



OH&S CONSULTATION TRAINING COURSE WORKCOVER NSW ACCREDITED

2010 TRAINING CALENDER

DURATION:	Four days
DATES:	18-19-25-26 February 20-21-27-28 May 19-20-26-27 August
DAILY TIMES:	8.30 am – 3.30 pm
VENUE:	NEWCASTLE: Mayfield Sport & Recreation Club 58 Crebert Street Mayfield, NSW
FEE:	\$595.00 plus \$59.50 GST (Total \$654.50) per participant

The aim of the course is to develop the knowledge, attitudes and skills of the participants, so that the committee members and OH&S representatives can play an active and effective role in preventing workplace accidents. Therefore, the training methods used place an emphasis on the active participation of all course participants.

WORKPLACE CONSULTATION TRAINING PROGRAM

- Topic 1: Workplace Health & Safety.**
Explains the requirements for effective management of health & safety & the importance of OH&S consultation.
- Topic 2: The Role of OH&S Consultation in the Workplace.**
Details the requirements for consultation under the Occupational Health & Safety Act 2000.
- Topic 3: Effective OH&S Consultation in the workplace.**
Outlines effective communication techniques. Describes how these are essential in the consultative process.
- Topic 4: Systematic Management of Health & Safety.**
Details the requirements for effective OH&S Management Systems, their development, implementation, audit & review.
- Topic 5: Action Learning Exercise.**
Practical application of risk management through work based activity.
- Topic 6: Continuous Improvement of OH&S Systems.**
Highlights the need for continuous improvement in OH&S through consultation & provides the means for implementation, monitoring & evaluation of this process.
- Topic 7: Summary & Conclusion.**
Summarises & concludes the course, including assessment & evaluation.