



## OH&S CONSULTATION TRAINING COURSE WORKCOVER NSW ACCREDITED

### 2010 TRAINING CALENDER

<b>DURATION:</b>	Four days
<b>DATES:</b>	4-5-11-12 February 18-19-25-26 March 6-7-13-14 May 17-18-24-25 June 5-6-12-13 August 16-17-23-24 September 21-22-28-29 October 25-26 November & 2-3 December
<b>DAILY TIMES:</b>	8.30 am – 3.30 pm
<b>VENUE:</b>	<b>SYDNEY:</b> Ryde/Parramatta Golf Club 1156 Victoria Road, West Ryde NSW
<b>FEE:</b>	<b>\$595.00 plus \$59.50 GST (Total \$654.50) per participant</b>

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, there 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.

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