



Master
Builders
Association
New South Wales

Health and Safety Representative

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C O U R S E B R O C H U R E

HEALTH AND SAFETY REPRESENTATIVE

This course brochure will inform and guide you through the Master Builders Health and Safety Representative training course. Please read the following information carefully to help you understand all the course requirements and assessments to ensure that it is suitable for your needs.

ABOUT US

Master Builders Association of NSW is a Registered Training Organisation (RTO 6163) registered by the Australian Skills Quality Authority. Master Builders offers nationally recognised qualifications and courses across New South Wales which meet endorsed industry standards. Pathways to qualifications include full training and assessment, assessment towards Recognition of Prior Learning (RPL) and gap training. Master Builders also offers industry professional development and Continuous Professional Development (CPD) training courses.

COURSE OVERVIEW

The Health and Safety Representative course has been designed and developed by SafeWork NSW. The course aims to teach participants the legislative requirements, regulatory obligations, skills and knowledge to act as a Health and Safety Representative (HSR) in their workplace.

This course is appropriate for all elected HSRs working in any company.

LOCATION AND DURATION

The course is delivered over five (5) days in a classroom between 8:30am to 4:30pm. Visit <http://www.mbansw.asn.au/Training/> for the latest course information.

Courses are delivered at the Master Builders Education Centre in Baulkham Hills or another of Master Builders regional centres.

ENTRY REQUIREMENTS

Participants must be a Health and Safety Representative or Deputy Health and Safety Representative elected under the Work Health and Safety Act.

COURSE MATERIALS

Participants are not required to bring any materials or purchase specific books to complete this course. A pen and notepad for individual note taking is recommended. Master Builders will provide all course materials, resources and access to PPE (if required) on the training day.

CLOTHING REQUIREMENTS

Whilst undertaking this course, participants must wear closed footwear and appropriate clothing suitable for a work environment (no thongs, singlets, shorts etc). Should participants be required to attend a work site during the training program, they will be required to provide their own high visibility clothing and any other personal protective equipment or clothing required to be worn or used on site.

COURSE DELIVERY AND ASSESSMENT

This course covers the following topics:

- WHS Act legislative framework
- The role and functions of SafeWork NSW and their interaction with HSRs
- Duties and responsibilities of PCBUs, officers, workers and other parties under the legislation
- The nature of the consultation process with workers as required of the primary PCBU by the Act
- The purpose and formation of a workgroup (or workgroups) within the workplace
- Election process for HSRs / Deputy HSRs and disqualification provisions
- Health and Safety Committees (HSCs)
- The entitlements, rights and protections of an elected HSR/Deputy HSR
- Using negotiation, communication and problem solving skills and strategies as a HSR to represent a work group and to resolve work health and safety issues
- Risk management and the use of risk controls, including the duties and responsibilities of various PCBUs under the legislation
- How HSRs can use their functions and powers to contribute to risk management activities in the workplace
- Provisional Improvement Notices and the right to cease, or direct the cessation of, unsafe work

There are no formal assessments within this program. Participants are assessed informally based on their attendance and engagement with the course content and delivery.

CERTIFICATION

If a participant is assessed as having satisfactorily attended and engaged in this course, they will progress to the Master Builders certification process for the Statement of Attendance as described in the Participant Handbook.

If a participant is assessed as **not** having satisfactorily attended and engaged in this course they will not receive a Statement of Attendance. They are invited to re-enroll into the course again any time, at the full course fee.

FEES AND CHARGES

Information about Master Builders fees, charges, refunds and withdrawals is provided in the Participant Handbook, which is available on our website. The fee for this one day course is:

- \$700 per person for Master Builders Members
- \$910 per person for Non-Members

All fees are GST exempt.




CONTACT DETAILS

To discuss this course or any of the course requirements in more detail, please do not hesitate to call or email us through the contact details on our website.

WHY MASTER BUILDERS?

- ✓ **Quality** - we care about our industry
- ✓ **Recognition** - we are respected by the industry
- ✓ **Affordability** - we offer cost-effective courses

FOR MORE INFORMATION

-  02 8586 3588
 -  training@mbansw.asn.au
 -  <http://www.mbansw.asn.au/Training>
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