



Safety & Health Representative Training Western Australia

AITT is a leading OHS training, education and consultancy organization in Australia.

We can help your Organisation with the following:

Worksafe WA accredited training .

Occupational Health & Safety

- ◆ OHS Representatives - 5 days
 - ◆ Certificate III OHS
 - ◆ Certificate IV OHS
 - ◆ Diploma OHS
 - ◆ Advanced Diploma OHS
- Any other OHS training that may be needed to meet legislative requirements

Training & Assessment

- ◆ Certificate IV Training & Assessment
- ◆ Diploma Training & Assessment

Project Management

- ◆ Certificate IV Project Management
- ◆ Diploma Project Management

Frontline Management

- ◆ Certificate III Frontline Management
- ◆ Certificate IV Frontline Management
- ◆ Diploma Frontline Management

Other Courses Available

MODES OF LEARNING

- ◆ FACE - TO - FACE
- ◆ SELF- PACED
- ◆ RPL/RCC

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Safety & Health Representatives

This course is accredited by the Occupational Safety and Health Commission, WA. Safety and Health Representatives are entitled to have time off with pay to attend an accredited training course.

The course applies to all elected Safety and Health Representatives including those from the mining and petroleum industry. It is designed to enable elected Safety and Health Representatives to effectively represent their fellow employees in matters relating to occupational health and safety at the workplace.

No pre-requisites are required for course attendance. People of all backgrounds and experience are encouraged to attend, with AITT providing support for language, literacy and numeracy barriers if needed. Course materials and supporting activities are structured to ensure that everyone attending can participate and contribute.

Objective

To give Safety and Health Representatives, and, if appropriate, supervisors, managers and others, the basic knowledge and skills to effectively perform their roles and functions under the legislation. The ultimate objective is to assist in improving safety and health in Western Australian workplaces.

Training Strategy

Classroom presentations, discussion and research sessions, and worksite and library visits. The course can be conducted anywhere in Western Australia and onsite if required

Expected Outcomes

- Upon successful completion of the course, participants will be able to:
- Apply knowledge of legislation in the role of a Safety and Health Representative
 - Identify and locate information from a variety of sources
 - Identify and evaluate hazards in the workplace and recommend control methods
 - Conduct an effective inspection of their workplaces
 - Conduct an effective investigation into workplace illness/injuries and accidents
 - Communicate on safety and health matters and represent employees
 - Describe the functions, make up and roles of a Safety and Health committee
 - Resolve conflict and issue Provisional Improvement Notices (PIN's) when appropriate

Designed For

Elected Safety and Health Representatives in all industries including mining and offshore.
Note: Supervisors, managers, committee members etc. who are not elected Safety and Health Representatives may also attend.

Key Subject Areas

- Legislation
- Sources of information
- Negotiation and issuing Provisional Improvement Notices (PINS)
- Communication and representation skills
- Systems approach to managing hazards
- Workplace inspections and Accident/incident investigation
- Establishing and reviewing workplace procedures and Safety and Health Committees
- Role of the Safety and Health Representative
- Hazard Identification, Risk Assessments and Control processes

Training Strategy

Health and safety representatives play a crucial role in fostering co-operation and consultation between employers and employees within the workplace. The functions of health and safety representatives and elements of introductory training courses for health and safety representatives have been mapped closely to the elements in six key units of the Certificate III in Occupational Health and Safety BSB31606. The close mapping will allow health and safety representatives to easily achieve recognition of prior learning against the six units of the Certificate III skill set once they have completed the introductory training course and gained workplace experience and presented their workbook portfolio.

- BSBOHS301B Apply knowledge of OHS legislation in the workplace;
- BSBOHS302B Participate effectively in OHS communication and consultative processes;
- BSBOHS303B Contribute to OHS hazard identification and risk assessment;
- BSBOHS304B Contribute to OHS hazard control;
- BSBOHS305B Contribute to OHS issue resolution; and
- BSBOHS307B Participate in OHS investigations.

The cost of the 6 units for RPL/RCC is incorporated in the Safety representative course. Participants who wish to complete the 6 other units may apply to complete the second 6 units.

For more information please contact your nearest AITT Office