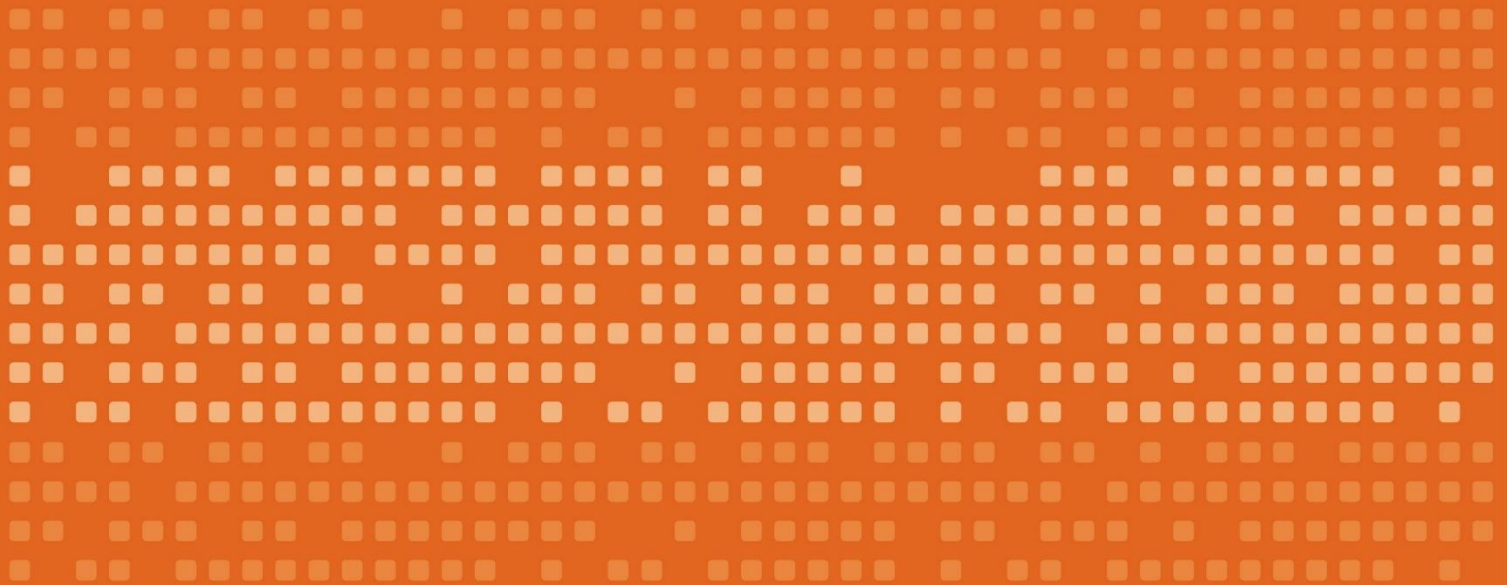


WORKPLACE HEALTH AND SAFETY OFFICER TRAINING COURSE



Course Overview

This document provides an overview of the Workplace Health and Safety Queensland (WHSQ) approved Workplace Health and Safety Officer Course. The course meets the requirements of the Work Health and Safety Regulation 2011 (the WHS Regulation) for Workplace Health and Safety Officers (WHSO). You will be delivering this course on behalf of the registered training organisation (RTO) that has engaged you or as an approved WHSQ trainer.

The course will be attended by WHSOs who have requested approved training under the WHS Act to assist them in performing their role and using their powers under the WHS Act. Participants will gain an understanding of their role and powers and attain the necessary skills to meet the requirements of the WHS Act for WHSOs.

When a participant has successfully completed the Core and elective competencies, they will be issued with an approved certificate of authority. A certificate of authority expires five (5) years after the day the certificate is granted.

Course Structure

The course comprises two parts:

- A core competency component covering 5 days (mandatory).
- Industry based elective component varying in length (1-3 day duration, mandatory).

Core competency

The course commences on Day 1 with an overview of the WHS legislative framework; duties of various parties and key terminology. The role of WHSQ and penalties for non-compliance is also discussed.

Days 2-4 covers Managing hazards and risks in the workplace.

Day 5 covers Emergency procedures, Auditing and Planning as well as investigating workplace incidents.

Elective competency

The elective competencies are based on industry needs for participants.

- Construction
- Industrial
- Service
- Rural/Agriculture – *to be released*

Course Objectives

This course will provide participants with information and skills that will assist WHSOs to carry out their role and functions under the WHS legislation including:

- an understanding of the work health and safety (WHS) legislation;
- an understanding of how it applies to their role; and
- the knowledge and skills necessary assist employers to meet their obligations under the WHS legislation.

From the 1st of July 2018, WHSOs appointed under the legislation are required to attend this course (or have equivalent qualifications).

The target audience for delivery of this course includes workers employed to assist an employer manage their obligations under the WHS Act in their capacity as a WHSO.

Course Aims

The aims of this course are to provide WHSOs with information and skills relating to:

- WHS legislative framework
- The role and functions of WHSQ
- Duties and responsibilities of PCBUs, officers, workers and other parties under the legislation
- Identifying hazards and risks within a workplace
- Managing hazards and risks within a workplace
- Investigating workplace incidents

Pre-requisites and Co-requisites

A person appointed as a WHSO by a PCBU is required to undertake this training and receive a certificate of appointment by Workplace Health and Safety Queensland or have an equivalent qualification.

Participants' Needs and Course Numbers

Participants' needs should be established prior to the commencements of training. Facilitators should consider the literacy and numeracy or other learning difficulties of

participants so that training may be customised appropriately. Training must be provided face to face in a learning environment and in a manner that is accessible and suitable to all training participants.

Learning Aims, Outcomes and Assessment Criteria

The learning aims, outcomes and assessment for this course are specified in the Facilitator's Guide and Student notes of each module.

Course Assessment

This course is competency based and has both theory and practical assessment components. Due to the amount of content some modules are only delivered as a teaching component while other modules will include an accompanying assessment.

All assessments in this course are open book. Students should have access to all learning materials such as legislation, codes of practice and student notes.

Course timing

The normal delivery time allocated for this course is 5 days for the core competency component and up to 3 days for the elective component. Each module has a suggested time assigned within the program however in the instance of a large group, course activities may need to be modified or re-scheduled to suit but they must retain their original intention.

Materials Required

The participants should have at least the following resources available to them:

- A copy of the Student Notes for each module.
- A full copy of the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011. We recommend accessing this via the WHSQ website to ensure the legislation is up to date.*
- Student resources –listed within the Facilitator guides and Student notes. Some of these are provided via a downloadable resource that can be accessed via the associated link on the module guides*.
- Relevant Codes of Practice listed in the Student Notes for each module.

*in the event that students do not have access to a laptop or internet these resources will need to be provided to the student.

The facilitator will require:

- Presentation materials – computer, overhead projector etc.
- Copy of the facilitator's guide and Power Point Presentation (PPP)
- Copies of work health and safety legislation including relevant codes and guidance material
- A copy of the Student notes.

Version	Date	Author
1	30/06/2018	WHSQ

