



OHS Consultation in the Workplace

NEW occupational health & safety & legislation in NSW, establishes a duty on employers to consult with employees about OH&S matters, so that employees can contribute to decisions affecting their health, safety & welfare at the workplace.

All workplaces must set up arrangements to enable consultation about OH&S to occur, no matter how small or large the organisation (3 employees to 20,000 employees)

What does this mean for employers and employees?

It means employers must:

- Set up a formal process by which consultation will take place in their organisation.

This can be done by arranging any one, or more of the following:

- **establishing an OHS Committee** comprised of appointed employer representatives and elected employee representatives. (Employer reps. can not out number the employee reps).
- **electing OH&S Reps.** OHS Reps must be elected by and from the employees in the workplace. There must be an adequate number of OH&S Reps to ensure coverage of the workforce.
- **establishing other agreed arrangements.** Usually followed by very small organisations where there are less than 20 employees.

Committees and/or representatives need to be determined in a way that enables the elected representative to undertake regular and meaningful communication with the employees of the workgroup that they represent (The OHS Regulation 2001 states minimum requirements for OHS Committees, OHS Reps and other agreed arrangements).

Once OHS Committee Members and OHS Reps have been elected, **they must attend a 4 day WorkCover accredited training course** about OHS Consultation and their role in workplace health & safety, in accordance with the OHS Regulation 2001. (All persons on an OHS Committee must attend this training including appointed management representatives.)

Training should be held within **3 calendar months** of election or appointment of committee members and OHS Reps.

Re-Start Consulting in partnership with George Monsted deliver the WorkCover 4 day course. The course enables OHS committee members and representatives to:

- Develop skill and knowledge in workplace health and safety
- Effectively carry out their role and function under OH&S legislation.

Re-Start Consulting offers public OH&S consultation training courses at its Lewisham Offices. The cost of attending the public course is \$550 (plus GST) per person. In-house training for your organisation can also be organized.

**** See Over for the OH&S Consultation Course Outline ****

Occupational Health & Safety Consultation Course

(For OHS Committee Members & OHS Representatives)

The course covers:

DAY 1: Workplace Health & Safety

- introduction
- overview of effective OHS management

Role of OHS Consultation in the Workplace

- role of OHS consultation
- responsibilities in the workplace
- OHS legislation & consultation

DAY 2: Effective OHS Consultation

- effective communication techniques
- problem solving and conflict resolution
- report preparation & presentation

Systematic Management of Health & Safety

- OHS information
- systematic management of OHS
- OHS risk management
- OHS management systems

**DAY 3: Risk Management - action learning activity in the workplace
(N.B. 0.5 day spent in workplace and 0.5 day spent at training venue)**

- workplace inspection & report of recommendations
- assessment of two work practices & recommendations
- presentation of workplace findings by OHS reps and committee members

DAY 4: Continuous Improvement of OHS Systems

- assessing OHS management system audits
- measuring the effectiveness of OHS committees and reps

Summary

All those who successfully complete the course will be accredited by WorkCover and receive a certificate along with a statement of training.

The course is accredited by the Vocational Education & Training Board of NSW (VETAB)

Please see our Training Calendar (January – June 2006) for details on the next course dates.

For further information or to register for the course,
please call Felisia Rubbo or Anthony Cramery on (02) 9572 7444
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