



INFORMATION GUIDE

Comcare 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 Comcare to deliver the Workplace Health and Safety Representatives training course.

Course Objective

This 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.

The HSR is an elected, voluntary role. The initial five day course is not intended to make HSRs qualified or expert OHS specialists, but rather provide them with support, knowledge and skills so that they can represent their workgroup in WHS matters.

Learning Objectives

By completing this course, as a Health and Safety Representative (or Deputy HSR), you should be able to:

- Interpret the Work Health and Safety legislative framework and its relationship to the Health and Safety Representative (HSR)
- Identify key parties, legislative obligations and duties
- Establish representation in the workplace
- Participate in consultation and issue resolution
- Represent members in the WHS risk management process undertaken by the Person Conducting the Business or Undertaking (the PCBU)
- Issue a Provisional Improvement Notice (PIN) and direct the cessation of unsafe work

Audience

This course is designed for Health and Safety Representatives and Deputy Health and Safety Representatives who are elected under the Work Health and Safety Act 2011 (Cwlth).

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 intent of training is to develop a HSR's skills so they can represent their work group and exercise their powers and functions under the WHS Act. The HSR training course is not intended to train HSRs to be health and safety professionals or fulfil a PCBU's WHS obligations.

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. For instance, participants are expected to complete a three (3) hour workplace inspection during the training program.

In order to ensure that all participants are able to participate equally, where participants have a particular impairment such as asthma or a physical disability such as a hearing impairment or a mobility issue, please advise prior to the course commencing and discuss with your trainer so that arrangements are made to accommodate your particular needs.

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

Attendance and Costs

Under Section 72 of the Work Health and Safety Act (Cwlth), 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.