



# Accredited OHS Consultation Course

*Place your OHS in the safest hands*

**Four Day Training Course**

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## Quality Guaranteed

## WorkCover Accredited

### The NSW Act

Section 17 of the NSW OHS Act 2000 covers the establishment of OHS committees, election of OHS representatives or other agreed arrangements. "An OHS committee is to be established for the purposes of consultation if the employer employs 20 or more persons in the employer's undertaking and a majority of those employees request the establishment of the committee or if WorkCover so directs."

"An OHS representative is to be elected for the purposes of consultation if at least one of the persons employed by the employer requests the election of the representative or if WorkCover so directs. The employees may elect more than one OHS representative if the employer agrees or if WorkCover so directs."

### The NSW Regulation

Regulation 31 of the NSW OHS Regulation requires training to be undertaken by members of OHS committees and OHS representatives.

"An employer must ensure that each member of an OHS committee and each OHS representative undertake a course of training in accordance with this clause."

"The course of training must be undertaken as soon as practicable after the person is first appointed as a member of the committee or first elected as a representative (unless the person has previously undertaken an approved course of training)."

"An employer must keep a record of the training undertaken by a person under this clause until at least 3 years after the person ceases to be an employee of, or associated with, the employer."

"The trainer must make a record of the training provided and retain the record for at least 6 years."



This OHS Consultation Course has been developed to meet the training requirements for OHS committees and OHS representatives, as stated in the NSW OHS Regulation 2001. It aims to provide participants with the knowledge and skills necessary to apply the principles of workplace OHS consultation. It also serves to develop appropriate attitudes to enable OHS committee members and OHS representatives to effectively carry out their functions under OHS legislation.

- Workplace Health and Safety
- The role of OHS Consultation in the Workplace
- Effective OHS Consultation in the Workplace

- Systematic Management of Health and Safety
- Action Learning Exercise
- Continuous Improvement of OHS Systems

## Course Content

\* Responsibilities for workplace health and safety \* Procedure for establishing a committee \* Functions and powers of the committee \* Principles of hazard prevention and control \* Industry hazards and techniques for accident prevention \* Implementing workplace health and safety \* The role of an OHS committee \* Sources of OHS information \* How to investigate an accident \* How to conduct workplace inspections \* Systematic management of health and safety \* Role of OHS consultation in the workplace \* The OHS Act 2000 and the duty to consult \* Establishing consultative arrangements \* Role and functions of OHS committees and OHS representatives \* Effective communication techniques \* Problem solving and conflict resolution \* Workplace inspection and reports \* OHS risk management \* OHS management systems and continuous improvement \* Safe work practices \* Accident investigations \* Assessing OHS management systems, audits and measuring effectiveness of OHS committees and OHS representatives.

## Learning Objectives

On completion of this course, participants must be able to:

- Explain the requirements for effective management of health and safety and the importance of OHS consultation.
- Detail the requirements for consultation under the NSW OHS Act 2000.
- Outline effective communication techniques are essential in the consultative process.
- Detail the requirements for effective OHS management systems (OHSMS), their development implementation, audit and review.
- Demonstrate the practical application of OHS risk management through work based activity (action learning exercise).
- Explain the need for continuous improvement in OHS through consultation and provide the means for implementation, monitoring and evaluation of this process.

## Certification

A WorkCover Accredited Certificate will be issued on the completion of all 4 days of the course.

## Policy for Course Admission

Applicants should have completed at least secondary education, or equivalent. Applicants should have appropriate work experience, which contributes to the development of skills and understanding in some or all of the following:

- OHS management systems and day-to-day workplace safety.
- OHS acts, regulations, codes of practice, standards and rules.
- Safety inspections, hazard identification surveys and risk assessments.
- OHS committee activities and emergency response/fire wardens.

## Course Dates, Venues and Bookings – Contact Minerva:

<b>Telephone</b>	(612) 4731 1199
<b>Fax</b>	(612) 4731 1566
<b>Email</b>	admin@minervaconsulting.com.au
<b>Internet</b>	www.minervaconsulting.com.au

## Course Fees

Just \$595.00 per person including course materials, lunch and refreshments.

A cancellation fee of 25% of the course fee applies if cancellations are made less than one month before the course commencement date. A 100% cancellation fee is applicable within one week of the course.

## In-house Courses

The Minerva Accredited OHS Consultation Course can be tailored to suit your schedule and conducted at your premises. It can be arranged on dates to suit your operational demands. It can be supplemented with your organisation's OHS documentation.

## Minerva Consulting Group – Guarantee of satisfaction

At Minerva Consulting Group we are proud of our reputation for providing quality training services. Minerva has been conducting successful courses throughout Australasia for more than twenty years. The training is provided by experienced WorkCover Accredited OHS Consultation Training Professionals who operate under a code of conduct.

## Amendments and Alterations

Minerva Consulting Group reserves the right to amend, alter or withdraw any of the information in this brochure or any course being offered. If we exercise this option we will notify registrants as early as possible so as to minimise any inconvenience.