



## HEALTH AND SAFETY REPRESENTATIVE COURSE OUTLINE

Health and Safety Representatives (HSR's) play a pivotal role in keeping South Australian workplaces safe. By representing workers in their work group, HSR's provide a means for workers to raise safety issues within their workplace and follow a process with employers to resolve them. HSR training provides the rep with the knowledge and tools to effectively manage this process so that issues are resolved successfully, thus reducing and even eliminating costly (both human and financial) workplace injuries.

ATEC – Adelaide Training & Employment Centre offer Health and Safety Representative Training from Levels One to Three.

Each HSR training course is 5 days in duration & held at various locations around Adelaide.

The Level 1 course outline is as follows:

• What is OHS?	• Employers Duty to HSR's
• Workplace deaths/injuries	• OHS&W Regulations
• Direct & Indirect cost of a work injury to employer	• OHS Resources Visit SafeWork SA Resource Centre
• Common Law	• Hazard Management
• OHS&W Legislation/Act	• Practical Job Safety Analysis
• Workplace Inspection	• Workplace Services
• Duty of Care	• Negotiation Skills
• Elected HSR's: Work Groups Role/ Function	• OHS Committees

The Level 2 course outline is as follows:

• Review OHS Legislation	• Employers Duty to HSR's
• Workplace deaths/injuries	• Review OHS&W Regulations
• Workers Compensation & Rehabilitation	• OHS Resources Visit SafeWork SA Resource Centre
• OHS Consultation & Committees	• Hazard Management
• Accident investigation	• Practical Job Safety Analysis
• The OHS&W Act Review	• Workplace Services
• Duty of Care	• Negotiation Skills
• Elected HSR's: Work Groups Role/ Function	• Effective Strategies to assist HSR

The Level 3 course outline is as follows:

• Legislation review & update	• Equal Opportunity
• Effective Workplace Communications	• Stress & Psychological Injuries
• Industrial Hygiene	• Internet for HSR

SafeWork SA provides funding to enable HSR training at a subsidised rate.

- To qualify for Level 1 & 2 training subsidies, the person must be an elected Health & Safety Representative and must be registered with SafeWork SA.
- Subsidies do apply to eligible HSRs attending Continuing training, but can also apply to supervisors and managers who attend the training with the HSR. This is the only training that can be attended by supervisors / managers that attracts SafeWork SA subsidies.
- New HSRs can complete their "Notice of Election Form" at the training course, but are encouraged to do so before attending training to ensure the subsidy eligibility.

Subsidies do not apply if your organization is a WorkCover Self-Insured / Exempt employer (including Government departments).

Any questions regarding subsidy entitlements or registration can be forwarded to:

SafeWork SA  
 Workplace Consultation Program  
 Tel: 08 8204 9266  
 Email: [info@safework.sa.gov.au](mailto:info@safework.sa.gov.au)

Subsidy is \$50 per day to maximum cost of \$250. However if the 5 day course cost is \$200, SafeWork SA will only pay the \$200 and not \$250.

Note: The HSR only has to fit into one of the high-risk industry groups or one of the high-risk occupations to qualify for the subsidy of \$50 per day.

High-risk Industries	High-risk Occupations
<b>Or (not and)</b>	
Aged care	Heavy Truck Driver
Commercial cleaning	Mining, Construction and Related Labour
Hospitality,	Meat and Fish Process Worker
Labour hire	Metal Fabricator
Meat products	Mechanical Engineering Tradesperson
Manufacturing	Product Assembler
Road Transport	Store Person / Product Packager
Horticulture,	Automotive Tradesperson
Food Retail and Wholesale	Forklift Driver
Automotive Motor Trades	Sales Assistants
Building Construction	Agriculture and Horticulture Labourer
Metal Products and Machinery	Delivery Driver
Warehousing	Carers and Aides
Plastics & Rubber Products Manufacturing	Food Tradesperson
Civil Construction	Cleaner

### **Expanding Industry \***

An expanding industry is defined as an industry that is increasing in size (number of employees/remuneration) at a rapid rate due to product/service demand, technological Advancement etc.

### **New Industry \***

New industry is defined as an industry that:

- was a component of another industry and has been outsourced
- has come about due to advancements of technology
- results from the transfer of a whole industry (not previously operating in this State) from another State or country.

*\*Subsidies will be approved on a case-by-case basis. Please refer queries to your training provider.\**

An additional subsidy of \$50 per day may apply to employees of companies who meet the criteria that classify them as a small business (i.e. having 100 or fewer employees in a workplace that is not subsidiary of the larger organization).

**For Further details and bookings please contact ATEC Training  
on 1300 112 832 or  
email [bookings@atec.asn.au](mailto:bookings@atec.asn.au)**

