



trainwest
safety institute



Health and Safety Representative Refresher 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 Refresher Training 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 equips Health and Safety Representatives (HSRS) with the latest knowledge and skills required to represent work groups and exercise powers and functions under the Work Health and Safety Act 2022 (WHS Act).

This course reviews the learning outcomes of the initial training, covering the interpretation of the WHS legislative framework, identification of key parties and their legislative obligations, the establishment of workplace representation, participation in consultation and issue resolution, representation of members in the WHS risk management process, and the issuance of Provisional Improvement Notices (PIN) and directives for work cessation.

There is also an opportunity for students to share their experiences and challenges.

Interactive sessions, practical exercises, and feedback mechanisms will ensure the training is engaging and effective.

HSRs who have completed the initial five-day Health and Safety Representative course are entitled to one day of refresher training annually.

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 refresher training.



Recommended For

This course is recommended for any elected health and safety representative in Western Australia and have completed the initial five-day Health and Safety Representative Training course.

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:

- WHS legislative framework and its relationship to the HSR
- Key parties and legislative obligations and duties
- Representation in the workplace
- Consultation and resolution
- Monitoring the PCBU's risk management process
- Issuing a Provisional Improvement Notice (PIN) and directing the cessation of work
- Changes and developments relating to WHS legislation.



Delivery Modes

Choose from a range of flexible delivery options:



Face-to-Face Classroom

Attend one (1) day 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 one (1) day.



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 and have completed the full Health and Safety Representative Training course.

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

\$300 + 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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trainwest.com.au