



WorkCover NSW OHS Consultation Certificate Training Course

This course in OHS consultation has been developed by WorkCover NSW to meet the training requirements for OHS committees and OHS representatives, as stated in the NSW OHS Regulation 2001.

The course in Occupational Health & Safety consultation is designed for:

- ✚ OHS committee members
- ✚ OHS representatives
- ✚ Persons involved in other agreed arrangements

This course aims to provide participants with:

- ✚ Knowledge and skills necessary to apply the principles of workplace OHS consultation as an integral part of an effective OHS management system (OHSMS)
- ✚ Appropriate attitudes to enable OHS committee members and OHS representatives to effectively carry out their functions under OHS legislation.
- ✚ Comprehensive OHS Manual with relevant WorkCover information, handouts and documents on CD Disk.

Nominal course duration

- ✚ 24 hours – over 4 days (all 4 days must be completed within 60 days of commencement)

Course content

- ✚ Workplace health and safety legislation (*Act, Regulations, Australian Standards, Codes of Practice*)
- ✚ The role of OHS consultation in the workplace
- ✚ Effective OHS consultation in the workplace
- ✚ Systematic management of health and safety
- ✚ Action learning exercise – on site Risk Identification and Assessment
- ✚ Continuous improvement of OHS systems
- ✚ Summary, conclusion and review of the role of OHS Representatives

Course cost

- ✚ Public Courses - \$550 (gst exempt) includes refreshments & lunch over 4 days
- ✚ Payment options - Chq, Cash, Eftpos, MC, Amex, Visa, Diners Card or by invoice to approved accounts.
- ✚ Private Courses also available – please call for a quote

Certification

- ✚ Successful participants will receive a WorkCover NSW Statement of Completion issued by the accredited trainer. Training methods place an emphasis on group discussion, group exercises and the interaction of course participants.

WorkCover Authority of NSW

Course Topics for Certificate in OH&S Consultation for SAFETY COMMITTEE MEMBERS & SAFETY REPRESENTITIVES

TOPIC	LEARNING AIM	TIME
Topic 1 - Workplace Health and Safety	<ul style="list-style-type: none">– Outlines the course objectives– Explains the requirements for effective management of health and safety and the importance of OHS consultation	120 mins
Topic 2 – The Role of OHS Consultation in the Workplace	<ul style="list-style-type: none">– Details the requirements for consultation under the OHS Act 2000– Describes the mechanisms for consultation including workplace committees and OHS representatives	240 mins
Topic 3 – Effective OHS Consultation in the Workplace	<ul style="list-style-type: none">– Outlines effective communication techniques– Describes how these are essential in the consultative process	180 mins
Topic 4 – Systematic Management of Health and Safety	<ul style="list-style-type: none">– Details the requirements for effective OHS Management Systems, their development, implementation, audit and review	180 mins
Topic 5 – Action Learning Exercise	<ul style="list-style-type: none">– Practical application of risk management through work place based activity	360 mins
Topic 6 – Continuous Improvement of OHS Systems	<ul style="list-style-type: none">– Highlights the need for continuous improvement in OHS through consultation and provides the means for implementation, monitoring and evaluation of this process	240 mins
Topic 7 – Summary & Conclusion	<ul style="list-style-type: none">– Summarises and concludes the course including assessment and evaluation	120 mins