



COURTENELL Pty Ltd  
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WHS Training & Consulting Specialists

## OHS COMMITTEE COURSE (VICTORIA) —1 DAY

### Aims

To provide participants with the necessary understanding and skills to function effectively as a member of their Health & Safety Committee (HSC) as per OHS Act 2004, Section 72(3.)

**Objectives:** On completion of this training, participants should be able to:

- a. Explain who are the OHS duty holders in the workplace and how they interrelate with each other to achieve OHS compliance.
- b. Describe what “consultation” is, the employer’s duty to consult, and how, when, and why, consultation should be conducted in the workplace .
- c. Explain the functions of a health and safety committee and what actions their HSC undertakes that contributes to each of those functions.
- d. Explain how the HSC further facilitates the consultation process required between the employer and the health and safety representatives that represent the employees in their designated workgroups (DWG.)
- e. Explain how they can use the OHS Act, the OHS Regulation, WorkSafe VIC Guides, and OHS Compliance Codes to help achieve health and safety goals for their workplace.
- f. Describe the principles of OHS risk management and how knowledge of these principles better assists HSC members to be able to contribute to the functions of the HSC as per OHS Act 2004, Section 72(3)

**Content** See second page

**Duration** 1 day

**Trainer** An experienced & qualified Health and Safety trainer

**Cost** **On site (at your premises)** : \$1990 + GST (\$2189) for up to 20 participants  
**Zoom/Teams:** \$2400 + GST (\$2640) for up to 10 participants

*(Note. Travel costs may apply in some situations in addition to the course fee)*



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## CONTENTS *for the* OHS COMMITTEE COURSE (VICTORIA) —1 DAY

### Topic 1: Occupational Health and Safety (OHS) legislation in Victoria

**Learning Outcome:** Participants should be able to :

- describe the Victoria OHS framework and the concept of ensuring health and safety and why it is necessary for the welfare of all persons in the workforce (Ref OHS Act 2004, Section 20: ***The concept of ensuring health and safety***).

### Topic 2 Roles and Responsibilities of OHS Duty Holders

**Learning Outcome:** Participants should be able to :

- describe who are the duty holders under OHS law, what their duties are, and how they interrelate with each other in undertaking their health and safety duties in the workplace. (Ref OHS Act Sections 21-23 ***Duties of Employers***, Section 24 ***Duties of self-employed persons***, Section 25 ***Duties of employees***, Section 32 ***Duty not to recklessly endanger persons at workplaces.***)
- **CONDITIONAL.** If you have offices and workplaces in other states describe some activities the officers of your business would take to ensure their “due diligence” requirements are being demonstrated as per Section 27 of the Model WHS Act 2011.

### Topic 3: The Essentials of Consultation

**Learning outcomes:** Participants should be able to :

- explain the duty of a business to consult workers in matters of health and safety in the workplace and why this is necessary.
- explain the role of officers of a business to ensure the consultation requirements are met.
- describe *how* a business can undertake its consultation requirements (Ref OHS Act Sections 35-36)

### Topic 4: Functions of the Health & Safety Committee

**Learning Outcomes:** Participants should be able to :

- explain when and how an HSC is established and who should be members of the HSC as per OHS Act Section 72(1)
- explain the functions of the Health and Safety Committee as stated in Section 72(3) of the OHS Act and give examples for each.
- give examples of “any other functions” that could be additionally agreed upon between the employer and the HSC if relevant to your workplace and activities, as per OHS Act Section 72(3) (c).
- describe the HSC’s role and activities that assist employers to consult with Health and Safety Representatives for each DWG, and for the workplace overall, as per WorkSafe VIC guide: ***A Handbook for Workplaces: Employee representation.***
- give examples of any problems your HSC has encountered or might encounter and discuss solutions using the WorkSafe VIC guide: ***Running effective health and safety committee meetings— solutions to common problems.***

### Topic 5 OHS Risk Management

**Learning Outcomes:** Participants should be able to :

- describe what is “reasonably practicable” as per all points of Section 4 of the OHS Act ***The principles of health and safety protection.***
- give examples of the risk management principles covered in WorkSafe VIC ***Controlling OHS hazards and risks handbook*** as it applies to their workplace activities, resources, facilities, and systems, so that each committee member can better contribute to the requirements of the committee to “assist with facilitating co-operation between their employer and their employees in regards to instigating developing and carrying out measures... and to formulate, review and disseminate standards, rules and procedures relating to health and safety that are to be carried out or complied with at their workplace.” (Ref OHS Act 2004)