

HSR TRAINING COURSE, 3 DAY: LEARNING OBJECTIVES AND OUTCOMES

| | | |
|---|---|--|
| Description | <p>The course is aimed at increasing an elected health and safety representative's (HSR's) knowledge to enable them to effectively and constructively represent their work group in work health and safety (WHS) matters. This includes being able to participate in and contribute to the risk management activities undertaken by a Person Conducting a Business or Undertaking (PCBU) in relation to multiple employers/hazards and WHS risks.</p> <p>HSRs should be able to represent the views of their workers by providing insights into the nature of risks in the workplace and the application of control measures.</p> | |
| Learning Objective | A. Participate in, and contribute to, the formation of risk management processes and controls for multiple hazards, complex risks and concepts of reasonably practicable undertaken by the PCBU. | |
| Learning Outcome | Learner Application | Key References |
| 1. Understand the principles and practices of a systematic approach to managing and controlling multiple WHS risks | <p>A1a. Discuss the differences and similarities of strategic, operational and WHS risks.</p> <p>A1b. Identify the interdependency and benefits of a systematic approach to managing strategic, operational and WHS risks and priorities.</p> <p>A1c. Identify risk management methods and systems.</p> <p>A1d. Discuss the potential for conflict and disagreement for competing priorities, duties and responsibilities of PCBUs and other parties when aligning an individual PCBU's operational tasks and WHS risks.</p> <p>A1e. Discuss different methods a PCBU may use to overcome barriers arising from competing priorities, duties and responsibilities of multiple PCBUs.</p> | <p>WHS Regulations, Chapter 3, Parts 1 and 2</p> |
| 2. Understand the responsibilities and duties of PCBUs, officers, supervisors and contractors – hazards, risks and shared duties | <p>A2a. Identify a PCBU's obligations in relation to general risk and workplace management.</p> <p>A2b. Identify and discuss situations where a risk assessment may not be required.</p> <p>A2c. Identify potential common agents and mechanisms of injury associated with specific and multiple hazards (e.g. using AS 1885.1)</p> <p>A2d. Discuss and identify available resources and specialised advice that may be needed relating to specific and multiple hazards and risks.</p> <p>A2e. Discuss methods and information used for setting PCBU key safety performance indicators associated with specific and multiple hazards.</p> <p>A2f. Identify the steps PCBUs must take for consultation, negotiation and agreement between PCBUs and the respective HSRs.</p> <p>A2g. Identify the range of information the PCBU must provide to ensure meaningful consultation with HSRs and workers on specific and multiple hazards.</p> <p>A2h. Discuss methods of recording and confirming discussions, actions, duties, responsibilities and monitoring WHS performance.</p> | <p>WHS Act, Part 2, Divisions 1-4</p> <p>WHS Regulations, Chapter 3, Parts 1 and 2</p> <p>WHS Act, Part 5, Division 1</p> <p>WHS Act, Part 3, sections 35-37</p> |

HSR TRAINING COURSE, 3 DAY: LEARNING OBJECTIVES AND OUTCOMES

| Learning Objective | B. Participate in, and contribute to, the gathering of hazard and risk-related statistical data and information for identifying and controlling multiple hazards and complex risks. | |
|---|--|---|
| Learning Outcome | Learner Application | Key References |
| <p>1. Identify various elements of the due diligence requirements of PCBUs and officers associated with managing specific and multiple hazards</p> | <p>B1a. Describe the methods and responsibilities of PCBUs and officers to take reasonable steps to develop an effective action plan to:</p> <ol style="list-style-type: none"> 1) acquire up-to-date knowledge of general, specific and multiple hazards 2) demonstrate understanding of the nature of the operations of the business or undertaking and the general, specific and multiple hazards in a shared work environment and how this might be assessed/confirmed 3) have available for use, and use, appropriate resources and processes to develop an effective action plan to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking 4) have, and use, appropriate processes for receiving and considering information for developing an effective action plan and responding in a timely way to that information 5) ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under the WHS Act, WHS Regulations and codes of practice in the action plan 6) verify the provision and use of the resources and processes referred to in paragraphs (1) to (5). | <p>WHS Act, Part 2, Division 4 , section 27</p> <p>WHS Act, Part 3, sections 35-37</p> <p><i>Code of Practice: How To Manage Work Health and Safety Risks</i></p> <p><i>Code of Practice: Hazardous Manual Tasks</i></p> <p>Australian Bureau of Statistics</p> <p>Australian Standard AS1885.1</p> |

HSR TRAINING COURSE, 3 DAY: LEARNING OBJECTIVES AND OUTCOMES

| Learning Objective | C. Represent members in the formation of WHS action plans for multiple hazards and complex risks. | |
|--|--|--|
| Learning Outcome | Expected Learner Application | Key References |
| <p>1. Participate in and contribute to developing an action plan/s for eliminating or controlling and monitoring specific and multiple hazards/risks in a shared work environment</p> | <p>C1a. Outline and discuss the information an action plan should contain.</p> <p>C1b. Identify the methods, type and sources of information on WHS matters associated with planning to manage specific and multiple hazards in a shared work environment.</p> <p>C1c. Identify and discuss the potential and likelihood for notifiable incidents, serious injury or illness and dangerous incidents associated with the specific and multiple hazards in a shared work environment.</p> <p>C1d. Identify the objects, substances or circumstances which have the highest potential to be the direct cause of the most serious injury or disease (AS1885.1).</p> <p>C1e. Discuss the process for determining and applying reasonably practicable principles and practices to the specific and multiple hazards and multiple potential mechanisms of injury.</p> <p>C1f. Discuss the process for determining and applying reasonably practicable principles and practices to the specific and multiple hazards and risks, using agency of injury or disease information (AS1885.1).</p> <p>C1g. Discuss the content of an action plan and identify if:</p> <ol style="list-style-type: none"> 1) the plan states the specific tasks to be met, who will complete the task, when the task will be completed 2) the appropriate persons/resources are assigned to a task and who is accountable for completion of that task 3) the plan gives clear realistic timelines of action items. <p>C1h. Provide workplace hazard examples and contribute to the completion of action plans for specific and multiple hazards that include:</p> <ol style="list-style-type: none"> 1) subject/hazard 2) actions 3) resources 4) responsibilities 5) timeframes 6) review 7) sign-off process. | <p><i>Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination</i></p> <p><i>Code of Practice: How To Manage Work Health and Safety Risks</i></p> <p><i>Code of Practice: Hazardous Manual Tasks</i></p> <p>Australian Bureau of Statistics</p> <p>Australian Standard AS1885.1</p> |