

HSR Training (5 Day) - Course Timetable

LO = Learning Objective

	Day 1 – LOA Interpreting the WHS Legislative framework and its relationship to HSRs	Day 2 – LOB & C Identifying key parties, legislative obligations and duties and Establishing representation in the work place.	Day 3 – LOC & D Establishing representation in the work place and Participating in consultation and issue resolution.	Day 4 – LOD & F Participating in consultation and issue resolution and Issuing a provisional improvement notice (PIN) and directing the cessation of work.	Day 5 – LOE & F Issuing a provisional improvement notice (PIN) and directing the cessation of work and represent members in WHS risk management processes undertaken by the PCBU
9:00am	Welcome & introductions Course outline Understand the context of WHS legislation and practice. Understand the objects and principles of the WHS ACT.	Review Day 1 Summarise the duties and responsibilities of PCBUs under the legislation	Review Day 2 Understand the election process for HSRs/ Deputy HSRs and disqualification provisions.	Review Day 3 Identify a range of strategies that support the consultation process Use negotiation skills and strategies to resolve WHS issues	Review Day 4 Identify the range of actions arising once a PIN is issued and identify who would take these actions Provide an overview of the right to cease—or direct the cessation of—unsafe work
10:30am	Break				Directing the cessation of work and represent members in WHS risk management processes undertaken by the PCBU
10:45am	Understand the objects and principles of the WHS ACT. Identify various elements of the legislative framework.	Identify the duties and responsibilities of officers, workers and other parties	Understand the function of a health and safety committee (HSC)	Represent workers on health and safety issues in a range of circumstances	Understand how HSRs can use their functions and powers to contribute to risk management activities in the workplace
12:30pm	Lunch				
1:00pm	Understand the role and functions of the regulator	Identify and discuss the range of enforcement	Understand and explain the entitlements, rights and	Discuss the benefits of effective representation	Understand basic management concepts

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	and their interaction with HSRs	options	protections of an elected HSR/ Deputy HSR	and constructive consultation between a PCBU, other duty holders and workers	Identify the PCBU's obligations in relation to incident notification
2:30pm	Break	Establishing representation in the work place.	Participating in consultation and issue resolution.	Issuing a provisional improvement notice (PIN) and directing the cessation of work.	
2:45pm	Understand the safe work approach to work health and safety issues.	Outline the purpose and formation of a workgroup (or workgroups) within the workplace	Describe the nature of the consultation process between the PCBU and workers as required under the WHS Act	Provide an overview of PINs	Identify the type of assistance or support Inspectors and entry permit holders can provide a HSR Course summary
4:30pm	Summary – end of session	Summary – end of session	Summary – end of session	Summary – end of session	end of session

Note: During the course a workplace inspection visit, by a SafeWork SA Inspector may be scheduled pending availability

Learning Objectives:

A=Interpreting the WHS Legislative Framework, & its relationship to the HSR

B=Identifying Key parties, legislative obligations & Duties

C= Establishing representation in the workplace

D =Participating in consultation & Issue Resolution

E=Represent members in the Risk Management process

F = Issuing a Provisional Improvement Notice (PIN) & directing the cessation of work