



## Health & Safety Representative WST Approved Course

**Course Duration:** Five Day

**Venue:** **OnRoad OffRoad Training Complex**  
24 Jackson Street, Glenorchy TAS 7010

**Investment: \*** \$750.00 (including GST)

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### **PURPOSE:**

This course provides the Health and Safety Representative with a range of skills and knowledge required to efficiently and effectively perform his or her role as a HSR. Fully trained HSRs are permitted to issue PINs and direct work to cease in critical safety situations. All training is conducted is compliant with the latest harmonised safety rules; the *Work Health and Safety Act 2012* and related Regulations, Codes of Practice and Australian Standards.

### **WHAT WILL YOU GAIN?**

You will acquire skills and knowledge in the following areas:

- Interpreting the WHS legislative framework and its relationship to the HSR
- Identifying key parties, legislative obligations and duties
- Establishing representation in the workplace
- Participating in consultation and issues resolution
- Represent members in the WHS risk management process undertaken by the PCBU
- Issuing a provisional improvement notice (PIN) and directing the cessation of work

### **Eligibility to Attend**

Newly elected Health and Safety Representatives are entitled to attend this course.

### **Refresher Training**

Existing Health and Safety Representatives are entitled to attend the 5 day course (if he/she has not already done one) and an annual one day refresher course.

### **WHAT WILL YOU RECEIVE?**

Successful completion of this course will be recognised by the issue of a Worksafe Tasmania recognised Certificate of Attendance for Health and Safety Representative. OnRoad OffRoad is a WST authorised provider of this course. This course is not accredited and a Statement of Attainment cannot be issued under the national training arrangements.

### **Venue**

The course is normally run regularly at our Jackson Street site, but we can conduct the course at your business or workplace at your convenience. Ideal for a group of newly elected HSRs at your location. Please enquire.



## TERMS AND CONDITIONS

### ***Payment of Fees/Refunds: What if you Cancel/Transfer, What if we Cancel/Transfer?***

#### ***Payment of Fees***

Fees are required to be paid prior to the commencement of courses. A deposit of 50% of the course fee is payable at time of enrolment with the balance payable prior to the commencement of the course.

#### ***Our Cancellation/Transfer***

Whilst we always endeavor to run scheduled courses we reserve the right to cancel or defer a course.

- In the event of occurring cancellation all fees can be refunded or you may elect to transfer to a course that will run at a later date.
- ***Your Cancellation/Transfer***
- If you are unable to attend a course, you may elect to re-schedule for that course, but only within 14 days of the original course date.
- We will only allow two (2) such transfers before an administration fee equivalent to 50% of the course fee value will be charged.
- If you cancel more than seven days prior to the course you may request to have any monies paid refunded in full or you may elect to be transferred to an alternative course with an administration fee adjustment.
- If you cancel less than seven days prior to the course you will be charged a 50% (course fee) cancellation fee.
- Should you not attend training/assessment a 100% cancellation fee, or loss of deposit, will apply.

#### **Refunds**

All applications for refund must be made in writing using the F003-Refund Request Form. This form will then be provided to the Training Manager, or their delegate who will consider the request in line with the RTO's policy and procedure.

You will need to attach supporting evidence (e.g. Doctor's Certificate / hardship) as is deemed appropriate with the written request.



## PRE ENROLMENT INFORMATION

For pre enrolment information please request a copy of the Onroad Offroad Training Student Handbook for information concerning training and assessment processes, access and equity matters, recognition of prior learning, LLN issues, responsibility of students, certificates and qualifications, government funding subsidies, appeal processes and confidentiality of student information.

**For further information and course dates, please contact  
1300 732 377 (8:30 – 5:00 Monday to Friday)**

<b>Document Name and Number:</b>	<b>Version and Date:</b>	<b>Responsible Person:</b>	<b>Purpose and Comments:</b>
HSR Course Information	Feb 2017/V2	Training Manager	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015. Standard 4