

Initial (5 Day) OHS Course for HSRs, Managers and Supervisors

siag is offering the 5 day OH&S representative course to HSRs and Deputy HSRs across a range of industries. The program is interactive, informative and gives an understanding of the OHS imperatives of this role.

The program is approved by WorkSafe and can be run in groups at your organisation or for individuals as part of our public program held at **siag's** Melbourne office.

Some of the topics covered include

- ~ Occupational health and safety legislation, codes, and standards
- ~ Identify, assess and control hazards present in the workplace
- ~ Carry out workplace inspections on a regular basis
- ~ Identifying risks
- ~ Investigating injuries, illnesses and incidents
- ~ Communicate effectively with all parties involved in occupational health and safety
- ~ Negotiation, consultation and collaboration to achieve issue resolution.
- ~ Keeping and maintaining basic health and safety records

For expressions of interest, fill in the form below.

Venue: 16/75 Lorimer Street
SOUTHBANK
VIC 3006

Cost: \$730 plus GST per person

Contact **siag** on **(03) 9644 1400**, or email **info@siag.com.au** for more information

Expression of Interest: Initial (5 Day) OHS Course for HSRs, Managers and Supervisors

Please fill in the form below and return to: **16/75 Lorimer Street, Southbank VIC 3006** or fax to: **(03) 9644 1490**

Name:

Address:

Phone Number:

Email:

Preferred intake:

Refund policy.

- **Cancellations 21 days or more from commencement date receive full refund.
- **Cancellations 14 days from commencement date receive 50% refund.
- **Cancellations 7 days or less from commencement date receive no refund.



Initial (5 Day) OHS Course for HSRs, Managers and Supervisors

A WorkSafe Approved
Training Course



siag is offering the 5 day OH&S representative course to HSRs and Deputy HSRs across a range of industries. The program is interactive, informative and gives an understanding of the OHS imperatives of this role.

The program is approved by WorkSafe and can be run in groups at your workplace or for individuals as part of our general training program held here at siag. This course teaches participants to:

1. Understand the legal framework for occupational health and safety

On completion of the course HSRs should be able to:

- 1.1 Explain the historical context of the employer duty of care, and employee involvement in occupational health and safety.
- 1.2 Discuss the various elements of the framework and explain their legal status.
- 1.3 Identify and use key sections of the OHS legislation.
- 1.4 Explain the importance of the principles of health and safety protection.

2. Describe the roles and powers of the key workplace parties (not HSRs) in the OHS Act 2004

On completion of the course HSRs should be able to:

- 2.1 Explain the duties of employers.
- 2.2 Explain the duties of employees.
- 2.3 List the duties of 'other' workplace parties.
- 2.4 Explain the role and powers of an Authorised Representatives of Registered Employee Organisations.
- 2.5 Explain the role and powers of WorkSafe Victoria and a WorkSafe Inspector.

3. Understand the representation role of HSRs and their legal powers and Entitlements

On completion of the course HSRs should be able to:

- 3.1 Describe the framework for representation, consultation and issue resolution in the workplace under the OHS Act 2004 and the OHS Regulations 2007.
- 3.2 Explain the representative powers, entitlements and protections of the HSR.
- 3.3 Explain the right of HSRs to be consulted with employees about OHS issues.
- 3.4 Explain the circumstances for issuing a Provisional Improvement Notice and direction to cease work.
- 3.5 Understand how to prepare and complete a Provisional Improvement Notice

4. Understand the role and representative powers of a HSR in the identification of hazards and risk controls at the workplace.

On completion of the course HSRs should be able to:

- 4.1 Identify workplace hazards and the effect on the human body.
- 4.2 Identify a range of OHS hazards in the workplace.
- 4.3 Explain the hierarchy of controls and their importance in addressing OHS risks.
- 4.4 Determine the adequacy of proposed controls and make a case for a preferred approach if necessary.
- 4.5 Explain the causation of incidents.
- 4.6 Explain mechanisms necessary for the notification of injury/illness/incident.

5. Skills to represent members of a DWG and participate in workplace consultation, issue resolution and negotiation

On completion of the course HSRs should be able to:

- 5.1 Know how to represent members of a DWG in workplace consultation.
- 5.2 Know how to represent members of a DWG in the resolution of health and safety issues.
- 5.3 Know how to access information under the employer's control relating to risks to health and safety of employees and how to use this information.
- 5.4 Understand the role of the Health and Safety Committee and meetings.
- 5.5 Know how to use communication and negotiation skills to represent members of a DWG in the negotiation process and to influence decision making in relation to OHS issues.

Health & Safety Representatives (HSR) Training

- Under the Occupational Health Safety Act 2004 there are arrangements for training for Health and Safety Representatives (HSRs).

Health and Safety Representatives

- Courses are delivered by Providers of Approved OHS courses on behalf of WorkSafe.
- The OHS Act 2004 creates a legal entitlement for HSRs to receive training in occupational health and safety at an initial level. This entitlement allows HSRs to attend training courses that are either delivered by WorkSafe or by other training providers that are approved by the WorkSafe Vic.

There are a number of training entitlements contained in the OHS Act 2004:

- Initial training
- Refresher training
- Other approved training
- According to section 67(1) of the OHS Act 2004 an employer must, if requested by a HSR, allow that HSR to attend an initial course of training in occupational health and safety after being elected. The HSR is also entitled to undertake refresher training at least once in each year that he/she holds office after completing the initial training course. This entitlement also extends to deputy HSRs (see section 57(3) of the OHS Act 2004). Section 67 also allows the HSR to attend training at the provider of their choice.

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