

## SC008 Health and Safety - The Health and Safety Representative

### Course Outline:

Health and safety representatives play a pivotal role in keeping workplaces safe. By representing workers in their work group, H&S Reps provide a means for workers to raise safety issues within their workplace, and follow a process with employers to resolve them. Wherever these issues are resolved successfully we avoid the human and financial costs of workplace injuries.

This training course contains information for workers and employers who have been assigned the role and functions of a H&S Rep within their workplace. These include how they are elected, who they represent and how safety issues should be raised.

### Who May Apply?

Employers  
Self-Employed  
Management

### Learning Objectives:

- What is occupational Health and Safety
- Familiarization with the health and safety legislation
- The occupational health and safety authority function and role of its officers
- Infringements and penalties
- Employer's duties and employee's duties
- The workers' H&S Rep and the H&S Committee
- Principles of the health and safety policy
- Health and safety audits, health and safety inspections
- Principles and importance of Risk Assessments
- Accident prevention and investigation
- Principles and importance of workplace safety; including ergonomics, workstations, manual handling, noise, light, ventilation, housekeeping, signage, emergency procedures, chemical handling, work equipment and PPE.

### Course Structure:

4 hours of Theory  
No Practical

### Certification:

An attendance certificate will be given to all attendees.

This does not have an expiry date however we suggest that a refresher course is taken to keep up-to-date with any changes mainly regarding regulations and practical guidelines.