



WORK HEALTH & SAFETY COMMITTEE TRAINING

ON SITE TRAINING

WHS Legislation requires that all safety committee members must receive training in order to understand their roles and responsibilities and be able to function effectively.

Who should attend? All WHS Committee Members and Safety Representatives.

Topics Covered:

- **Committee structure:**
 - Term of office
 - Office responsibilities
 - Terms of reference
- **Committee functions:**
 - Policies and procedures
 - Rehab and disabilities
- **Effective committee operation:**
 - Responsibilities of the chair
- **Effective committee member participation**
 - Responsibilities of members
- **Barriers to an effective committee**

Employers have an obligation in accordance with OHS&W Act 1986 to ensure their Safety Committee is trained in their functions and responsibilities.

Outcome:

By the end of the session attendees will have gained an understanding of how a Work Health Safety Committee is structured and how it is meant to function; understand the fundamental responsibilities of a Work Health Safety Committee; know how to function effectively as a Committee Member; be able to identify barriers and be better equipped to respond to these barriers.

Training Date: Date can be selected to suit your organisation requirements
Allow 3 hours max per Training session

Venue: On Client Site

Cost: Members: Metro Area - \$1,400 per session (Ex GST)
Non Member: Metro Area - \$1,600 per session (Ex GST)
Regional Area - travel costs additional
No Class limit

If you require further clarification please contact Anna Farrugia on 8232 2820 or anna@pinnaclehr.com.au

On Site Work Health & Safety Committee Training Booking Form

To book your session(s) for on-site training please complete the form below.
Then fax this form to PINNACLE HR on 8224 0107 or email to admin@pinnaclehr.com.au

Contact Name Position:
Organisation
Please tick: Member Non-Member
Street Address
Phone
Fax
Email
No of sessions required:

Preferred Date Time:.....am/pm
Estimate No of Participants per session

Preferred Date Time:.....am/pm
Estimate No of Participants per session

List any issues or topics you would like addressed in the session:

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I hereby understand and accept the Terms of Engagement:

.....
Signature Date

Cost: Members: Metro Area - \$1400 per session (Ex GST)
Non Members: Metro Area - \$1600 per session (Ex GST)
Regional Area - Travel Expenses extra

PAYMENT

Payment can be made via cheque made out to PINNACLE HR or directly credited to National Bank, BSB 085042, Account 639858737

PINNACLE HR TERMS OF ENGAGEMENT

CANCELLATION Policy

Cancellation of this training session must be received at our office in writing at least 3 working days before training is to commencement. Failure to do so may result in your organisation being invoiced for costs already incurred by us relating to this training session.

GST

A GST of 10% will be applied to all relevant charges. PINNACLE HR is registered for GST purposes and our ABN is 54 507 165 001. PINNACLE HR is registered under the GST legislation and will provide you with a tax invoice to enable you to claim tax credits, as appropriate.

Billing

Our terms of payment are strictly 14 days from the issue date of the invoice and PINNACLE HR reserves the right to recover any outstanding amounts.