



## **INFORMATION GUIDE**

# **Northern Territory Health and Safety Representatives Training**

### **Future Skills**

Future Skills Limited is a registered training organisation with scope to deliver and assess against a range of qualifications. Our national training provider number is 32052. Future Skills is also approved by NT Work Safe to deliver the Northern Territory Workplace Health and Safety Representatives training course.

### **Course Objective**

The course is designed to assist Health and Safety Representatives (HSRs) and Deputy HSRs become more effective in performing their role, to provide guidance on where and how to obtain expert assistance and to equip HSRs and Deputy HSRs with the skills and confidence to perform their role for members of the work group that they have been elected to represent.

### **What will the course cover?**

The course will look at the following topics from the perspective of a Health and Safety Representative.

- to interpret the work health and safety legislation framework and the relationship to the HSR
- to identify key parties and their legislative obligations and duties
- to understand the HSR role – establishing representation in the workplace
- to be able to participate in consultation and issue resolution in the workplace
- to represent members in the WHS risk management process undertaken by the PCBU
- to be able to issue a Provisional Improvement Notice (PIN) and direct the cessation of work

## **Audience**

The course is designed for Health and Safety Representatives and Deputy Health and Safety Representatives only who are elected under the Northern Territory Work Health and Safety Act. Applicants for the course will be required to provide a copy of the employer's list of HSRs/Deputy HSRs for their workplace to confirm their position.

## **How long will the course take?**

The course is delivered over a 35 hour period usually over five (5) consecutive days Monday to Friday.

## **Are there any pre requisites?**

No. The only requirement is that a participant must either be an elected Health and Safety Representative or an elected Deputy Health and Safety Representative.

## **Access and Equity**

Where students have any impairments or disabilities that may impact on their ability to attend or participate in the training they should identify this on their enrolment form so that a trainer can discuss how their needs will be accommodated during training.

Please refer to the Future Skills Code of Practice for further information.

## **Attendance and Costs**

Under Section 72 of the NT Work Health and Safety Act the person conducting the business or undertaking for where a person is a HSR/Deputy HSR, must:

- a. as soon as practicable within the period of 3 months after the request is made, allow the health and safety representative time off work to attend the course of training, and
- b. pay the course fees and any other reasonable costs associated with the health and safety representative's attendance at the course of training.

## **Choosing a course**

Also under Section 72, the PCBU must allow the HSR to attend a course of training chosen by the health and safety representative, in consultation with the person conducting the business or undertaking.

This right to choose is subject to subsection (5) which says if agreement cannot be reached within the required time either party may ask the regulator to appoint an inspector to decide the matter.