



COURTENELL

COURTENELL Pty Ltd
as Trustee for the Vowles Family Trust

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WHS Training & Consulting Specialists

2 DAY ADVANCED HEALTH & SAFETY COMMITTEE COURSE (for established HSCs)

Aims

To provide participants with the necessary understanding and skills to function effectively as a member of their Health & Safety Committee (HSC) and make worthwhile contributions to the person conducting a business or undertaking (PCBU) being able to comply with WHS law and minimize health and safety risks in their workplace.

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

- a. Explain who are the duty holders in the workplace that have WHS responsibilities, and how they interrelate with each other to achieve WHS compliance.
- b. Describe what consultation is, the PCBU's duty to consult the workforce, and how, when, and why, consultation should be conducted in the workplace to improve and maintain WHS compliance in the workplace.
- c. Explain what the functions of a health and safety committee are per the WHS Act and what actions their health and safety committee do that contributes to each of the functions.
- d. Explain how they and their HSC and its members can use the WHS Act, the WHS Regulation, Codes of Practice, Standards and Guidance material to contribute to ***“instigating, developing, and carrying out measures designed to ensure the workers’ health and safety at work,”*** and ***“assist in developing standards, rules, and procedures relating to health and safety that are to be followed or complied with at the workplace.”***
- e. Explain the role of the chairperson and their role in chairing the meetings successfully with the cooperation of all HSC members.
- f. Demonstrate practical participation in committee meetings where each member's contributions helps achieve the intended goals of the meeting and results are useful and can be fed back to management for further actions.

Content See second page

Duration 2 Days, 9am to 4pm.

Trainer An experienced & qualified Health and Safety trainer

Cost Price on application, up to 20 attendees.



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CONTENTS for the **2—DAY ADVANCED HEALTH AND SAFETY COMMITTEE COURSE**

Topic 1: The Work Health and Safety Legislation in New South Wales (WHS Act, WHS Regulation)

Learning Outcome: Participants should be able to :

- describe the WHS framework and why it is necessary for the welfare of all persons in the workforce.

Topic 2 Roles and Responsibilities of WHS Duty Holders (WHS Act Sections, 14-19, 27, 28, 29)

Learning Outcome: Participants should be able to :

- describe who are the duty holders under WHS law, what their duties are, and how the duty holders interrelate with each other in undertaking their health and safety duties in the workplace.

Topic 3: The Essentials of Consultation (WHS Act, Sections 46-49)

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 how the officer's of a business must ensure the business meets its consultation requirements
- describe how a business can undertake its consultation requirements (i.e. with the assistance Health and Safety Representatives representing workgroups, with the assistance of Health and Safety Committees, or using other appropriate workplace-specific arrangements.)

Topic 4: Functions of the Health & Safety Committee (WHS Act, Sections 75-79)

Learning Outcomes: Participants should be able to :

- explain the difference between the role of the HSC and the role of HSRs.
- explain the functions of the HSC as stated in Section 77 a and 77 b of the WHS Act and give examples for each.
- Give examples of "any other functions" that are business-specific (if applicable) that involve the HSC as per Section 77 c of the WHS Act.
- describe how the HSC assists the PCBU to consult the workforce on health and safety matters in the workplace.

Topic 5 : Operation of health and safety committees

Learning Outcomes Participants should be able to :

- explain the role of the chairperson and their relationship to the committee.
- explain how each member contributes to the committee meetings staying on topic, achieving the goals set in the agenda and ensuring the information obtained makes it to management for each matter consulted with the workforce.
- Discuss and recommend improvements in how the HSC can better achieve it's functions to assist the PCBU with developing policy, plans, and procedures through it's contributions to policy creation and policy review.
- practice having committee meetings and completing the agenda and achieving the goals set for the meeting.