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WHS CONSULTATION TRAINING – FACT SHEET

DUTY TO CONSULT

Under the Work Health & Safety (WHS) Act a person conducting a business or undertaking (PCBU) must consult with other PCBUs and must also consult with workers.

Consultation with workers can take place by one or a combination of, the following arrangements:

- Election of Health & Safety Representatives (HSRs)
- Establishment of Health & Safety Committee/s (HSCs)
- Agreed procedures that are consistent with the Act

If one or more workers request that consultation take place through HSRs then the PCBU must arrange for election of one or more HSRs to represent their various work groups. The PCBU must also establish HSCs if 5 or more workers, or the HSR request it.

However, if current consultation procedures have been agreed upon, are consistent with the Act and there have been no requests for HSRs and/or HSCs then changes may not be required.

TRAINING REQUIREMENTS FOR HSRs

HSR training becomes a legal requirement only if the HSR requests the training

- Once requested, the HSR is entitled to attend a 5 day initial HSR training (which must be approved by the regulator)
- The PCBU must allow the HSR to attend initial training within three months of the request and pay course fees and reasonable costs associated with the training
- In addition, if requested, the HSR can attend one day of refresher training per year after the initial training
- Other training for HSRs in addition to the approved initial and refresher training may be negotiated and agreed at the workplace
- The HSR is not allowed to issue Provisional Improvement Notices or use their Cease Work Power unless they have completed the **5 day initial HSR approved training**

TRAINING REQUIREMENTS FOR HSCS OR AGREED PROCEDURES

There is no prescribed training for HSCs or Agreed Procedures. However, it is important that people involved in these WHS consultation arrangements have the necessary skills and knowledge to participate effectively and to ensure PCBU compliance with general duty care training obligations. It remains the PCBU's decision as to what is suitable and necessary training for these people.

This 2 day skillset targets workers who are part of an HSC or those who play an active role in WHS agreed procedures. The program, "**Consultation Skills for HSCs & Agreed Procedures**," is drawn from the Certificate III in WHS (BSB30719) and can be customised to suit the specific needs of industry/project.

Topics Include:

- Apply knowledge of WHS laws in the workplace (BSBWHS307)
- Participate in WHS hazard identification, risk assessment and risk control processes (BSBWHS308)
- Contribute effectively to WHS communication and consultation processes (BSBWHS309)
- Contribute to WHS issue-resolution processes (BSBWHS310)
- Contribute to workplace incident response (BSBWHS416)

The course requires attendance and participation in group & individual learning activities/formal assessments over both days, which if successfully completed, provides participants with a nationally recognised Statement of Attainment with partial credit towards the Certificate III in WHS (BSB30719).



TRAINING VENUES: 19 & 23 Pullman Place, EMU PLAINS 2750