

HSR Initial 5 Day Course Timetable

Note: Times are approximate only

| TIME | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|-------------------------------------|---|---|---|--|---|
| 9.00 – 9.15 am | Introduction General introduction Course objectives Learning outcomes | Review of Day 1 | Review of Days 1 and 2 | Review of Days 1, 2 and 3 | Review of first 4 days |
| Session 1 9.15 – 10.30 am | Introduction to work health and safety and its' evolution WHS Framework Key terminology | Consultation arrangements in the workplace Workgroups | Negotiation and communication Practical session | Introduction to workplace inspection and the role of the HSR. | Complaints investigation The powers of HSRs. Overview of PINs PINs – Features, content and processes |
| 10.30 – 10.45 am MORNING TEA | | | | | |
| Session 2 10.45 -12.30 pm | Duties of various stakeholders under the WHS legislation | Consultation requirements Role of the HSR, election and entitlements | Conflict resolution strategies Practical session | Workplace inspection Practical session Record keeping | Writing PINs - Practical session |
| 12.30 – 1.15 pm LUNCH | | | | | |
| Session 3 12.30 – 2.30 pm | Introduction to the role of HSRs in the consultation process. Role of WHS entry permit holders | Role of the Health and Safety Committee (HSC) Complementary role of the HSR and the HSC and as a member of the HSC. | Managing risks in the workplace by: Identification of hazards Elimination or minimisation of risks | Notifiable incidents Role of the HSR in relation to notifiable incidents | Process and requirements for ceasing unsafe work Alternatives to issuing PINs or directing unsafe work to cease |
| 2.30 – 2.45 pm AFTERNOON TEA | | | | | |
| Session 4 2.45 – 4.00pm | Role and functions of the Regulator and its' inspectors Penalties under the WHS Act | Working together Role of the inspectorate in the consultation process | Monitoring and review of control measures | Incident investigation Practical session | Review of powers of HSR Continuous learning Course Summary and Review Evaluation |