

Two Day Refresher Training Course for Safety and Health Representatives, Supervisors and Managers



Course Outline

This two day course will cover the following:

- ▶ The role of Occupational Safety and Health Representatives in the workplace
- ▶ Improved communication and negotiation skills
- ▶ Review of legislative provisions
- ▶ Improving consultation in the workplace
- ▶ Risk management
- ▶ Safety action planning

Course Objectives

This course will refresh and 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.

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 Outcomes

- ▶ Reinforce knowledge of the legislation and the role of an Occupational Safety and Health Representative
- ▶ Understand any recent legislative changes and the implications of those changes in the workplace
- ▶ Offer methods of improving the role and effectiveness of the Occupational Safety and Health Representative in the workplace

Who Should Attend?

Elected Occupational Safety and Health Representatives will have previously attended an Introductory Occupational Safety and Health Representative course. It is recommended that this One Day Refresher Course be attended every two years although when WHS Harmonisation comes into place in 2012 this will be an annual requirement. This course is also suitable as an introductory course for Supervisors, Managers and Safety Committee Members.

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, although this course can be customised for persons or groups with specific requirements. Our training facilities are designed to maximise participants' comfort to ensure ease of learning.

Special Needs

Aurenda promotes and encourages equality. Where attendees have special needs (Dietary or other), arrangements can be made to accommodate their needs on request, provided suitable notice is given.

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Registration Details

Duration:	Two days
Dates:	Refer to www.aurenda.com for our current schedule of training dates
Venue:	Upper Level, 136 Stirling Highway (corner Doonan Road), Nedlands WA 6009
Cost:	\$500 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
Facilitator:	Industry recognised specialists in occupational safety and health

Important Note for Employers and Participants

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

A statement of attendance will be presented on completion of the training.

This is a WorkSafe-accredited training course.