



# HSR INITIAL OHS TRAINING COURSE

## OVERVIEW

This WorkSafe approved training course will help a HSR to understand and exercise their powers effectively. This training equips HSRs with the confidence, skills and knowledge to represent their co-workers and to help make their workplace safer. Although HSRs are the primary audience, managers, supervisors, health and safety committee members, and anyone with an interest in health and safety, may also benefit from attending this course.

## Approved Training Course



Under the OHS Act 2004 (section 67) all elected HSRs and Deputy HSRs are entitled to undertake a WorkSafe Victoria approved OHS training course, and choose their training course in consultation with their employer. HSRs are also entitled to attend a one-day refresher course each year during their term of office.

## LEARNING OUTCOMES

- Interpreting the occupational health and safety legislative framework and its relationship to the HSR
- Identifying key parties and their legislative obligations and duties
- Establishing representation in the workplace
- Participating in consultation and issue resolution
- Represent designated work group members in any OHS risk management process undertaken by the appropriate duty holder/s
- Issuing a Provisional Improvement Notice (PIN) and directing cessation of work

## COMPULSORY UNITS

NA498 Election of HSRs/Legislative Duties  
NA499 Legislative Framework/Risk Management  
NA500 HSRs and OHS Consultation  
NA501 Issue Resolution/PINs  
NA502 Issue Resolution/HSRs/HSCs

## ASSESSMENT

Participants are not required to undertake a formal assessment for this HSR course.

### DELIVERY METHODS

- On-campus – Teaching is conducted on campus

### LOCATIONS

- Trades Training Centre, Moorefield Park Drive, Wodonga Vic

### DURATION

5 sessions

### DELIVERY SCHEDULE

#### 2024 Dates:

Course 3 - 27 May, 3 Jun, 11 Jun, 17 Jun, 24 Jun

Course 4 - 8 Jul, 15 Jul, 22 Jul, 29 Jul, 5 Aug

Course 5 - 19 Aug, 26 Aug, 2 Sep, 9 Sep, 16 Sep

Course 6 - 30 Sep, 7 Oct, 14 Oct, 21 Oct, 28 Oct

Course 7 - 11 Nov, 18 Nov, 25 Nov, 2 Dec, 9 Dec

#### Days:

Most courses are 5 consecutive Mondays (occasionally a week may fall on a different day – please check carefully).

#### Time:

8:30am-4:30pm

#### Location:

55 Moorefield Park Drive, (Trades Training Centre)

### REQUIREMENTS

There are no entry requirements for this course.

**PLEASE NOTE:** Each day is mandatory. If you are unable to attend a particular day, you will be required to make-up the same class within a six-month period.

### FEES

Fee For Service \$1,035.00 (Tuition \$1,035.00, Materials \$0.00)

### FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment.

### MATERIALS FEES

- OH&S Act

### HOW TO APPLY

Apply via the 'Apply Now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our Customer Experience team on 1300 698 233 or [info@wodongatafe.edu.au](mailto:info@wodongatafe.edu.au)

Once you have placed an application a Wodonga TAFE staff member will be in contact to confirm payment for the course, your spot is not secure until payment is made or an Authority to Invoice has been received. Confirmation of your enrolment into the course will be provided when the enrolment process has been completed.

Please note: We reserve the right to close course intakes early. Many courses have limited places and high demand. Early applications are recommended. We reserve the right to cancel intakes and courses if there are insufficient student numbers.

#### **OTHER INFORMATION**

Please be advised this course is a non-accredited training program and all units are Wodonga TAFE's internal codes of reference only.

Under the OHS Act 2004 (section 67) all elected HSRs and deputy HSRs are entitled to undertake WorkSafe Victoria approved OHS training for HSRs and choose their training course in consultation with their employer. Wodonga TAFE is approved to deliver the HSR Initial OHS Training Course.

Participants should be informed by the employer of Wodonga TAFE's absenteeism policy. Full five day attendance is compulsory. Make up days will only be permitted: 1. upon receipt of a doctor's certificate, 2. under extreme personal circumstances (documented). Make-up days will be considered where appropriate and upon availability of places. Employers will be advised of employees who were absent and on which day of the course. Make-up days must be completed within 6 months of missed day.

#### **WHEN YOU CAN ENROL**

Apply online now for the course date you're interested in.

Note: If course dates are not available for online application, please submit your details via the 'Enquire Now' form to be notified when course dates are scheduled.