

# Health and Safety Representatives 1 day Refresher Course

## Course Overview:

The 1 day course is designed to refresh and update you in the current WHS legislation and functions and powers of the Health and Safety (HSR) whilst giving a review of the role of a HSR. The course is participative and interactive. A schedule of courses is offered each year and is open to anyone who has previously completed the Initial 5 day WHS training. Shared Advantage will be required to sight the original certificate to enrol in the course.

## Course Purpose:

The course enables the HSR to contribute to the Health and Safety of their work group by further developing their skills and knowledge previously learned during the initial 5 day WHS training. At the end of the course, HSR's will be able to discuss and put into practice:

- WHS legislation
- Key parts of legislation
- Duties of PCBU, officers, workers & others
- Interaction of HSR with various parties
- Issue resolution, PINs & Cease Work
- Risk management
- Role of Comcare
- Access to information & research

## Course accreditation

Under Section 27 of the Work Health and Safety Act 2011 health and safety representatives must attend a course of training relating to work health and safety. That course must be accredited by Comcare.

The Shared Advantage Health and Safety Representatives Training Course is accredited by Comcare and meets the requirements of the Work Health and Safety Act 2011.

The course is regularly updated, on advice from Comcare, to incorporate changes to the legislation.

## Adaptable content and structure

Extensive interactive methodologies are used to support participants' learning. These methods include group discussion, case studies, individual and group tasks, role play and workplace visits.

The course has been designed to allow flexibility to address industry or employer specific issues. This can be done through discussion with the relevant employer and union representatives.

Shared Advantage Ltd also conducts courses by arrangement, enabling health and safety representatives from one organisation to complete their training at the same time. These courses include sessions which are tailored to WHS arrangements within the organisation.



## Assessment, evaluation and feedback

Trainers monitor participants' progress throughout the course. Participants are expected to complete a number of activities to demonstrate their knowledge and skill, including:

- revision exercises
- an individual written report of workplace inspection
- a hazard research project
- an action plan exercise on day five.

At the end of the course, participants complete an evaluation form with detailed questions relating to the objectives of the course, the presenters, facilities and other issues.

The trainer also completes an evaluation of the course.

## About Shared Advantage Ltd

Shared Advantage Ltd conducts work health and safety training for health and safety representatives in Commonwealth and other areas of employment.

Shared Advantage Ltd have been training Health and Safety Representatives since 1994.

All Shared Advantage Ltd trainers have completed Certificate IV in Training and Assessment and Certificate IV in Workplace Safety or equivalent, as a minimum. The trainers have experience in health and safety training, the principles of adult learning and are sensitive to cultural and literacy needs.

## For more information

Phone **1300 137 006**

Fax **02-9212 6212**

Email **whstraining@sharedadvantage.com.au**

Session dates and booking forms available from  
**www.sharedadvantage.com.au**

**Please note:** Some agencies require their HSRs to attend refresher training on an annual basis. Check with your relevant department.