



**trainwest**  
safety institute



# Health and Safety Representative Training

**Empower Safer Workplaces — Start Your Journey Today!**

Are you ready to champion health and safety and make a real difference in your workplace?

The Health and Safety Representative Training course is your gateway to building strong foundations in work health and safety.

Whether starting fresh or looking to enhance your current skills, this course equips you with the essential skills to lead, consult and protect your workforce.



## Course Overview

This **Work Health and Safety Commission-approved** course is designed to equip health and safety representatives (HSR) with the basic knowledge and skills to effectively perform their roles and functions under the legislation with the ultimate aim of improving safety and health in Western Australia.

A Health and Safety Representative (HSR) needs to be skilled, confident and a good communicator to exchange ideas regarding the risks and controls for incidents in the workplace.

The requirement for a health and safety representative (HSR) to undertake a course of training is outlined in the *Work Health and Safety Act 2022* (WHS Act). The WHS Act provides the HSR training must be provided through a course of training that is approved by Work Health and Safety Commission.

This approved course offers the essential skills and knowledge to fulfil the requirements of the WHS Act and create a safer workplace for all your workers and customers.

A 'representative' means a Health and Safety Representative, or deputy Health and Safety Representative duly elected in accordance with the WHS Act.

*Note that under the WHS Act in Western Australia, formally elected health and safety representatives are entitled to time off work with pay to attend this training.*



## Recommended For

This course is recommended for any elected health and safety representative in Western Australia.

### Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- Work Health and Safety (WHS) Advisor / Officer
- Site Safety Coordinator
- WHS Trainer or Facilitator.

### Education Pathways

Students may undertake a *Certificate IV in Work Health and Safety* or related studies.



## Course Structure

Topics for this course include:

- Interpreting the WHS legislative framework and its relationship to the HSR
- Establishing representation in the workplace and key parties
- HSR legislative obligations and duties
- The role of the regulator and representation
- Effective consultation and resolution
- Risk management, inspections and investigations
- Issuing a Provisional Improvement Notice (PIN) and directing the cessation of work.



## Delivery Modes

Choose from a range of flexible delivery options:



### Face-to-Face Classroom

Attend five (5) days of face-to-face training, 8:30am to 4:00pm, at our Trainwest Training Centre.



### Inhouse Training

This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.



## Course Duration

This course is delivered over five (5) days.



## Course Outcome

Upon completion of the course, students will receive a Certificate of Attendance.



## Course Requirements

To be eligible for this course, students must meet the following course requirements:

### Entry Requirements

Students must be an elected Health and Safety Representative in their workplace or organisation.

### Student Resources

Students need to have the following resources:

- Laptop with Wi-Fi capability, a USB port, and Microsoft Office.



## Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

Support includes:

- **Trainer & Assessor Assistance:** Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- **Flexible Learning:** Learning materials, feedback, and assistance are accessible whether studying in person or remotely.



## Course Fees

Tuition Fee

\$950 + GST



## Next Step

### Ready to enrol?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

### Need more information?

Contact our Support Services Team if you have any questions.



#### Training Hours

8:30am to 4:00pm



#### Training Location

[Level 1, 23 Abbott Road, Perth Airport, WA 6105](#)

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**Enrol Now!**

## Contact Us



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