## APPROVED HSR TRAINING COURSES—INFORMATION FOR TRAINING PROVIDERS

### HSR TRAINING ENTITLEMENTS

The following table sets out courses of training in work health and safety which a health and safety representative (HSR) is entitled to attend.

<table>
<thead>
<tr>
<th>Representative</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> A representative who:</td>
<td>a) Either:</td>
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<tr>
<td>(a) is taken to hold the office of health and safety representative in accordance with item 9 of Schedule 2 to the <em>Work Health and Safety (Transitional and Consequential Provisions) Act 2011</em>; and</td>
<td>(i) a bridging course; or</td>
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<tr>
<td>(b) before 1 January 2012, completed a course of training accredited by the Commission for section 27 of the <em>OHS Act</em></td>
<td>(ii) an initial course of training of five days and</td>
</tr>
<tr>
<td><strong>2</strong> Any other representative</td>
<td>(b) one day’s refresher training each year, with the entitlement to the first refresher training commencing one year after the training mentioned in paragraph (a)</td>
</tr>
<tr>
<td></td>
<td>(a) an initial course of training of five days and</td>
</tr>
<tr>
<td></td>
<td>(b) one day’s refresher training each year, with the entitlement to the first refresher training commencing one year after the initial training</td>
</tr>
</tbody>
</table>

*Table reference: Schedule 1—amendments of Work Health and Safety Regulations 2011: [1] Subregulation 21 (1) substitute (1) For subsection 72 (1) of the Work Health and Safety Act 2011 (WHS Act), the table sets out courses of training in work health and safety which a HSR is entitled to attend.*
### HSR TRAINING COURSE OVERVIEW

<table>
<thead>
<tr>
<th>Course type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial five-day course</td>
<td>The initial five-day course is not intended to make HSRs qualified or expert WHS specialists, but rather provide HSRs with an opportunity to develop their skills so that they can represent their workgroup in WHS matters and exercise their powers and functions in the WHS Act. The expected learner application for each learning outcome as outlined in Guidance 2—HSR training course requirements provides guidance on inclusions such as activities, case studies, discussions and skills practice sessions that are required in the course. The learner applications specify what a HSR could be reasonably expected to do or know at the conclusion of the initial five days of training. Training can be delivered over five consecutive days, or spread over a longer period of time with training delivered in ‘blocks’ of time no less than one day in duration. The course should be conducted as seven-hour days, excluding breaks (in total, 35 hours over the five days). It is suggested that one hour of breaks should be spread throughout the day. The process for seeking approval of a five-day course is set out in Guidance 1—How to become an approved provider of health and safety representative (HSR) training for the Commonwealth jurisdiction. The fee for the assessment and approval of a five-day course is $5500 and approval is granted for up to five years.</td>
</tr>
<tr>
<td>One-day bridging course</td>
<td>The bridging course option is only available for HSRs who have previously received training in work health and safety under section 27 of the OHS Act (refer to item 1 in the table above). Comcare has developed a course for this purpose and the course materials and training support resources will be supplied upon written request at no cost to Comcare-approved training providers. The course must not be amended or altered in any way without prior approval from Comcare. The bridging course provides previously trained HSRs with an overview of the learning outcomes in the initial five-day course with an emphasis on changes to the health and safety legislation and the mandatory training requirements for the issuing of a Provisional Improvement Notice (PIN) and for directing that unsafe work cease. The bridging course resulted from an amendment to the WHS Regulations in response to concerns raised by persons conducting a business or undertaking (PCBUs, formerly known as employers) who have an obligation to train large numbers of HSRs in their workplace, and following consultation with stakeholders.</td>
</tr>
</tbody>
</table>
One-day refresher course

Following the completion of an initial five-day course or one-day bridging course, a HSR is entitled to attend one-day refresher training annually.

Comcare does not prescribe 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 five-day course, developments in WHS legislation (if relevant) and skills development related to their role, powers, functions and behaviours as a HSR in the workplace.

Training providers should take into account developments in work health and safety matters that may affect a HSR in performing their role in the workplace when considering relevant content for refresher training courses.

It is envisaged that approved training providers will respond to requests from specific agencies, licensees, industry sectors and suggestions from HSRs when considering the development of refresher training content. Training providers may even consider developing a suite of refresher courses covering different themes related to HSR skills applicable to the needs of the particular cohort of participants.

Providers must ensure the theme they develop is underpinned by an overview of the learning outcomes in the five-day initial course and addresses developments in WHS legislation.

Training providers can only seek approval to deliver refresher HSR training if they are also seeking or already have approval to deliver initial five-day HSR training.

There is no fee for the assessment and approval of a refresher course.

POST-APPROVAL MONITORING

Approved HSR training providers are subject to post-approval monitoring by Comcare. Guidance 3—HSR Training Courses—Post-Approval Monitoring outlines the compliance monitoring process aligned to the conditions of approval set out in Guidance 1 and Guidance 2.

MORE INFORMATION

Guidance 1  

Guidance 2  

Guidance 3  

WHS Regulations  

Explanatory statement  

DISCLAIMER

The information in this fact sheet is provided by Comcare for the purpose of providing Comcare-approved training providers with information relevant to course content development applicable to HSR training courses.

Comcare recommends that users exercise their own skill and care with respect to use of information in this fact sheet. This fact sheet is not a substitute for independent professional advice and users should obtain appropriate professional advice relevant to their particular needs and circumstances.