

# MORGAN

## Human Resource Management

### HEALTH AND SAFETY REPRESENTATIVE TRAINING (FIVE DAY COURSE)

The aim of this course is to provide HSRs, HSC Members and employees with knowledge and skills relating to:

- WHS Act legislative framework
- The role and functions of WorkCover and their interaction with HSRs
- Duties and responsibilities of PCBUs, Officers, Workers and other parties
- The nature of the consultation process with workers as required by the PCBU
- The safe work approach to work health and safety issues
- Election process for HSRs and disqualification provisions
- Health and Safety Committees (HSCs)
- The entitlements, rights and protections of an elected HSR
- Using negotiation, communication and problem solving skills
- Risk management and the use of risk controls

*Any person wishing to improve their knowledge and understanding of the current WHS legislation is able to attend this training.*

**Dates:** Tuesday 18 February 2014 (day 1)                      Wednesday 26 February 2014 (day 4)  
Wednesday 19 February 2014 (day 2)                      Wednesday 5 March 2014 (day 5)  
Tuesday 25 February 2014 (day 3)

**Times:** 9am – 4pm daily (approx)

**Venue:** NSW Business Chamber, 146-148 Gordon Street, Port Macquarie (1<sup>st</sup> floor).  
Parking available at the Growers Market complex.

**Cost:** \$720.00 + GST total \$792.00 - Cost includes course folder, notes, tea breaks and lunches.  
**Payment is required prior to attendance to confirm registration.**

*Numbers are limited. To book your position or for any enquiries contact Graham Morgan, contact details as per this letterhead.*

Business: \_\_\_\_\_

Attendee/s: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Should advice of non-attendance not be received more than 3 working days prior to the commencement of the course a non-attendance fee of \$50 plus GST may apply.*