



HSR Training:

Approved Training Provider Guidelines

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Introduction

Under the Work Health and Safety Act 2012 (the Act), health and safety representatives (HSRs) are entitled to undertake a course of training. The Act (section 72) provides that HSR training must be provided through a course of training that is approved by the Regulator.

In considering an application for approval to conduct HSR training, the Regulator may consider all relevant matters including:

- the content and quality of the curriculum, including its relevance to the functions and powers of a HSR
- the capability and capacity of the applicant to be a provider of training
- the qualifications, knowledge and experience of the person who is to deliver the course.

Purpose

These guidelines will help training providers:

- apply for approval to conduct initial and refresher HSR training under the Act
- develop a HSR training course for approval by WorkSafe Tasmania.

These guidelines outline the process and what is required when applying for approval to conduct HSR training. It includes information about:

- how to submit an application for approval
- the course development process
- the approval process including the conditions of approval
- minimum trainer qualifications
- monitoring and quality assurance processes.

The information (including the requirements and conditions of approval) in these guidelines applies to applications made to the Regulator for approval of initial and refresher HSR training. In the interests of continuous improvement and to ensure national consistency, these conditions and requirements will be reviewed as and when considered necessary by the Regulator.

Part 1: Approval process

An application must be made to the Regulator for approval to deliver:

- initial HSR training
- refresher HSR training
- renewal of existing HSR training approval.

Approval to deliver refresher HSR training can only be sought by providers who have been previously approved to deliver the initial HSR training.

Who can apply?

A training organisation, company or sole trader may apply for approval to deliver initial and/or refresher HSR training.

What must be submitted?

The following documents must be submitted for either the initial HSR training and the refresher training:

- the completed application form with all associated documentation; and
- the full set of proposed training course materials including:
 - course timetable
 - session plan (content, delivery approach, duration of exercises and activities)
 - participant guide with exercises and activities
 - supplementary material (handouts, powerpoint presentations)
 - course evaluation form
 - course certificate template
 - trainer details and qualifications.

How will the application be assessed?

In assessing an application the Regulator may consider all relevant matters including:

- the alignment of the course content against the Learning Objectives and Outcomes
- the content and quality of the training materials
- the extent to which the training materials are relevant to the powers and functions of a HSR
- the qualifications, knowledge and experience described of the trainer(s) who will deliver the training.

When assessing an application, the Regulator may make independent enquiries to verify information provided by the applicant; and take into consideration information provided by other WHS regulators.

If after considering an application, the Regulator proposes to refuse to grant approval for the course or the trainer, it will notify the applicant and provide a reasonable opportunity for the applicant to provide further information.

Period of approval

Approval will be granted for a period of up to five years and will be subject to the approved provider continuing to satisfy all the conditions of approval including trainer qualifications and course requirements.

Approved to deliver training in more than one jurisdiction

Applicants can be approved to deliver training in more than one state or territory or the Commonwealth. Applicants should make an initial application to the WHS regulator in the jurisdiction they intend to conduct the majority of HSR training in. Applicants must gain approval from the Regulator before delivering HSR training in Tasmania.

Once approval has been granted in one jurisdiction, an applicant may apply for approval in other jurisdictions. However, applicants must meet any specific requirements particular to any jurisdiction in which they apply. For example, in Western Australia and Queensland, training providers must be registered training organisations.

Approval to deliver HSR training in one jurisdiction does not guarantee that approval will be given in another state, territory or the Commonwealth.

Part 2: Trainer qualifications

This following information sets out the required qualifications, knowledge and experience of the person or people who will be delivering the training for the applicant following approval.

All trainers must have:

- a minimum Certificate IV in Training and Assessment (or equivalent); and
- a minimum of two years' relevant experience working in an occupational or work health and safety role; or
- relevant tertiary qualifications in a field directly related to occupational or work health and safety.

If approved, training providers must ensure that their trainers have a thorough knowledge and understanding of the work health and safety legislative framework including the entitlements, functions, powers and protections of a HSR. In addition, providers must ensure their approved trainers undertake professional development activities that maintain the currency of their occupational or work health and safety industry experience.

If approved, training providers must also ensure that all trainers subsequently engaged by the training provider have the necessary qualifications and experience; and provide the Regulator the trainer's details and evidence of the above.

Part 3: Requirements for approval of a course of training

Applicants must develop their course material based on the Learning Objectives and Outcomes in these guidelines.

Initial training course

The Learning Objectives and Outcomes form the basis for developing an initial training course for HSRs. Applicants must align the course using the content of the learning objectives and outcomes.

Refresher training course

There is no specific learning outcomes and content of refresher training courses, except that the course content should provide HSRs with an overview of the learning outcomes from the initial course, any developments in WHS legislation, and skills development related to their role, powers, functions and behaviours as a HSR in the workplace.

However, approved courses of HSR training do not require assessment of HSR participants upon completion of the course. In other words, HSRs do not have to be deemed 'competent' at the conclusion of the training. However, approved training providers will be expected to take steps to satisfy themselves that participants have achieved the required learning outcomes.

Part 4: Conditions of approval

In addition to the requirements outlined in Parts 2 and 3, the following conditions of approval (and ongoing approval) also apply.

These conditions of approval cover matters associated with:

- governance
- interaction with WHS regulators
- record keeping
- marketing
- compliance with legislation
- ongoing quality assurance of approved HSR training.

The Regulator may also impose additional specific conditions in relation to training providers, trainers or course requirements that are deemed to be necessary by the regulator. Prior to varying or imposing any specific conditions, an applicant will be notified and provided with an opportunity to make submissions before a final decision is made.

Governance

Applicants and approved training providers must:

- ensure that only trainers with the requisite qualifications, skills and knowledge and approved by the Regulator are engaged to deliver the approved course
- not sub-contract or on-sell to a third party their approved status to deliver an approved HSR training course to a third party. This condition does not prevent a training provider from engaging suitably qualified trainers to deliver an approved course under the auspices of the approved provider
- provide a training evaluation form to each participant upon completion of the approved course of training
- issue a Certificate of Attendance to each participant who completes the approved HSR initial or refresher training within 10 working days of completion. All training should be undertaken with the same training provider once a participant has started the course.

Certificates of Attendance must contain the following information (as a minimum):

- the name of the approved HSR training course
- the participant's full name, according to the registration details
- all date(s) of training
- the name of the trainer
- the approved training provider's name and, if applicable, registered business name, ABN and the Regulator approval number
- a unique identifying number and the signature of an authorised person of the training provider (for example, the Chief Executive or authorised officer)
- a statement that the course and delivering organisation are approved by the Regulator
- the date of issue of the Certificate.

Interaction with WorkSafe Tasmania

An approved training provider must:

- co-operate with any reasonable requirements of the Regulator for ongoing monitoring and quality assurance of the approved course and individual trainers; for example, notification of future course dates
- notify the Regulator in writing within 14 days of any change to the details of the approved training provider and its trainers, or substantial changes to course content or delivery method

- provide accurate and timely annual reporting on information required by the Regulator including:
 - any substantial changes/additions to the approved training
 - number of HSRs trained and certificates of attendance issued
 - any other matters that may be requested in writing by the Regulator.
- provide assistance when the Regulator is conducting an investigation into any complaints received.

Record keeping

An approved training provider must maintain the following records for inspection by the Regulator for seven years:

- records of all course training dates
- participant enrolment or registration forms
- documentary evidence of the dates that each participant was in attendance at approved HSR training
- records of all Certificates of Attendance
- any other relevant correspondence between itself and the regulator/s.

Accuracy and integrity of marketing

An approved training provider must:

- ensure that the relevant information is provided to HSRs so they are aware of their legislative entitlements with regard to selection of an approved training course
- ensure that its marketing and advertising of approved HSR courses is accurate and consistent with its approval by the Regulator.

Strategies to adhere to the principles of access for HSRs

An approved training provider must:

- have a mechanism in place to ensure HSRs receive training and support services that meet their individual needs
- have a transparent and accessible process available to address HSR concerns that will ensure complaints about the administration and/or delivery of the approved course a HSR attended are addressed effectively and efficiently
- ensure the maximum number of participants attending each training date does not exceed 20
- have a mechanism in place to ensure that those who have completed the training are able to be provided with a replacement Certificate of Attendance, if required.

Audit and investigation

An approved training provider must co-operate with and assist the Regulator:

- when it observes and monitors the delivery of training to ensure quality and integrity
- in any systematic audit and review of the conduct of the approved training provider to ensure compliance with the conditions of approval
- during any investigation resulting from an allegation or a complaint
- in any reasonable request for further information or assistance.

Part 5: Application for renewal of approved provider status

An application for renewal of an approval must be made at least three months prior to the expiry of an approval. If assessment of an application by the Regulator takes longer than three months, the approved provider will retain their approved status until the assessment is finalised or the approved provider is deemed not to have complied with the conditions and requirements and their approved status is suspended and/or cancelled.

An application for renewal takes the same form as an initial application, including the submission of all materials and supporting documentation.

Part 6: Compliance monitoring and enforcement

To ensure that HSRs are receiving high quality approved training, the Regulator will conduct post-approval monitoring and quality assurance activities.

Failure to comply with conditions of approval or reasonable requests of the Regulator may result in the suspension or cancellation of the provider's approval status or the approved course of training or both.

Written notification of the Regulator's decision to suspend or cancel a training provider's approval status or its course of training will be sent to the provider at least seven business days prior to making a final decision. An approved provider may be offered the opportunity to submit further information to WorkSafe Tasmania for consideration prior to a final decision about the suspension or cancellation being made.

Application form and checklist

Application for approval to deliver health and safety representative training under the *Work Health and Safety Act 2012*

Introduction

Applicants seeking approval or re-approval to conduct HSR training must complete this form.

Applicants who wish to conduct HSR training in more than one jurisdiction should submit an application for approval in the jurisdiction they intend to predominantly conduct HSR training in.

It is a breach of the *HSR Training: Approved training provider guidelines* to deliver approved HSR training in a state, territory or the Commonwealth without the explicit approval of that state, territory or Commonwealth WHS regulator.

Collection of personal information

Personal information collected by the Regulator will be used to register, process and assess your application and to verify the qualifications and experience of trainers.

The Regulator will also publish your organisation's contact details and training provider status on its website unless requested by the applicant otherwise.

Directions

- Fully complete this application form.
- Ensure the Authorised Officer signs the application.
- Complete the application checklist.
- Forward the completed application to:

WorkSafe Tasmania

PO Box 56

Rosny Park Tasmania 7018

Approval Process

All applications will be reviewed by the Regulator against the *HSR Training: Approved training provider guidelines*.

Outcomes of application assessments will be provided in writing and directed to the Authorised Officer listed in the application.

Initial approval is granted for a period of up to five years and subject to audit during the period of approval. Failure to comply with the conditions may result in suspension or cancellation of the approval.

Application Form

Please complete the following details and check for legibility and accuracy to avoid delays in processing your application.

Type of course you are seeking approval for:

- ☐ Initial HSR Training Course
- ☐ Refresher HSR Training Course
- ☐ Renewal of Initial HSR Training Course
- ☐ Renewal of Refresher HSR Training Course

Registered Business name and ABN.....

Name.....

Street.....

Suburb..... State..... Postcode.....

Phone..... ABN.....

Email.....

Website.....

Principal place of business (if different from above).....

Street.....

Suburb..... State..... Postcode.....

Postal address (if different from above).....

Street /PO Box.....

Suburb..... State..... Postcode.....

Nominated Trainer Details (copy this page for additional trainers)

A nominated trainer is a person employed by, contracted to, partnered with or affiliated with you as the applicant and has been nominated by you to deliver HSR training.

You need to provide details of at least one nominated trainer with this application.

You must seek the Regulator’s approval for any additional nominated trainer/s before delivering HSR training.

You must validate the qualifications, skills and experience of each nominated trainer. You will need to retain evidence of this validation for audit purposes.

Nominated Trainer name

Title Given Name(s).....

Surname Date of Birth Mobile

Qualifications.....

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Experience.....

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Authorised Officer Details and Declaration

To be completed by the Authorised Officer

- ☐ I have read this guide and can meet the requirements and conditions outlined within it
- ☐ I agree to comply with the conditions of approval
- ☐ I have checked and validated each nominated trainers qualifications and work experience
- ☐ I acknowledge that any breach of the conditions of approval may result in the suspension or cancellation of our approval to deliver HSR training

As the authorised officer I declare that the information provided in support of this application is true and correct. Where I have provided personal information in connection with this application about any other individual, I am authorised to provide that information.

Name

Position

Phone..... Email.....

Signature..... Date.....

Application Checklist

Please complete this checklist to ensure your application is complete

- ☐ Application form is complete, signed and dated
- ☐ Trainer's details have been verified

I have enclosed a full set of the proposed training course materials including:

- ☐ Course timetable
- ☐ Session plan
- ☐ Trainer's guide
- ☐ Participant guide
- ☐ Powerpoint presentation
- ☐ Supplementary materials
- ☐ Method of recording participant attendance
- ☐ Course evaluation form
- ☐ Course certificate of attendance templates

Learning Objectives and Outcomes

Learning Objective A: Interpreting the work health and safety legislative framework and its relationship to the HSR

Information about the historical antecedents that have informed and shaped current work health and safety principles and legislation will assist HSRs understand the legislative context and purpose of their function. HSRs need to understand the legislation and other legislative framework components, and be able to explain how and why they have referenced the legislation when exercising their powers.

Learning outcomes		Expected learner application	Key legislative provisions
A1 Understand the context of WHS legislation and practice	A1(a)	Discuss key concepts in the evolution of work health and safety within Australia including the careless worker theory, the influence of the Roben's Report(UK), relevant (jurisdictional based) legislative reviews, and WHS harmonisation within Australia	Background knowledge and context
	A1(b)	Identify some key impacts (social and economic) arising from workplace injury and illness	
	A1(c)	Identify data on workplace injuries, illness and incidents relevant to their work group and industry sector	
A2 Understand the objects and principles of the WHS Act	A2(a)	Identify the key objectives and principles of the Act and the significance of these to work health and safety	WHS Act Sections: 3,4,13,14,15 and 16
	A2(b)	Explain key concepts underpinning the principles that apply to all duties persons have under the Act	
	A2(c)	Identify and use key terms contained within the Act, relating to their role and workplace	
	A2(d)	Draw links between the role of the HSR and the Act objectives	
A3 Identify various elements of the legislative framework	A3(a)	Identify WHS legislation (act and regulations), codes of practice, relevant industry/Australian standards, regulator specific guidance materials/interpretive guidelines and explain their legal status, purpose and relation to each other	WHS Act Sections: 274 and 275
	A3(b)	Explain using the WHS legislation (act and regulations) and approved codes and guidance material, key sections of relevance for their industry sector/workplace	
	A3(c)	Explain the links between work health and safety, workers compensation and rehabilitation of injured workers	

Learning outcomes		Expected learner application	Key legislative provisions
A4 Understand the role and functions of WorkSafe Tas and its interaction with the HSRs	A4(a)	Provide examples of regulator functions and powers and how these are used to facilitate compliance with WHS legislation	WHS Act Sections: 82 and 160
	A4(b)	Explain how to access the support services and resources for HSRs	
	A4(c)	Outline the role of a WorkSafe inspector and how they can assist HSRs	
	A4(d)	Identify when a HSR may have contact with or seek assistance from a WorkSafe inspector	
A5 Understand the safe work approach to work health and safety	A5(a)	Using workplace scenario/s, explain why a 'safe work' approach should be taken by a PCBU, rather than focusing on issues	Background
	A5(b)	Identify the range of factors that would contribute to making a workplace a safe environment 'safe person' approach when resolving work health and safety	

Learning Objective B: Identify key parties and their legislative obligations and duties

HSRs should be able to identify key duty holders and their duties when representing the workers in their work group in relation to WHS. HSRs will be able to identify the legislative penalties of the main duty holders for not meeting their obligations under the Act.

Learning Outcomes		Expected Learner Outcome	Key Legislative Provisions
B1 Summarise the duties and responsibilities of PCBUs under the legislation	B1(a)	Explain and use the term PCBU in the context of their role	WHS Act Sections: 18, 19, 20, 21, 22, 23, 24, 25, 26 and 36
	B1(b)	Identify PCBUs of relevance to the HSRs work group and workplace and summarise their duties with reference to the appropriate sections of the Act as relevant	
	B1(c)	Discuss what is meant by 'reasonably practicable'	
	B1(d)	Discuss what is meant by 'risk management' using examples to explore measures in the hierarchy of control	
	B1(e)	Discuss the duties and responsibilities of PCBUs under the WHS legislation including the management of risks to secure the health and safety of workers and other persons at the workplace	
B2 Identify the duties and responsibilities of officers, workers and other parties	B2(a)	Compare the duties and responsibilities of an officer and those of the PCBU as these relate to the workplace	WHS Act Sections: 1, 13, 14, 15, 16, 17, 19, 20, 21, 27, 28 and 9
	B2(b)	Explain what is meant by 'due diligence' in connection with the duties of an officer	
	B2(c)	Explain the duties of workers in relation to health and safety at the workplace	
	B2(d)	Identify officer, workers and other parties within the work group/workplace who would have a duty, as defined under the Act	
B3 Identify and discuss the range of enforcement options	B3(a)	Describe the range of enforcement options available to the regulator for key duty holders for non compliance within the WHS legislation	WHS Act Sections: 31, 32 and 33 WHS Act Parts: 10 and 11
	B3(b)	Identify the relevant offences and penalties under the legislation framework	
	B3(c)	Identify practical examples of the consequences that apply to key holders for not complying with the WHS legislation	

Learning Objective C: Establishing representation in the workplace

HSRs should have an understanding of their role, powers and protections under the legislation and have the skills to use their powers appropriately to achieve representation of workers and improve safety outcomes. HSRs should be able to use the representative processes outlined in the WHS Act and know where to access various support mechanisms available to them.

Learning Outcomes	Expected Learner Outcome		Key Legislative Provisions
C1 Outline of the purpose and formation of work group/s within the workplace	C1(a)	Define what is a work group and describe its purpose	WHS Act Sections: 50,51,52,53 and 54 WHS Regulations: 16 and 17
	C1(b)	Identify the responsibilities of the PCBU in relation to the formation of work groups	
	C1(c)	Identify the matters that need to be taken into account when work groups are formed	
	C1(d)	Identify and explain the circumstances under which existing work groups could change, resulting in fresh negotiations to form new work groups in the workplace	
	C1(e)	Identify the range of options available to the parties involved, if negotiations around the establishment of a work group fail	
	C1(f)	Explain issues with the establishment of multiple work group, possible impacts on the negotiation of work groups (if relevant) and how a HSR should represent multiple work groups	
C2 Understand the election process for HSRs/Deputy HSRs and disqualification provisions	C2(a)	Explain the election process and roles/obligations of relevant parties in the process	WHS Act Sections: 50, 60, 61, 62, 63, 64, and 67 WHS Regulations: 18 and 19
	C2(b)	Identify the terms of office for a HSR or Deputy HSR	
	C2(c)	Identify circumstances that would result in a HSR no longer being able to represent their work group or hold office	
	C2(d)	Describe the disqualification provisions including conditions processes and which body is responsible for determining disqualifications of HSRs in your jurisdiction	
	C2(e)	Explain the reasons why the PCBU is obliged to display and maintain lists of HSRs in their place of work/business/undertakings	

Learning Outcomes	Expected Learner Outcome		Key Legislative Provisions
C3 Understand the function of a Health and Safety Committee (HSC)	C3(a)	Outline the legislative basis for establishing a HSC	WHS Act Sections: 75, 76, 78 and 79
	C3(b)	Describe the role, composition and functions of a HSC	
	C3(c)	Describe the obligations and duties of the PCBU to the committee	
	C3(d)	Describe the role of the HSC and how this related to the role of a HSR	
	C3(e)	Explain how a HSC can offer support to a HSR who is not a member of the committee	
C4 Understand and explain the entitlements, rights and protections of an elected HSR/ Deputy HSR	C4(a)	Explain the HSR powers and functions as defined by the legislation	WHS Act Sections: 66, 68, 69, 70, 71, 72, 73, 74, 76, 89, 102, 105, 106, 195, 198, 201 and 207 WHS Act Parts: 6 and 12 WHS Regulation: 21
	C4(b)	Identify any legislative restrictions on the functions of a HSR, if initial HSR training is not undertaken	
	C4(c)	Explain the legislative protections for HSRs, including protection against discrimination for prohibited reasons	
	C4(d)	Explain how an elected HSR is a key link between the work group and management in matters relating to work health and safety	
	C4(e)	State the entitlements to training of an elected HSR	
	C4(f)	Explain, using examples the PCBU's obligations towards HSRs	
	C4(g)	Explain in the legislation the exceptions to the PCBU's obligations towards an elected HSR, and give reasons for why these exceptions would exist	
	C4(h)	Explain when a HSR can have decisions made by a WorkSafe Inspector reviewed and the process the HSR would follow	

Learning Objective D: Participate in consultation and issue resolution

HSRs should be able to participate in consultation and negotiation processes by exercising communication skills and representing their workers. The HSR should understand the role of consultation in the workplace, the PCBU duty to consult and how the HSR is able to represent workers in those consultations, using appropriate skills to achieve positive outcomes.

Learning Outcomes	Expected Learner Outcome		Key Legislative Provisions
D1 Describe the nature of the consultation process with workers and required of the primary PCBU by the Act	D1(a)	Describe what effective consultation between PCBUs and workers means in relation to work health and safety and why it is important in fostering cooperative and consultative relationships	WHS Act Sections: 46,47,48 and 49
	D1(b)	Identify when the PCBU is required to consult with workers and elected HSRs	
	D1(c)	Identify the various forms/ways (in general) information can be shared to enable effective consultation between PCBUs and workers	
	D1(d)	Provide examples to illustrate reasonable opportunities for workers (including those with special needs) to express their views had been provided	
	D1(e)	Identify any confidentiality requirements relating to information collected from or provided to HSRs, and have a basic understanding of the importance of record keeping	
	D1(f)	Discuss why a HSR might keep copies of records relating to their workplace's work health and safety matters	
D2 Identify a range of strategies that support the consultation process	D2(a)	Identify key duty holders that a HSR may consult with regarding work health and safety in the workplace	WHS Regulations: 80,81 and 82
	D2(b)	Describe the benefits of building and maintaining constructive relationships with management, health and safety committees, members of work groups and others	

Learning Outcomes	Expected Learner Outcome		Key Legislative Provisions
D3 Use negotiation skills and strategies to resolve work	D3(a)	Describe the basic principles of negotiation	WHS Act Sections: 80 and 81 WHS Regulations: 22 and 23
	D3(b)	Explain the issues resolution process	
	D3(c)	Suggest various strategies/tools a HSR could use during the negotiation process to help resolve identified work health and safety issues	
	D3(d)	Identify and source resources available to a HSR when negotiating and resolving work health and safety issues	
	D3(e)	Demonstrate, using negotiation and communication skills, how a HSR could represent a relevant party or stakeholder, based on an appropriate case study or scenario	
	D3(f)	Describe how to refer an unresolved issue to the regulator for resolution by a WorkSafe inspector	
	D3(g)	List the functions and powers of a WorkSafe inspector in resolving work health and safety issues	
D4 Represent workers on health and safety issues in a range of circumstances	D4(a)	Describe the circumstances where a HSR is entitled to be present during an interview concerning work health and safety	WHS Act Sections: 50, 51, 52, 53, 54, 55, 56, 57, 80, 81 and 82 WHS Regulations: 16 and 17
	D4(b)	Explain the role of a HSR during such interviews	
	D4(c)	Identify the ways a HSR could exercise their powers in relation to complaints about work health and safety	
	D4(d)	Identify the effective communication skills a HSR may use	
D5 Discuss the benefits of effective representation and constructive consultation between PCBU, other duty holders and workers	D5(a)	Discuss the general benefits of effective consultation between HSRs and PCBUs and other duty holders; and the positive outcomes of engaging together in a consultative and participatory manner to identify and solve work health and safety issues in their workplaces	WHS Act Sections: 47, 48 and 49
	D5(b)	Understand the requirements and explore examples of consultation, co-operation and co-ordination between PCBUs and other duty holders	

Learning Objective E: Represent members in the WHS risk management process undertaken by the PCBU

HSRs should have a basic understanding of risk management, including the hierarchy of controls, and be able to participate in and contribute to the risk management activities undertaken by a PCBU. HSRs should be able to represent the views of their workers, providing insight into the nature of risks in the workplace and potential controls.

Learning Outcomes	Expected Learner Outcome		Key Legislative Provisions
E1 Understanding the duties and responsibilities of various PCBUs under the legislation to manage risks to the health and safety of workers and other persons at the workplace	E1(a)	Identify key risk management terms and definitions	WHS Act Sections: 17 and 18 WHS Regulations: 22
	E1(b)	Explain why and when risk control should be revised and reviewed, and when the HSR can request that this be done	
	E1(c)	Identify a duty holder's responsibility to eliminate or control risks 'so far as reasonably practicable' under WHS legislation	
E2 Understand how HSRs can use their functions and powers to contribute to risk management activities in the workplace	E2(a)	Identify a range of hazards found within various workplaces and their impact on workers	
	E2(b)	Explain basic risk assessment procedures	
	E2(c)	Identify different methods a PCBU may use to identify WHS hazards and ways the HSR could contribute to that process	
	E2(d)	Identify the purpose of workplace inspections and identify the powers which allow a HSR to inspect the workplace	
	E2(e)	Demonstrate the HSR's role in participating in workplace inspections and when this should be done	
	E2(f)	Identify ways a HSR can represent, monitor, investigate and inquire into issues raised by their work group to ensure these concerns are addressed	

Learning Outcomes	Expected Learner Outcome	Key Legislative Provisions
E3 Understand basic management concepts	E3(a)	Use a risk assessment process to demonstrate basic risk assessment principles and the use of simple risk assessment tools
	E3(b)	Describe the concepts of safe place rather than safe person, and the hierarchy of control
	E3(c)	Explain the entitlements of a HSR to participate in the review of risk control measures affecting members of their work group
	E3(d)	Identify in legislation or guidance material control measures for the identified risk or hazard
	E3(e)	Explain how HSRs can contribute to the selection of control measures
E4 Identify the PCBU duties for incident notification	E4(a)	Provide examples of the types of incidents that could occur in relation to incident notification work
	E4(b)	Identify the duties placed on PCBUs for notifiable incidents
	E4(c)	Describe why a HSR should be advised by the PCBU of a notifiable incident that has occurred in the workplace
	E4(d)	Identify tools and techniques that could be used in investigating incidents using learning activities, for example a simulated incident investigation
E5 Identify the type of assistance or support inspectors and entry permit holders can provide a HSR	E5(a)	Identify who can provide assistance to a HSR and under what circumstances
	E5(b)	Identify the conditions under which a representative, including an entry permit holder may enter a workplace and any legislative conditions/constraints
	E5(c)	Describe the role of a HSR when accompanying a WorkSafe inspector on an inspection of a work location
	E5(d)	Explain how accompanying a WorkSafe inspector during an inspection would assist a HSR in performing their functions and or exercising their powers

Learning Objective F: Issuing a Provisional Notice (PIN) and directing the Cessation of work

HSRs will be able to use their knowledge of the provisions in the legislation which give HSRs their powers to perform various functions and to exercise their powers to issue a provisional improvement notice (PIN) or a cease work direction. In both cases, the HSR should operate within the restrictions and requirements surrounding the exercising of these two powers and when each is appropriate.

Learning Outcomes	Expected Learner Outcome		Key Legislative Provisions
F1 Provide an overview of PINs	F1(a)	Explain the purpose and function of a PIN	WHS Act Sections: 90 and 102
	F1(b)	Identify the restrictions in the legislation that prevent a HSR from issuing a PIN	
	F1(c)	Identify who a HSR can issue a PIN to	
	F1(d)	Describe the way a person may be issued a PIN	
F2 Understand the features and contents of a PIN	F2(a)	Identify that a PIN must be in writing	WHS Act Sections: 90 and 102
	F2(b)	Distinguish between what must be included in the contents of a PIN and what may be included	
	F2(c)	Identify the extent of any changes a HSR can make to a PIN once it has been issued	
	F2(d)	Undertake an activity to complete a PIN	
F3 Identify the range of actions arising once a PIN is issued and identify actions	F3(a)	Identify the alternative courses of action that the person can take when issued with a PIN	
	F3(b)	Describe the role and powers of an WorkSafe inspector when reviewing a dispute PIN	
	F3(c)	Identify appeal provision for inspector decisions	
F4 Provide an overview of the right to cease, or direct the cessation of, unsafe work	F4(a)	Explain the conditions or circumstance that would cause workers to cease work and cause a HSR to direct workers to cease work	WHS Act Sections: 83 and 89
	F4(b)	Identify any legislative restrictions placed on HSRs that prevent a HSR from directing a worker to cease work	
	F4(c)	Outline the processes a HSR must follow after giving a direction to cease work to a worker/workers	
	F4(d)	Outline the employment conditions that apply to workers who have ceased work	
	F4(e)	Outline what the role and function of a WorkSafe inspector would be after there is a request from either a PCBU or a worker to attend the workplace in these circumstances	

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