

# Four Day Introductory Training Course for Safety and Health Representatives



## 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 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)

## Who Should Attend?

All elected Occupational Safety and Health Representatives are required to attend the Introductory Training Course for Safety and Health Representatives.

## Benefits of Attending

Participants will gain confidence in their ability to perform the role of Occupational Safety and Health Representative. Training is structured to be relevant to a broad range of participants, and can be customised for persons or groups with specific requirements. Our training facilities are designed to maximise participants' comfort, to ensure ease of learning.

During the course, participants are encouraged to use their own employer's forms. These include Hazard, Incident, Accident and Inspection forms.

## Special Needs

Aurenda promotes and encourages equality. Where attendees have special needs (eg non-English speaking), arrangements can be made to accommodate their needs on request, provided suitable notice is given.



## Registration Details

**Duration:** Four days

**Dates:** Refer to [www.aurenda.com](http://www.aurenda.com) for our current schedule of training dates

**Venue:** Upper Level, 136 Stirling Highway (corner Doonan Road), Nedlands WA 6009

**Cost:** \$990 per person (price includes GST on catering component only)

**Times:** 8:00 am to 3.45 pm each day

**Bookings:** T: 08 6389 8900

F: 08 9389 7319

E: [training@aurenda.com](mailto:training@aurenda.com)

**Facilitation:** Industry recognised specialists in occupational safety and health

## Important Note for Employers and Participants

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

### 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.

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



**Training Accreditation Council**  
WESTERN AUSTRALIA