



INFORMATION GUIDE

Queensland* Health and Safety Representatives Training

Future Skills

Future Skills is a registered training organisation with scope to deliver and assess against a range of qualifications. Our national training provider number is 32052. Future Skills is also approved by Workplace Health and Safety Qld to deliver the Health and Safety Representatives training course.

Course Objective

This course meets the requirements of the Work Health and Safety Regulation 2011 (the WHS Regulation) for Health and Safety Representatives (HSRs) and deputy HSRs elected under the Work Health and Safety Act 2011 (the WHS Act) and is designed to assist Health and Safety Representatives (HSRs) and Deputy HSRs become more effective in performing their role, to provide guidance on where and how to obtain expert assistance and to equip HSRs and Deputy HSRs with the skills and confidence to perform their role for members of the workgroup they have been elected to represent.

Learning Objectives

Learning outcomes of this course are that participants will have the knowledge and skills to describe and discuss:

- the WHS legislative framework and its relationship to the HSR role
- identifying key parties and their legislative obligations and duties
- representation in the workplace
- participating in consultation and issue resolution
- representing workgroup members in the WHS risk management processes
- issuing a provisional improvement notice and directing unsafe work to cease.

*Please ask us if you require further information about which Work Health and Safety jurisdiction you work in.

Audience

This course is designed for Health and Safety Representatives and Deputy Health and Safety Representatives who are elected under the WHS Act 2011.

How Long will the course take?

There are no pre-requisites. The intent of the training is to develop HSR's skills so they can represent members of their workgroup on health and safety matters, it is not to train WHS professionals.

How long will the course take?

The course is delivered over a 35-hour period usually over five (5) consecutive days Monday to Friday.

Access and Equity

Where students have any impairments or disabilities that may impact on their ability to attend or participate in the training they should identify this on their enrolment form so that a trainer can discuss how their needs will be accommodated during training. For instance, participants are expected to complete a three (3) hour workplace inspection during the training program.

In order to ensure that all participants are able to participate equally, where participants have a particular impairment such as asthma or a physical disability such as a hearing impairment or a mobility issue, please advise prior to the course commencing and discuss with your trainer so that arrangements are made to accommodate your particular needs.

Please refer to the Future Skills Code of Practice for further information.

Training Entitlement and Requirement

Under S 72 of the Work Health and Safety Act (Qld), the person conducting the business or undertaking must ensure an HSR completes prescribed training.

Under Regulation 21 of the Work Health and Safety Regulations, the prescribed training is an initial 5 day course and a 1 day refresher at least every 3 years after initial training. An HSR must complete initial training within—

- (a) 3 months after the day the representative is elected as a health and safety representative for the work group; or
- (b) if an initial 5 day course is not reasonably available to the representative—as soon as practicable after the period mentioned in paragraph (a).

If you have completed this 5-day initial training more than three years ago and not completed refresher training since that time then you must complete this 5-day HSR training course again.