

# Safety and Health Representatives Course

## Overview

This **five-day course** is accredited by The Commission for Occupational Safety and Health in accordance with the Western Australia Occupational Safety and Health Act 1984.

The primary aim is to improve safety and health in Western Australian workplaces. This interactive course aims to give Safety and Health Representatives, and where appropriate, Supervisors and Managers, the knowledge and skills to perform in their roles under the legislation.

## Content

- Module 1: Occupational Safety and Health legislation
- Module 2: Inspections and investigations
- Module 3: Hazard identification and risk management
- Module 4: Communication and representation
- Module 5: Conflict resolution and Provisional Improvement Notices (PINS)

## Learning Outcomes

As a result of attending this course, participants should be able to:

- Apply knowledge of legislation in the role of a Safety and Health Representative.
- Conduct workplace inspections and investigations as a Safety and Health Representative.
- Communicate on safety and health matters and represent employees.
- Resolve conflict and issue provisional improvement notices in the role of a Safety and Health Representative.
- Conduct hazard identification and risk management as a Safety and Health Representative.



*One of our guest speakers from the PBF PREVENTION session. This innovative session aims to inspire employees to make safety a core life value and prevent serious injuries - both in the workplace and at home.*



|                 |  |                          |
|-----------------|--|--------------------------|
| <b>Duration</b> | 5 days (Monday to Friday)                                |                          |
| <b>Venue</b>    | 33 Hanwell Way, Bassendean                               |                          |
| <b>Times</b>    | 8:00am—4:00pm  |                          |
| <b>Cost</b>     | \$840.00 per person (includes GST on catering component) |                          |
| <b>Catering</b> | Morning tea, a light lunch and afternoon tea provided    |                          |
| <b>Dates</b>    | 11 - 15 January  | 12 - 16 July             |
|                 | 8 - 12 February  | 26 - 30 July             |
|                 | 22 - 26 February   | 9 - 13 August            |
|                 | 8 - 12 March   | 23 - 27 August           |
|                 | 22 - 26 March  | 6 - 10 September         |
|                 | 12 - 16 April  | 20 - 24 September        |
|                 | 3 - 7 May  | 4 - 8 October            |
|                 | 17 - 21 May  | 18 - 22 October          |
|                 | 31 May - 4 June  | 1 - 5 November           |
|                 | 14 - 18 June   | 15 - 19 November         |
|                 | 28 June - 2 July   | 29 November - 3 December |
|                 |  | 13 - 17 December         |

Please phone (08) 9379 9999 or email [training@aveling.com.au](mailto:training@aveling.com.au) to make a booking

| QUALIFICATIONS AVAILABLE   | DURATION  | FEE      |
|--|---|----------|
| <b>Safety Reps Course</b><br><i>(Receive a Certificate of Participation)</i>   | 5 days  | \$840.00 |
| <b>Statement of Attainment</b><br>Upon completing the 5 day Safety and Health Representatives course, the above qualification can be achieved. Simply submit the workbook issued then complete an application form and third party report document that will be provided for consideration upon course completion.<br>* A detailed pathway for the qualification will be outlined by your trainer. | Complete and submit within 6 weeks for assessment | \$150.00 |
| <b>Certificate III in Occupational Health &amp; Safety BSB30707.</b><br><i>Complete the Safety Reps course, plus workplace assignments.</i>  | 3 months to submit for assessment                 | \$600.00 |

## Frequently Asked Questions

**Q.** Do you want to receive a 'Certificate of Participation'?

**A.** Attend the 5 day Safety Reps course.

**Q.** Do you want to receive a Cert III in OHS?

**A.** Attend the 5 day Safety Reps course, complete the course activities and work-place tasks. Submit for assessment and pay additional fee.

**Q.** Do you want to receive Statements of Attainment for 6 specialists OHS Units of Competency?

**A.** Attend the 5 day Safety Reps course, complete and submit relevant activities.

**Q.** Do you want to apply for all or part of the qualification via Recognition of Prior Learning (RPL)?

**A.** Visit our website for an RPL information Pack or contact our Client Service Team for more information.



## Training Approach

This course combines individual and group activities, discussion, exercises and case studies. The delivery is interactive and focused on practical skills, knowledge and application to the workplace.

All exercises and activities are designed to equip Safety and Health Representatives with the tools to represent their workforce effectively.

## Pre-Requisites

There are no restrictions on entry to this course, however participants are required to have sufficient numeracy and literacy skills to read and comprehend instruction for:

- Referencing and understanding legislation, standards and codes of practice
- Consulting with workers and employers on safety issues.

*If you have special literacy requirements please advise at time of booking.*



## Additional Information

AVELING supports open access to all its course, our modern training venues provide access and designated toilets for disabled visitors and clients. A light lunch, morning and afternoon tea will be provided on each day of the course.

**To make a booking, please phone (08) 9379 9999,  
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