS investigations.

On completion of a workbook and portfolio of evidence within an agreed timeframe, and a successful competency assessment in all six units, a Statement of Attainment will be issued, which contributes towards partial completion of the National Recognised Certificate III in Occupational Health & Safety. There is an additional fee to conduct this assessment. The fee will be agreed prior to commencement of the assessment.

Please contact [training@arendaua.com.au](mailto:training@arendaua.com.au) if you require further information.



**Training Accreditation Council**  
WESTERN AUSTRALIA

## General Training Information

### Appeals

A participant must lodge an appeal against the assessment outcome, where practicable, within 30 days of receiving the assessment result. Where appropriate the participant should first approach the assessor concerned. Where the outcome is not satisfactory to the participant, the Training Manager should be contacted in writing (mail/email), setting out:

- The circumstances surrounding the issue
- Who was involved
- Why an appeal is being lodged
- Any evidence including dates and documentation
- The name of any witnesses who could support the case

The Training Manager will consider the appeal and the participant will be notified in writing of the outcome and the reason for the decision. Action will be taken for each substantiated appeal. If the participant is not satisfied with the outcome, the appeal will be referred to an independent person, who is agreed to by both parties, and the participant will have an opportunity to formally present their case.



### **Access to records**

We maintain a record of training for every participant. If a participant does not have an up-to-date copy of their training record they can request one from the trainer or administration. Online records can be accessed at any time by applicable Aurenda staff.

Once a participant has successfully completed nationally recognised training certification is issued and sent to participants within 21 days of completion. In the event that a participant needs a replacement statement of attainment or qualification after they have completed training, they must submit a written request to administration and include their date of birth.

### **Complaints**

A participant must lodge a complaint, where practicable, within 30 days of the issue arising. A written response will be provided within 21 working days. A complaint should first be lodged with Training Administration. Where the outcome is not satisfactory to the client, the Training Manager should be contacted in writing (mail/email), setting out:

- The circumstances surrounding the issue
- Who was involved
- Why a complaint is being lodged
- Any evidence including dates and documentation
- The name of any witnesses who could support the case

The Training Manager will consider the complaint and the participant will be notified in writing of the outcome. The organisation will act on each substantiated complaint. If the participant/client is not satisfied with the outcome, the appeal will be referred to an independent person, who is agreed to by both parties, and the participant will have an opportunity to formally present their case.

### **National Recognition**

We recognise qualifications and Statements of Attainment issued by other Registered Training Organisations. A certified copy of a Diploma, Certificate (and associated Statement of Result) or Statement of Attainment must be submitted to Training Administration.

### **Recognition of prior learning**

Recognition of Prior Learning (RPL) is an assessment process that assesses an individual's formal and informal learning to determine the extent to which they have achieved the required competency outcomes. It involves collecting evidence and making judgements on whether competence has been achieved. RPL is available to all participants.

We shall also assess a previously completed course or subject to see if it provides equivalent learning or competency outcomes to those required within the participant's current program.

The RPL Application form is available from Training Administration. Fees apply for the Recognition of Prior Learning assessment.

### **Disciplinary procedures**

The participant is expected to participate in the learning program, be respectful of others, adhere to OHS requirements and show consideration for all regardless of race, color, religion, gender or physical disability. In the event that these are grounds for disciplinary intervention then this will be handled in the first instance by the trainer, and if necessary by the Training Manager. A record of interview may be put in the training file.



### **Fees and charges**

Tuition fees, and any associated charges for a program, are stated on the enrolment form.

### **Language, literacy and numeracy**

We have processes that support and recognise the learning needs of individuals and will revise learning and assessment strategies to match individual needs and address literacy or numeracy issues, where possible, so that participants can successfully achieve the outcomes. We may also refer a participant to TAFE for language, literacy and/or numeracy support.

### **Learning and assessment arrangements**

We work to provide an excellent learning experience and will provide flexible arrangements for learning and assessment wherever possible. If a participant believes that they will require special consideration with either learning or assessment they may speak with the trainer or contact Administration or the Training Manager.

### **Legislative compliance**

We comply with all legislative requirements relevant to training delivery and assessment in the vocational sector and also the national/state health and safety, workplace harassment, anti-discrimination and privacy legislation. Any legislative or regulatory requirements that are relevant to a program will be made known to the participant prior to, or during, the first session.

### **Reasonable adjustment**

We are committed to providing training and assessment services that reflect fair and reasonable opportunity, and consideration for all regardless of race, color, religion, gender or physical disability. Trainers and assessors apply the principle of reasonable adjustment where it is relevant and appropriate. If a participant has a concern or query about an issue they should speak with the trainer in the first instance or the Training Manager if it is more appropriate.

### **Refunds**

We must be advised of cancellations in writing or by email. All monies, less a 20% administration fee, will be refunded if cancellations occur before any training or assessment takes place. Cancellation after training or assessment begins will attract a 20% administration fee and the deduction of the full cost of any training or assessment the participant had access to up until cancellation date.

### **Selection and induction**

Programs offered publicly are open to all participants, subject to any pre-requisites or special enrolment conditions that apply to a specific program, and application must be made by completion of the enrolment form. Participants will be made aware of the contents of the program, any special conditions and the assessment requirements prior to, or during, the first session.

### **Support services**

If a participant is experiencing difficulties for personal or study related reasons, they should firstly direct their concerns to the trainer, where appropriate, or directly to the Training Manager. Where study related issues are involved the trainer will assess the situation and provide support and guidance. Where the matter is beyond the scope of our organisation, the Training Manager may recommend an external counselling service.