

# Course Timetable

## Health and Safety Representative 1 Day Annual Refresher Course

\*Note: Times are approximate only

TIME	SESSION	CONTENT - TOPICS	ACTIVITIES
9.00-9.10 am	<b>Introduction</b>	General introduction Course objectives & Learning outcomes	Group introductions <i>Pre-start discussion</i>
9.10-10.15 am	<b>Session 1: WHS legislation &amp; framework</b>	WHS framework & legislation -Terminology, -Duty holders and duties -Role of regulator -Enforcement under the WHS Act	Group discussion <i>Activity - WHS terminology table</i>
<b>10.15-10.30</b>	<b>MORNING TEA</b>		
10.30-11.30 am	<b>Session 2 Consultation, representation &amp; participation under the WHS Act</b>	Consultation -Workgroups -Elections and role of HSRs -Role of Health & Safety Committee (HSC) -Role of PCBU in consultation	Group discussion <i>Activity –Consultation arrangements</i>
11.30-12.30 pm	<b>Session 3 Participating in consultation and Issue Resolution as a HSR</b>	Role of the HSR in – -Consultation -Investigation complaints, -Sharing information and record keeping -Issue resolution -Assistance and support	Group discussion <i>Activity 1– Investigations</i> <i>Activity 2- Issue Resolution</i>
<b>12.30-1.00</b>	<b>LUNCH</b>		
1.00 – 2.30 pm	<b>Session 4 Monitoring PCBU's Management of WHS Risks and Notifiable Incidents</b>	Managing risk and related duties. -Monitoring and review of risk controls -Notifiable incidents - roles and duties	Group discussion <i>Activity 1– managing risks to health and safety</i> <i>Activity 2 - Reviewing controls</i>
<b>2.30-2.45</b>	<b>AFTERNOON TEA</b>		
2.45 –4.00 pm	<b>Session 5 Provisional Improvement Notices (PINs) and Ceasing Unsafe Work</b>	-PINs -Ceasing unsafe work	Group discussion <i>Activity 1- Issuing of PINs</i> <i>Activity 2 - Ceasing unsafe work</i>
4.00-4.30 pm	<b>Summary and Review</b> <small>*Larger groups finish later -Smaller groups earlier</small>	Review of key changes in WHS legislation Summary of changes for HSRs and HSCs	Group discussion <i>Summary</i> <i>Review quiz</i> <i>Course Evaluation</i>