

# OHS Consultation Introduction Topic 0



Accredited by Vocational Education and training Accreditation Board of NSW ( VETAB)  
Requirement of OHS Regulation 2001  
Supported by OHS Consultation Code of practice

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# Housekeeping

- Emergency procedures
- Toilets
- Parking
- Start & finish times
- Tea & coffee etc
- Lunch & other breaks
- Stationery needs
- Special needs, chairs disabled facilities
- Confidentiality requirements
- **Workcover ID 100 pt form**



# Regulatory Requirements

- Accredited by Vocational Education and training Accreditation Board of NSW (VETAB)
- Requirement of OHS Regulation 2001
- Supported by OHS Consultation Code of Practice
- Alignment with competency elements NOHSC;7025(1998)
- Trainer or RTA must be accredited
- Mandatory for all OHS committee members and reps throughout NSW
- **WorkCover Course 90502NSW**

# Purpose

- Familiarise OHS Committees & Representatives with OHS principles
- Provide knowledge & skills to integrate OHS into management system
- Encourage attitude development
- Assistance to effectively carry out functions



# Course conditions

- No course prerequisites
- No provision for RPL
- Customisation for special needs
- Recommended max 16 - 20 participants
- Minimum 24 hours training
- Should enrol within 3 months of election
- All topics completed within 2 month period
- Course customisation encouraged

# Assessment

- Each topic assessed against learning outcomes
- Informal assessment by trainers
- Evidence of competency
  - Observation
  - Contribution to discussion
  - Short answer
  - Discussion questions
  - Training activities
  - Exercises
  - Assessment tools
  - Group work

Statements of Training issued



# Trainers Assessment Tool

- Are there any participants who did not become involved in this session. Why?
- What remedial action (if any) needs to be taken.
- Did all participants give input to small group session. If not why not ?
- Are any participants dominating small group sessions?
- Are issues raised relevant?
- Is additional assistance needed for individuals?

# Topics

- Topic 1 Workplace Health & Safety
- Topic 2 The Role of OHS consultation in the workplace
- Topic 3 Effective Consultation in the workplace
- Topic 4 Systematic Management of health and safety
- Topic 5 Action learning exercise
- Topic 6 Continuous Improvement in OHS Systems
- Topic 7 Summary and Conclusion

# Consultation & Consensus

- Mobile phones, participant behaviour expectations and other protocols and policies



## ACTION

5 min consultation break / or in pairs  
Discuss any rules you would like to prevail during course. Provide feed back to group. If all agree write on butcher paper.



# Resources

- OHS Consultation
- Safety Kit
- OHS Act 2000
- OHS Regulation 2001
  
- Samples available. Documents can be downloaded [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)