



## Guidance Note (9 December 2008)

**This guidance material will be rescinded  
once Regulations are established**

### Occupational Health and Safety Training Provisions

A fundamental principle of sound occupational health and safety (OHS) management is the practice of workplace consultation and participation - employers and employees working together to achieve safe, fair, productive workplaces. Accordingly, it is crucial that the education of key people, who influence OHS performance in the workplace, is enhanced through access to approved training.

### Responsible Officers

Section 61 of the Occupational Health, Safety and Welfare Act 1986 (the Act) provides that each body corporate carrying on business in South Australia must appoint one or more responsible officers. A responsible officer must be a member of the governing body or the chief executive officer who resides in South Australia. If no one meets that criteria, the responsible officer must be a senior executive who resides in South Australia. If no one meets any of the this criteria, the responsible officer must be an officer of the body corporate.

### Training for Responsible Officers

Section 61 (2a) of the Act has been amended to include new requirements for training of responsible officers. These amendments, which also include a transitional period during which a responsible officer must undertake the prescribed training, became effective on 15 August 2005.

A responsible officer appointed before commencement of the new requirements has three years from 15 August 2005, to undertake a course of training. The course of training must be recognised or approved by the SafeWork SA Advisory Committee. However, a responsible officer, who meets recognised prior learning criteria, as established by the SafeWork SA Advisory Committee, will not need to undertake further training.

A responsible officer appointed after 15 August 2005, but prior to 15 August 2006, must attend a recognised or approved training course within 12 months of appointment. A responsible officer appointed after 15 August 2006 must attend recognised or approved training within three months of his or her appointment.

In December 2007 the SafeWork SA Advisory Committee approved the [Responsible Officer Course](#) for delivery by approved training providers. Approved training providers may continue to deliver their existing responsible officer course until 29 February 2008. Approved training providers must align their course resources to the approved course and deliver the approved [Responsible Officer Course](#) as of 1 March 2008.

## Guidance Note

### Training for other persons in the workplace

Amendments to Section 31A of the Act, which also became effective on 15 August 2005, address the provision of training for **health and safety representatives, deputy health and safety representatives and health and safety committee members.**

### Transitional arrangements

The amendments to the Act do not address the amount of training required by elected health and safety representatives, deputy health and safety representatives, OHS committee members and responsible officers. These matters will be the subject of further consideration by SafeWork SA in consultation with interested groups and will then be determined under the Occupational Health, Safety and Welfare Regulations 1995 (the Regulations). Pending the development of these regulations, training courses have been developed for health and safety representatives (HSRs), deputy HSRs and health and safety committee members.

In December 2008 the Advisory Committee approved the following courses:

- [Health and Safety Representative Level 1 Course. This five day course is for HSRs and deputy HSRs.](#)
- [Health and Safety Representative Level 2 Course. This five day course is for HSRs.](#)
- [Health and Safety Representative Continuing Training Programme. This programme is for HSRs in their third and subsequent years of office – including HSRs who have been re-elected for another term without a break in the continuity of the role of more than two years. HSRs should attend a minimum of two days of training per year under this flexible training programme.](#)
- [Health and Safety Committee: Committee Member Training – Introductory Course. This one day course is for health and safety committee members in their first year of office, or who have not yet attended an approved course of training information sheet for more details.](#)
- [Health and Safety Committee: Committee Strategic Review and Continuous Improvement Course. This one day course is for committees that have been in existence for at least twelve months.](#)

Pending consultation and development of the regulations to prescribe training entitlements and obligations, the following transitional arrangements have been established to provide guidance on the amount and delivery of training to be made available for HSRs, deputy HSRs, health and safety committee members and responsible officers.

<b>Prescribed person/ responsible officer</b>	<b>Guideline interim/transitional training arrangements</b>
Health and safety representatives*	Five days in the first year of office to attend the HSR Level 1 Course delivered by approved training providers.
	Five days in the second year of office to attend the HSR Level 2 Course delivered by approved training providers.
	Two days in the third and subsequent years of office to participate in the HSR Continuing Training Programme.
Deputy health and safety representatives*	5 days in the first year of office to attend the HSR Level 1 Course delivered by approved training providers.
Health and safety committee members*	One day per year as follows:
	For individual committee members new to the role, one day to attend the Committee Member Training – Introductory Course delivered by approved training providers.
	For all members of a committee that has been in existence for at least twelve months, one day per year to attend the Committee Strategic Review and Continuous Improvement Course delivered by approved training providers.
Responsible officers	Obligation to attend the four-hour Responsible Officer Course delivered by approved training providers.
* Entitlement to training qualified by provisions of Section 31A(2) of the Act	

### **Approved Training Providers**

On 5 August 2008 the Advisory Committee approved the Approved Training Providers: Approval Criteria, effective as of 1 September 2008. These are the criteria which training organisations must meet to deliver approved training to prescribed persons and responsible officers pursuant to section 13 of the Act.

For further information on approved training providers or the approval criteria please contact SafeWork SA's Help Centre during business hours on 1300 365 255 or via e-mail on [help@safework.sa.gov.au](mailto:help@safework.sa.gov.au).