

## OHS Consultation (90502NSW)

### Apply OH&S Principles in Your Workplace

Within NSW, employers have a legal obligation under the NSW OHS Act 2000 to establish consultative arrangements within their workplaces. This is commonly done via the establishment of an OH&S committee or the election of OH&S Representative(s).

This course has been developed by WorkCover NSW to meet OHS consultation training requirements. It is also accredited by the Vocational Education and Training Accreditation Board (VETAB).

Participants will learn how to establish consultative arrangements, undertake risk assessments and safety inspections, write Safe Work Procedures and undertake accident investigations.

#### Course content

This course aims to provide participants with the knowledge and skills necessary to participate in OHS consultation and risk management as a key part of an effective OHS management system.

There are seven topics in this course that reflect the NSW OHS Regulation and Code of Practice:

1. Introduction to Workplace Health and Safety, includes Understanding OHS Legislation.
2. The Role of OHS Consultation in the Workplace, includes Establishing OHS Consultation Arrangements and Undertaking Committee Meetings.
3. Effective OHS Consultation in the Workplace, includes Effective Communication Techniques.
4. Systematic Management of Health and Safety, includes Elements of a Basic OHSMS.
5. Risk Management Action Learning, include Undertaking Workplace Safety Inspections, Risk Assessments and Writing Safe Work Procedures.
6. Continuous Improvement of OHS, includes Introductory Incident Investigation and Implementing and Reviewing OHS Management Systems.
7. Summary and Conclusion.

#### Who should attend this course?

This course is designed for OHS committee members or OHS representatives. It is also suitable to meet the training needs of people involved in Other Agreed OHS Consultation Arrangements. The NSW OHS Regulation states that all committee members or representatives must undertake this course as soon as practical after their election or appointment.

This course is also useful for managers and employees who wish to gain a greater understanding of OHS principles and how to practically apply them in their workplace.

#### How is course content covered?

Face to face training at your workplace, and workplace assessments completed on-the-job.

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### How long does it take to complete the course?

4 days in total - 3 days face to face training, and one day (the third day) of practical work based activities undertaken at the participant's workplace. The NSW Code of Practice for OHS Consultation requires training to be completed within two months of commencement.

### Where is this course delivered?

This course is delivered on site at your workplace.

### Entry requirements

There are no pre-requisites or co-requisites for this course. Recognition of prior learning (RPL) is not currently available due to the NSW legislated requirement to attend the course. Please contact us for more information.

### How are participants assessed?

Assessment is undertaken via informal methods during the course and a final written assessment on completion of the course. A range of methods is used, including group exercises and discussion and completion of work based exercises.

### Qualification

Each participant who successfully completes the whole course will be issued with a Statement of Attainment for the Course in OHS Consultation (90502NSW).

### Special Needs

PeopleSafe Australia caters where possible for any special needs. Please advise us on application and completion of enrolment processes.

### How much does it cost?

Corporate Group Training      Please contact us for a quote.  
Per participant (public course)    \$630 (GST exempt)

Corporate Group Course fees include:

- Delivery of the course at your location for up to 15 participants.
- Training and assessment. All PeopleSafe Australia trainers and assessors:
  - Have a Certificate IV in Assessment and Workplace Training (BSZ40198) or Certificate IV in Training and Assessment (TAA40104 or TAE40110).
  - Have extensive training and assessment experience.
  - Are qualified in their discipline.
  - Have a history of working in the OH&S industry.
  - Have participated in a course induction giving them a sound understanding of the complete curriculum and all training services policy & procedures.
  - Are supervised by a customer service manager.
- Course notes and learning material.

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- Customisation of the course specifically for your company.
- A Statement of Attainment for the Course in OHS Consultation (90502NSW)

### Why PeopleSafe Australia?

PeopleSafe Australia is a Registered Training Organisation (RTO Number 91596). Our courses have been evaluated by industry representatives to guarantee that they meet the highest standards. We are committed to providing quality OHS training and assessment services with:

- Courses delivered and assessed by experienced trainers with real life OHS experience.
- Quality resources.
- Competitive prices.
- Excellent support.
- Personalised service.

### How can I enrol?

To enrol, please view the terms and conditions in the Participants Handbook, complete the registration form and send it to us by email, mail or fax. To ensure your preferred training dates, please register and submit payment at least 15 days prior to the course commencement date. Payment can be made by direct transfer, cheque or money order.

### Refunds

A receipt will be issued for fees paid. All fees paid in advance will be held during the course and made available should a refund be required.

All requests for cancellations or transfers must be made in writing to PeopleSafe Australia prior to commencement of the course.

- A full refund will be made where Peoplesafe Australia cancels the course.
- Public courses - PeopleSafe Australia will consider a full/part refund or transfer where a participant meets with a serious misadventure and cannot continue their enrolment.
- Corporate Group Training – Postponement of a course within 5 working days of a course commencing will incur an administrative fee of 50% of the course fee. Any cancellation of a course 10 working days prior to commencement will incur a customisation fee equivalent to 100% of the nominal daily training rate for customising the course.

Refunds cannot be issued for change of mind, non attendance or not finishing a course.