



## INFORMATION GUIDE

### Northern Territory Health and Safety Representatives

### Refresher 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 WorkSafe to deliver the Northern Territory Health and Safety Representatives (NT HSR) training and the NT Health and Safety Representatives Refresher training course.

#### Course Objective

This course is designed for Health and Safety Representatives (HSRs) and Deputy HSRs to refresh and reinforce relevant information relating to:

- WHS legislative requirements including the functions and powers of HSRs
- The role of a Health and Safety Representative (HSR), and
- The knowledge and skills necessary to use HSR powers in issuing Provisional Improvement Notices (PINS), directing unsafe work to cease and participating in issue resolution processes

#### What will the course cover?

At the end of this course, you will be able to:

- Discuss and understand the WHS legislative framework and its relationship to the role of a HSR
- Identify key parties and their legislative obligations and duties

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Future Skills Limited  
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[www.futureskills.asn.au](http://www.futureskills.asn.au)  
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- Effectively represent workers in the workplace
- Participate in consultation and issue resolution processes
- Represent workgroup members in the WHS risk management processes
- Issue a provisional improvement notice and where appropriate direct unsafe work to cease

### **Audience**

Only elected Health and Safety Representatives and Deputy Health and Safety Representatives can attend this course who have previously undertake the five (5) days of Health and Safety Representatives training approved by NT WorkSafe. HSRs are entitled to attend refresher training each twelve months commencing from their previous training.

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

The course is a one day course made up of seven (7) hours of face to face delivery.

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

The only requirement is that a participant must either be an elected Health and Safety Representative or an elected Deputy Health and Safety Representative and have previously completed the approved HSR five (5) day training.

### **Can the course be customised to our own workplace?**

The course is designed as a public course to allow HSRs from all types of workplaces covered under the NT Work Health and Safety Act to participate and refresh their skills and knowledge as a HSR.

The course can however be contextualised on request to suit HSRs from one organisation or multiple business groups for things like your issue resolution procedure, case studies and policies and procedures.

### **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:

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- 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.