



# Safety & Health Representatives Courses

Combined Team Services

RTO Provider No, 50995

# Course Information

This course teaches the individual relevant skills how to be a meaningful Safety Officer, to provide safety leadership, and have some responsibility for the output of others and also provide guidance to others. The training provides a good blend of practical and theory work to give the individual a hands-on approach to the job role.

All elected workplace Safety & Health Representatives are entitled to attend the 5 day course with time off and full pay from their employer.

## Pre-requisites

There are no pre-requisites for this course; however participant will require the numeracy and literacy skills sufficient to read and comprehend legislation, standards and codes of practice. If you have special requirements please advise us when booking. Our trainers ensure this course is fun and interactive with individual and group activities.

Learning activities are designed to develop the skills and knowledge required by Safety and Health Representatives to perform their duties effectively.

## Times

8.30am to 4.00pm.

## Duration

Five (5) days (Monday to Friday).

## Cost

\$950 per person to attend a public course in Bunbury.  
Costs include morning tea, light lunch and afternoon tea and comprehensive take home hard copy resources. Discounts are available for "Early Bird" bookings - see website.

## Training day attire

Neat, tidy clothing and closed footwear.  
Please advise us if you have any special dietary, or accessibility requirements.

*Participants will receive a Statement of Attendance after completion of this course.*

A subsidy for this course may be available through the Construction Training Fund if you are working in the construction industry.

Go to <http://bcitf.org> for more information.

# Outcomes and options

## As a result of attending the course, participants should be able to:

- Apply knowledge of legislation in the role of a Safety and Health Representative
- Conduct workplace inspections and investigations as a Safety and Health Representative
- Conduct hazard identification and risk management associated with the role of a Safety and Health Representative.
- Communicate on Safety and Health Matters and represent employees
- Resolve conflict and issue Provisional Improvement Notices (PINS) in the role of a Safety and Health Representative

## The learning covered during the course is closely mapped to the following Nationally Recognised units of competence:

BSBWHS302 Apply knowledge of WHS legislation in the workplace

BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control

BSBWHS304 Participate effectively in WHS communication and consultation processes

BSBWHS305 Contribute to WHS issue resolution

BSBWHS406 Assist with responding to incidents

After attending the five day course, participants may request to be assessed against the Nationally Recognised Units of Competence listed. Additional costs apply for this service. This option may be discussed with your facilitator during the course or contact our office for more information.

## Bunbury Course Dates 2018

16 -21 Apr    18 - 22 Jun    20 - 24 Aug    15 -19 Oct    10 - 14 Dec

**BOOK NOW** on 9791 6611 or [training@ctsconsult.com.au](mailto:training@ctsconsult.com.au)



Two day

# **Safety & Health Representatives Refresher Course**

Combined Team Services

RTO Provider No, 50995

# Course Information

Practical, interactive and delivered by trainers who are passionate about safety, send your Safety Reps on a 2 day refresher. Section 19 of the OHS Act requires employers to provide "training" to employees relevant to the functions performed by the employees.

We update your employees knowledge of the latest legislation, their role, and how to conduct effective inspections & investigations. Course dates are available on our online calendar or we can come to your workplace if you have a group of SHREPS.

## Pre-requisites

There are no pre-requisites for this course; however it would be expected that the majority of students have completed the 5 Day Safety and Health Representatives course. Some participants may be invited by CTS assessors as part of a qualification learning program. Participants will require the numeracy and literacy skills sufficient to read and comprehend legislation, standards and codes of practice. If you have special requirements please advise us when booking.

## Fees 2018

\$440 per person to attend one of our public courses in Bunbury.  
Ask us for a quote to deliver this refresher in the workplace for a group of SHREPS.

## Times and Duration

8.30am to 4.00pm.

Two (2) days (Monday to Tuesday).

Costs include morning tea, light lunch and afternoon tea. Please advise us if you have any special dietary, or accessibility requirements.

## Training day attire

Neat, tidy clothing and closed footwear.

*Participants will receive a Statement of Attendance after completion of this course.*

A subsidy for this course may be available through the Construction Training Fund if you are working in the construction industry. Go to <http://bcitf.org> for more information.



# The Best Venues

We use "The Parade on the Water" when ever it is available. It is a gorgeous venue, with stunning views of the inlet and easy free parking. Relax on the deck during the breaks and network with other SHREP's.

When The Parade is not available we head to our own training rooms at Training HQ at 6A/B Victoria Street, Bunbury.

We supply morning and afternoon tea as well as a delicious lunch each day.

Our head SHREP trainer is an ex-WorkSafe Inspector and our co trainers are still working in industry - so you can be sure that the training you get from us will be extensive and current.

SHREPS also conduct a practical workplace site inspection during the course.

And the great news doesn't end there - we offer post course support for free, as you are invited to join our CTS Safety Representatives Community - it's like having your own support network on tap!



## **CTS Safety Representative Community MEMBERS ONLY ACCESS - available to all our SHREPS**

- Keep up to date with safety's latest news
- Free support and advice on safety related issues
- Training discounts - automatic 5% off any courses booked through our website once you are a member
- Free downloads including course materials and OHS documents

## Don't just take our word for it!

"It has made me want to become a champion for safety both at home and at work"

"Everything in this course was above expectation - food, venue, trainers, class members, information and materials provided"

"If you never had any knowledge about a SHREP then this is the place to be, you become one big happy family.  
Thank you so much Combined Team Services"



08 9791 6611

[training@ctsconsult.com.au](mailto:training@ctsconsult.com.au)

[www.ctsconsult.com.au](http://www.ctsconsult.com.au)



# Nationally Recognised Qualifications



## with Combined Team Services

Business (Level 3) - Certificate III in Business (BSB30115)

Business (Level 4) - Certificate IV in Business (BSB40215)

Customer Engagement (Level 4) - Certificate IV in  
Customer Engagement (BSB40315)

Leadership and Management (Level 4) - Certificate IV in  
Leadership and Management (BSB42015)

Leadership and Management (Level 5) - Diploma of  
Leadership and Management (BSB51915)

Work Health and Safety (Level 4) - Certificate IV in Work  
Health and Safety (BSB41415)

Work Health and Safety (Level 5) - Diploma of Work  
Health and Safety (BSB51315)

Resource Processing (Level 2) - Certificate II in Resource  
Processing (RII20515)

Resource Processing (Level 3) - Certificate III in Resource  
Processing (RII30415)

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[www.ctsconsult.com.au](http://www.ctsconsult.com.au)

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