

Course Timetable

Note: Times are approximate only

TIME	Day 1	Day 2	Day 3	Day 4
9.00 – 9.10 am	Introduction <ul style="list-style-type: none"> - Course objectives - Learning outcomes 	Review Day 1	Review Days 1 & 2	Review Days 1, 2 & 3
Session 1 9.10 – 10.30 am	Introduction to WHS Legislative Framework and Duties <ul style="list-style-type: none"> - WHS in the Workplace - WHS Evolution WHS legislation <ul style="list-style-type: none"> - Key Terminology 	Obligations of the PCBU to HSR <ul style="list-style-type: none"> - HSR protections from discrimination Role of the Health and Safety Committee (HSC) Complementary role of HSC and HSR as a HSC member	Effective Consultation and Issue Resolution <ul style="list-style-type: none"> - Complaints Investigation - PINs – Features, content and processes - Writing PINs - Practical session 	Risk Management <ul style="list-style-type: none"> - Monitoring the PCBU’s Duty to Manage WHS Risks - Hazard Identification, Assessment & Controls - Risk Elimination / Minimisation
10.30 – 10.45 am	MORNING TEA			
Session 2 10.45 -12.45 pm	Key Stakeholders & their Duties <ul style="list-style-type: none"> - under the WHS legislation Introduction to the role of HSRs in the Consultation Process. <ul style="list-style-type: none"> - WHS Entry Permit Holders 	Strategies and skills for HSRs to support effective consultation Communication & Consultation <ul style="list-style-type: none"> - Effective Representation - Record Keeping 	Ceasing Unsafe Work Alternatives to issuing PINs or directing unsafe work to cease	Monitor and Review of Control Measures Workplace Inspections <ul style="list-style-type: none"> - the role of the HSR.
12.45 – 1.30 pm	LUNCH			
Session 3 1.30 – 3.30 pm	Role and functions of the Regulator and Inspectors <ul style="list-style-type: none"> - Penalties under the WHS Act 	Negotiation and Issue Resolution <ul style="list-style-type: none"> - Practical session 	Notifiable Incidents <ul style="list-style-type: none"> - PCBU’s duty - the HSR’s role 	Workplace Inspections <ul style="list-style-type: none"> - Recording of Findings - Practical session
3. 30 – 3.45 pm	AFTERNOON TEA			
Session 4 3.45 – 5 pm (close by 5pm based on 15-20 p)	Consultation, Communication and Cooperation <ul style="list-style-type: none"> - Workgroups - HSR Election Process - Entitlements 	Conflict Resolution Strategies <ul style="list-style-type: none"> - Practical session 	Incident Investigation <ul style="list-style-type: none"> - Practical session - Review of Powers of HSR, HSC and Inspectors 	Course wrap-up <ul style="list-style-type: none"> - Course Summary and Review - Continuous Learning - Evaluation - Where to from here?