

# Work Health and Safety Representatives 5 day Training Course

## Course overview

This five day training course equips health and safety representatives with the skills and knowledge required to exercise their powers, for the purpose of promoting and ensuring the work health and safety of members of their designated work group. The course is participative and interactive.

A schedule of courses is offered each year and is open to anyone meeting the eligibility requirements.

## Course purpose

The course enables the health and safety representative to contribute to the health and safety of their designated work group by developing their skills and knowledge in these areas:

- the objectives of the OHS Act 1991
- the powers of the health and safety representative and how to effectively exercise those powers
- representing members of their work group
- consultation and negotiation with the employer
- identification of common health hazards
- hazard control measures
- sources of assistance, advice and support
- the role of work health and safety in the prevention of accidents, injury and disease
- the link between work health and safety and compensation and rehabilitation.

## Course accreditation

Under Section 27 of the Work Health and Safety Act 2011 health and safety representatives must attend a course of training relating to work health and safety. That course must be accredited by Comcare.

The Shared Advantage Health and Safety Representatives Training Course is accredited by Comcare and meets the requirements of the Work Health and Safety Act 2011.

The course is regularly updated, on advice from Comcare, to incorporate changes to the legislation.

## Adaptable content and structure

Extensive interactive methodologies are used to support participants' learning. These methods include group discussion, case studies, individual and group tasks, role play and workplace visits.

The course has been designed to allow flexibility to address industry or employer specific issues. This can be done through discussion with the relevant employer and union representatives.

Shared Advantage Ltd also conducts courses by arrangement, enabling health and safety representatives from one organisation to complete their training at the same time. These courses include sessions which are tailored to OHS arrangements within the organisation.



## Course materials

Trainers utilise handouts, overheads, reading and reference lists, videos and other suitable resources.

All participants receive a handbook as a learning resource which includes handouts and copies of overhead transparencies.

Materials covering specific policies and agreements will be provided for single employer courses.

## Location and facilities

Venues for generic courses are located in the Melbourne and Sydney central business districts. If the course is being run for a single employer we can do this on site if desired.

Shared Advantage Ltd uses venues which have:

- appropriate lighting and ventilation
- access for people with disabilities
- tea and coffee facilities
- syndicate rooms
- whiteboards, TV and video, overhead projectors and screens
- access via public transport.

## Assessment, evaluation and feedback

Trainers monitor participants' progress throughout the course. Participants are expected to complete a number of activities to demonstrate their knowledge and skill, including:

- revision exercises
- an individual written report of workplace inspection
- a hazard research project
- an integration exercise on day five.

At the end of the course, participants complete an evaluation form with detailed questions relating to the objectives of the course, the presenters, facilities and other issues.

The trainer also completes an evaluation of the course.

## About Shared Advantage Ltd

Shared Advantage Ltd conducts work health and safety training for health and safety representatives in Commonwealth and other areas of employment.

Shared Advantage Ltd have been training Health and Safety Representatives since 1994.

All Shared Advantage Ltd trainers have completed Certificate IV in Training and Assessment and Certificate IV in Workplace Safety or equivalent, as a minimum. The trainers have experience in health and safety training, the principles of adult learning and are sensitive to cultural and literacy needs.

## For more information

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Session dates and booking forms available from **www.sharedadvantage.com.au**

**Please note:** some agencies require their HSRs to attend refresher training on an annual basis. Check with your relevant department.