



## HEALTH & SAFETY REPRESENTATIVE (LEVEL 3)

Approved by SafeWork SA

This Level 3 course aims to build on and extend the range of skills and knowledge of Health and Safety Representatives (HSR's) and Deputy Health and Safety Representatives (DHSR's) acquired in the 5-day Level One and 3-day Level Two course in their third and final year of appointment.

### Course Content

- Work Health and Safety Legislation review and update
- Assisting in the management of the company Safety Management system
- Development and maintaining policies and procedures
- Assisting in the implementation of Work Health and Safety improvements plans
- Present member and participate in the internal audit process of the company Safety Management System
- Effective workplace communications

### On Completion

- Upon successful completion of the course, each participant will receive a Certificate of Attendance

Course Details	
Nationally Accredited	No
Duration	2 days
Time	9.00am – 4.30pm
Location	1a Hedley Street, Mt Gambier SA
Delivery	<ul style="list-style-type: none"> <li>▪ Face to face classroom</li> <li>▪ Written/verbal activities</li> </ul>
Fee includes	Training materials
Cost	Check website for price
CITB Discount	Yes
USI Required	No
Learners Requirements	<ul style="list-style-type: none"> <li>▪ Have Photo ID (i.e., Australian Drivers Licence, Passport or Proof of Age Card). Mandatory for certification courses. ID must contain photo, signature and date of birth.</li> </ul>
Course Outcome	Elected Health and Safety Representatives (HSR) and Elected Deputy Health and Safety Representatives (Deputy HSR) under the WHS Act 2012 who have requested approved training
Prerequisites	<ul style="list-style-type: none"> <li>▪ Completed HSR Level 2</li> <li>▪ Basic literacy &amp; numeracy skills</li> </ul>
Course Outcome	Certificate of Attendance



## About Us

Gramac Solutions & Gramac Training Solutions (RTO#70249) has been a locally owned and operated regional business providing recruitment, labour hire, training, consultancy services and room and office hire within the Limestone Coast region for 20 years.

Gramac Training Solutions is committed to providing supportive, flexible learning and assessment options, allowing learner alternatives which recognise the diversity of their individual needs and circumstances aiding them in their learning goals. Learner support is provided for the duration of the program, and opportunities and limitations will be discussed during enrolment.

Gramac Training Solutions will issue a Statement of Attainment within 21 calendar days of the training program being completed successfully, providing all agreed fees have been paid.

## Learners Rights

Learners who enrol in courses delivered by Gramac Training Solutions have the right to:

- A safe, clean learning environment where they are treated fairly and respectfully
- Be free from all forms of intimidation or discrimination; regardless of religious, cultural, racial and sexual difference, age, disability or socio-economic status
- Learn in an environment that is supportive with any disputes or concerns treated seriously and settled in a fair and professional manner
- Be trained and assessed by competent and knowledgeable trainers and assessors
- Access Recognition of prior learning (RPL)
- Privacy concerning records containing personal information, (subject to other statutory requirements and other agreed uses)
- Be given information about assessment procedures at the beginning of the unit and progressive results as they occur
- Lodge an appeal against an assessment decision if they feel they were treated unfairly during assessment or where they feel the assessment decision is incorrect and they have grounds for appeal
- Have the opportunity to share ideas and ask questions.

## Did you know?

HSR's and DHSR's are elected for a three-year term and have to attend refresher training for their entire term. In their second year they should undertake a three-day course and in their third year a two-day course.

## Learners Obligations

Learners agree at all times during their enrolment period to:

- Fully participate and complete all learning and assessment activities as required, to the best of their ability
- Advise Gramac Training Solutions of absenteeism prior to the start of the training
- Provide medical certificates or evidence of extenuating circumstances in support of absenteeism
- Inform Gramac Training Solutions of any concerns or need for support related to the successful completion of the course
- Treat all staff and fellow learners with respect and do not discriminate, harass, abuse, or use threatening behaviours of any kind whether physical or verbal
- Follow required dress code including personal protective equipment and a good standard of personal hygiene
- Inform Gramac Training Solutions if personal details change
- Not to smoke in non-smoking areas
- Not to attend training or assessment sessions under the influence of alcohol or illicit drugs
- Turn off all mobile devices whilst participating in training and assessment activities
- Always follow normal and reasonable safety practices

Enrolling with Gramac Training Solutions is acknowledgement of the services available, the learner expectations, and the learner rights and obligations which are all understood and agreed to. All enrolled learners are bound by Gramac Training Solutions policies and breaches may result in suspension and/or removal from the training program.

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