



Health & Safety Committee Chairperson

Course Outline

COURTENELL PTY LTD.

ABN 30 050 109 281
ACN 050 109 281
Mail P O Box 248, Broadway, NSW 2007
Address 147 St Johns Road, Glebe, NSW 2037
Email train@courtenell.com.au
Web www.courtenell.com.au
Phone 02 9552 2066

AIMS

To provide attendees with further skills and certainty in their role as Chairperson of their Health and Safety Committee, so that their HSC operates more effectively.

LEARNING OUTCOMES

At the completion of the course, participants will be able to:

- Explain the PCBU's duty to consult the workforce on health and safety matters
- Explain the purpose and functions of the Health and Safety Committee,
- Explain how a chairperson manages committee meetings
- Give examples of how a HSC chairperson can encourage committee members to contribute their views and knowledge to the matters being tabled at the meeting.
- Give solutions to common problems that an HSC may encounter including how to deal with matters not being actioned or delayed, how to deal with attempts to give tasks to the committee that do not belong to it, and how to deal with committee members who may be domineering, uncooperative, or counter-productive.
- Demonstrate how to compile, enact, and successfully achieve the outcomes of an agenda
- Explain what happens upon the conclusion of an HSC meeting and how the information is circulated to management for proper decision-making, and to all persons in the workplace, including those people who are in workgroups and represented by HSRs.

BUSINESS BENEFITS

- **Legal Compliance Assurance:** Ensures that businesses are demonstrating their legal obligations under WHS law including the duty to consult with the workforce on matters of health and safety and the success of the WHS management system
- **Enhanced Communication and Consultation:** Improved communication and consultation practices foster a collaborative work environment, promoting a positive workplace culture, boosting overall efficiency and team cohesion and successful solutions to WHS matters by contribution from all persons whom may be affected.
- **Optimized operation of the WHS management system:** The course emphasizes correct procedures as stated under WHS law for assistance with the successful operation of the WHS management system, with contributions from the HSC to assist, ensuring a safer work environment and a positive safety culture.
- **Continuous Improvement:** Providing appropriate training begets competent and efficient staff who know their WHS responsibilities and whose information gained during the consultation process is valuable, useable, and assists the business to make sound decisions and spend money wisely to resolve WHS matters.



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PARTICIPANT BENEFITS

- **Increased Skills:** Participants gain knowledge and skills to be able to manage health and safety committee meetings and get through the agenda in time and to expectations.
- **Enhanced People Skills:** The course aims to assist HSC chairpersons with basic knowledge to be able to conduct meetings professionally and deal with domineering or uncooperative committee members or requests for the committee to do tasks that do not belong to the committee.
- **Understanding of Duty Holder Responsibilities:** Participants can clearly identify WHS duty holder, their duties, and explain their roles and responsibilities as HSC members.
- **Awareness of Psychosocial laws:** Participants gain insights into the recent legislative amendments surrounding psychosocial risk management thus enhancing their awareness of matters that may need to be included in HSC agendas or for which need to be discussed as part of consultation processes between management and the workforce.

MODE OF DELIVERY

- Public Face to Face
- On-site workplace based.

DURATION

1 day, 9am to 4pm

TIME

Courtenell's on-site Courses run between 9.00am and 4.30pm.

Courtenell is flexible in providing on-site training during afternoon and night shifts, as well as on weekends (additional fees may apply).

TRAINER

All of our trainers are experienced consultants with qualifications and extensive experience across diverse industry sectors. Possessing TAE qualifications, our trainers are adept at tailoring their approach to meet the specific needs of the audience.

TRAINING EVALUATION AND CERTIFICATE

Through group and general discussions, case studies, participants will engage in activities to reinforce their knowledge and to further improve their skills in running meetings effectively.

Participants will receive a Certificate of Attendance on successful completion of this course.