

Version 1, 5th Feb 2016

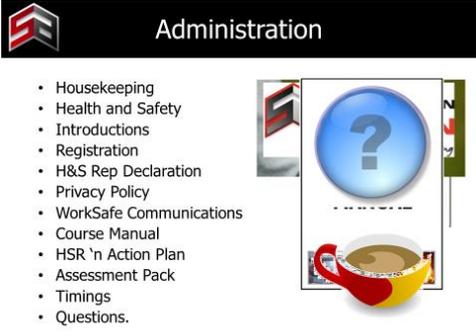


Tutor's Session Plan
Health and Safety Representative Transition Training

Tutor Pack Contents:

- **Assessment Pack**
- **Copy of Health and Safety at Work Act**
- **Course Register**
- **Course Report**
- **HSR 'n Action Plan**
- **Presentation**
- **Session Plan**
- **Student Manual**

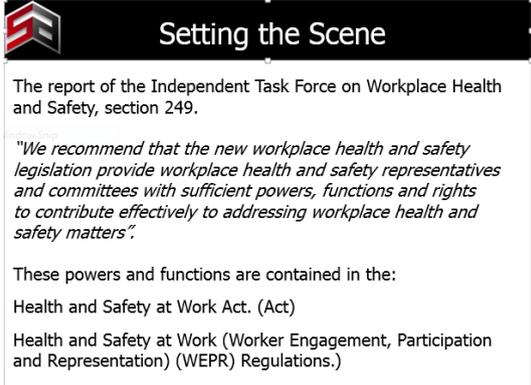
HSR Transition Training

Sub Heading	Tutor Notes	Presentation Slide Number
<p>Introduction</p> <p>The Health and Safety representative Transition training course is designed to be delivered over a duration of four hours.</p> <p>The lesson plan sets out the approximate timings for delivery of each element of this course. Tutors may increase or decrease this as appropriate dependant on the knowledge of the students attending. But must ensure the key points have been adequately covered to ensure the desired learning outcomes.</p> <p>The tutor notes contained in this lesson plan are an outline of the subject matter to be covered. They are not intended to be repeated word for word but to provide a base knowledge for inclusion in the course. To be used by the tutor to deliver the course using their own flair and style while tailoring the content to the students attending.</p>		
<p>Course preliminaries</p> <p>10 mins</p> <p>Used time: 10 mins</p>	<p>Start Up Presentation Allocate seat for students (split them up), change around where required</p> <p>Welcome Welcome students</p> <p>Introduction: Introduce yourself; name and that you are the tutor</p> <p>Move on to slide 2.</p> <p>Registration: Ensure the sign on sheet is completed as this is a check off in case of an emergency evacuation. Is also a quick check for confirmation of eligibility and future communications from WorkSafe</p> <p>H&S Rep Declaration Ensure the students read and sign the eligibility declaration in the assessment pack to confirm they have completed an approved H&S Rep course to at least stage 1 or equivalent</p> <p>NB:This only needs to be done for on-site company block booked courses</p> <p>Privacy Policy Students also need to read and agree with the privacy policy in the assessment pack</p> <p>NB:This only needs to be done for on-site company block booked courses</p> <p>WorkSafe Communication Option Students need to confirm in the assessment pack whether they wish to be contacted by WorkSafe in the future with updates relating to health and</p>	<p>PPT Slide 1</p>  <p>Health and Safety Representative Transition Training Trainer:</p>  <p>V2 07Jan 2016</p> <hr/> <p>PPT Slide 2 Administration</p>  <ul style="list-style-type: none"> • Housekeeping • Health and Safety • Introductions • Registration • H&S Rep Declaration • Privacy Policy • WorkSafe Communications • Course Manual • HSR 'n Action Plan • Assessment Pack • Timings • Questions.

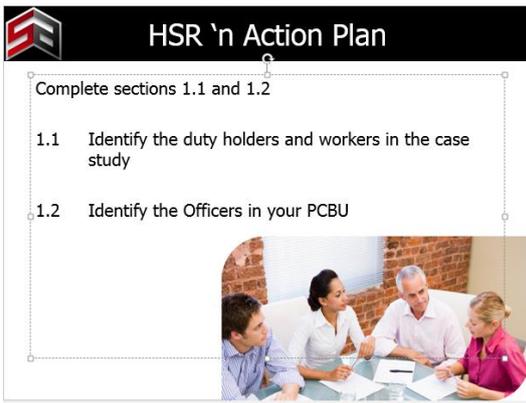
Sub Heading	Tutor Notes	Presentation Slide Number
	<p>safety matters</p> <p>Record the completion of the declarations, privacy policy and WorkSafe communication option on the attendance register</p> <p><u>Candidate H&S Statement:</u> Ensure the students read and sign the H&S statement in the assessment pack</p> <p><u>Course Manual:</u> Explain the manual is the students to keep and they make notes in this as they need to</p> <p><u>HSR N Action Plan:</u> Explain this is theirs to keep. It will be completed by the student at intervals throughout the course to reinforce the learning and give them ideas and discussion points to take away with them</p> <p><u>Assessments:</u> Ensure candidates understand how assessments are done. Ask if there are any literacy or cultural issues</p> <p><u>Fire Alarm:</u> Leave classroom in an orderly fashion (Exits) Close doors & windows on exit. Make your way to Assembly Point. Instructor to call role and report</p> <p><u>Training Room and Security:</u> Inform us if you have problems. Leave clean & tidy on exit. Security of personal items</p> <p><u>No Smoking:</u> No Smoking in Classroom. Explain where the smoking area is</p> <p><u>Mobile Phones:</u> Switch Mobiles off or onto silent during lessons</p> <p><u>Toilet Locations:</u> Explain toilet locations</p> <p><u>Timings:</u> Flexible, but all course objectives must be met.</p>	

HSR Transition Training

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<p>Introductions</p> <p>5 mins</p> <p>Used time: 15 mins</p>	<p>Trainer gives a quick introduction of them self and asks students to introduce themselves (Ice breaker)</p> <p>Students to give::</p> <ul style="list-style-type: none"> • Their name • Who they work for • How long they have been a H&S Rep. 	<p>PPT Slide 3</p>  <p>Tell us:</p> <ul style="list-style-type: none"> • Your name • Who you work for • How long you have been a HSR. 
<p>Course Agenda</p> <p>5 mins</p> <p>Used time: 20 mins</p>	<p>Run through the course agenda</p> <ul style="list-style-type: none"> • Setting the Scene; opening message from the WorkSafe Chief Executive • New terminology (PCBU, Officer, Worker, Workplace) • Worker engagement, a PCBU duty • Worker participation practices, a PCBU duty • Health and safety committees, how they are formed and work • Election of HSR, how the process works • Functions and powers of the HSR • Provisional improvement notices, a new power for HSRs • Directing unsafe work to cease, a new power for HSRs • WorkSafe New Zealand, an overview of what the regulator does. 	<p>PPT Slide 4</p>  <ul style="list-style-type: none"> • Setting the Scene • New Terminology • Worker Engagement • Participation Practices • Health and Safety Committees • Election of HSRs • Role and Functions of the HSR • Provisional Improvement Notices (new power) • Directing Unsafe Work to Cease (new power) • WorkSafe New Zealand. 
<p>CE WorkSafe Video (3 Mins)</p> <p>5 mins</p> <p>Used time: 25 mins</p> <p>Includes: Slide 5 Introduction Video clip</p> <p>Slide 6 Tutor's closer</p>	<p>Tutor's introduction for video:</p> <p>To set the scene for this course and reinforce how important these changes are, we have someone here who wants to talk to you. This is Gordon MacDonald the CE of WorkSafe</p> <p>Play video clip: <i>Gordon MacDonald CE WorkSafe talking directly to HSRs (approx. 3 mins long)</i></p> <p>When clip has ended move on to slide 6.</p> <p>Don't read from slide 6. Show it for students to read while Tutor delivers closer for video:</p> <p>Tutor's closer:</p> <p>This shows there is a top level commitment to improve H&S and everyone has a part to play. It particularly recognises the importance of worker representation so let's look at what the HSR can do.</p>	<p>PPT Slide 5</p>  <p>WorkSafe CE Video Clip Approx. 3 mins</p> <p>PPT Slide 6</p>

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		 <p>Setting the Scene</p> <p>The report of the Independent Task Force on Workplace Health and Safety, section 249.</p> <p><i>"We recommend that the new workplace health and safety legislation provide workplace health and safety representatives and committees with sufficient powers, functions and rights to contribute effectively to addressing workplace health and safety matters".</i></p> <p>These powers and functions are contained in the:</p> <p>Health and Safety at Work Act. (Act)</p> <p>Health and Safety at Work (Worker Engagement, Participation and Representation) (WEPR) Regulations.)</p>
<p>New Terminology</p> <p>10 mins</p> <p>Used time: 35 mins</p>	<p>Manual pages 5-8 go through new terminologies</p> <ul style="list-style-type: none"> • PCBU, a new concept that replaces term Employer or Principal but is broader than just this. It is "any person carrying" out a business or undertaking. • The PCBU has the primary duty of care for health and safety • Despite the term it's usually an entity but can be a sole trader or self-employed person • There can be more than one PCBU on a site, overlapping duties. Give example: PCBUs on a construction site • Officer, Directors/CEO/ Partners/ board members. People who exercise a significant influence over the management of the business. Ask students to identify if they are an officer • Officer's duty. If a PCBU has a duty or obligation under the Act an officer of the PCBU must exercise due diligence to ensure the PCBU complies with that duty or obligation • So an Officer must acquire and keep up to date knowledge of work H&S matters; • Gain an understanding of the PCBUs activities and associated hazards and risks; • Ensure the PCBU has appropriate resources and processes in place to receive information regarding incidents, hazards and risks and be able to respond to these in a timely manner. Also, to eliminate or minimise H&S risks; 	 <p>PPT Slide 7</p> <p>New Terminology</p> <p>PCBU</p> <p>Officer</p> <p>Worker</p>

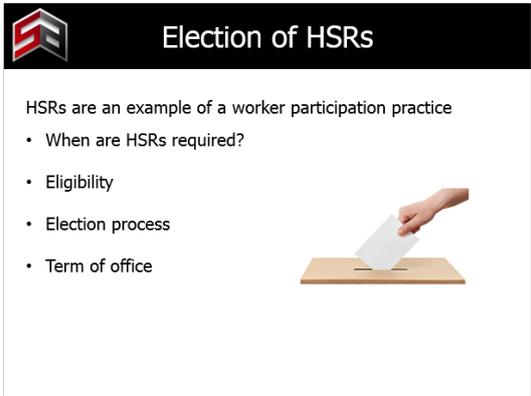
Sub Heading	Tutor Notes	Presentation Slide Number
	<ul style="list-style-type: none"> • They must also verify the provision and use of these resources and procedures. Give example of this duty). • Worker. A new term for employees and contractors and anyone else who carries out work for a PCBU. (The meaning of worker is broader than just an employee or contractor) • Ask students to identify if they are a worker 	
	<ul style="list-style-type: none"> • Workplace. Anywhere work is carried out for a PCBU. Includes any place a worker may be or go while at work. • Give examples a workplace and what isn't. Don't use personal car travelling to and from work as sometimes it may be a workplace. 	<p style="text-align: right;">PPT Slide 8</p> <div style="background-color: black; color: white; padding: 5px;">  New Terminology </div> <p>In the Act unless the context otherwise requires, a workplace</p> <ul style="list-style-type: none"> • Means a place where work is being carried out, or is customarily carried out, for a business or undertaking • Includes any place where a worker goes, or is likely to be, while at work <p>Place includes</p> <div style="display: flex; justify-content: space-around;">   </div> <ul style="list-style-type: none"> • A vehicle, vessel, aircraft, ship, or other mobile structure • Any waters and installation on land, on a bed of water, or floating on any waters. <div style="display: flex; justify-content: space-around;">   </div>
<p>New terminology Risk management</p>	<p>Manual page 9</p> <ul style="list-style-type: none"> • The Act makes the move away from hazard management to risk management • To establish the level of risk posed by the hazard a risk assessment will have to be done • The hierarchy of control is two stage • Firstly, eliminate the risk so far as is reasonably practicable. • If this cannot be done then the risk must so far as is reasonably practicable (SFARP) be minimised. Defined in the Act, section 22. • The remaining risk once control measures are in place is called residual risk. 	<p style="text-align: right;">PP Slide 9</p> <div style="background-color: black; color: white; padding: 5px;">  Risk Management </div> <ul style="list-style-type: none"> • The Act moves from hazard to risk management • Will require risk assessments to be done • Hierarchy of control: <ol style="list-style-type: none"> 1) Eliminate the hazard 2) Minimise the hazard • Residual risk must be controlled. 

Sub Heading	Tutor Notes	Presentation Slide Number
<p>HSR N Action Plan 1</p> <p>5 mins</p> <p>Used time: 40 mins</p>	<p>1.1 Using case study in 1.2 students to identify the duty holders & workers</p> <p>1.2 Students to identify the Officers in their PCBU</p> <p>Discuss with & guide students while they do this.</p>	<p>PPT Slide 10</p> 
<p>Worker Engagement</p> <p>10mins</p> <p>Used time: 50 mins</p>	<p>Manual pages 10 & 11</p> <ul style="list-style-type: none"> PCBUs have a duty to engage with their workers and a duty to have worker participation practices. Whilst these are separate, the worker engagement and worker participation duties are twinned So first, we'll talk about worker engagement The Act requires all PCBUs so far as is reasonably practicable to engage with its workers Engagement is a two way process between the PCBU and its worker. The PCBU must ensure workers are given a reasonable opportunity to express their views and contribute to the health and safety decision making process. This may be at installation of new equipment, changes in workplace layout or substances used. At any time an H&S 	<p>PPT Slide 11</p>  <p>A PCBU has a duty to engage (consult) with workers on health and safety matters.</p>

Sub Heading	Tutor Notes	Presentation Slide Number
	<p>risk arises</p> <ul style="list-style-type: none"> • For instance the PCBU sets out its H&S objectives and clearly communicates these to the workers so they understand what these are • Part of this will be through sharing relevant H&S information with the workers • The PCBU will then ask for the workers input as to how it will achieve these • It will also allow the workers to raise issues relating to H&S as they arise to the PCBU • The PCBU will listen to the workers, take on board their suggestions & concerns. Act on these accordingly and provide feedback to them in a timely manner • So the workers become a valuable contributor to H&S of the PCBU • They can see they are listened to and taken seriously and become engaged with the PCBU to achieve their H&S goals <p>Move to slide 12</p> <ul style="list-style-type: none"> • There are specific circumstances when the PCBU must engage with workers. These are listed on page 14 of the manual & 24 of the good practice guidance. • Run through slide content. 	<p style="text-align: right;">PPT Slide 12</p> <div style="border: 1px solid black; padding: 5px;">  Worker Participation Practices </div> <p>Worker participation is the way in which the PCBU involves workers in health and safety matters.</p> <p style="text-align: center;">Group Discussion</p> 
<p>Worker Participation</p> <p>10 Mins</p> <p>Used time: 1 hr</p>	<p>Manual page 10-11</p> <ul style="list-style-type: none"> • The Act requires all PCBUs to have effective, worker participation practices. These allow workers reasonable opportunities to contribute to health and safety discussions and improvements in health and safety on an ongoing basis. • This is how the PCBU engages with its workers 	

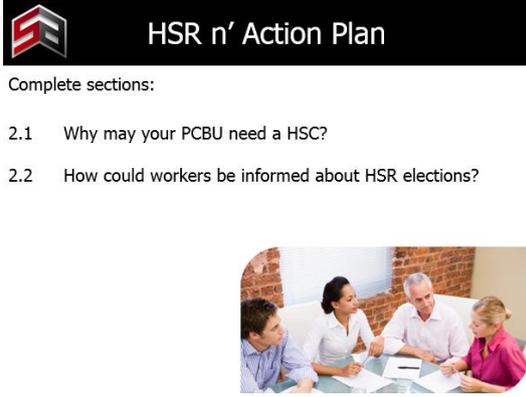
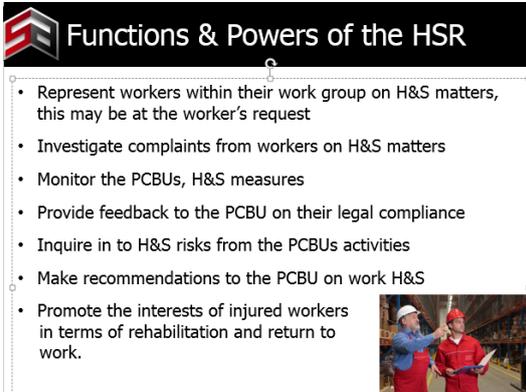
Sub Heading	Tutor Notes	Presentation Slide Number
	<ul style="list-style-type: none"> • The regulations do not prescribe how a PCBU must achieve this. Just that there must be reasonable opportunities for workers to take part in improving work health and safety. • This could be through having: <ul style="list-style-type: none"> ➤ Worker safety meetings ➤ Toolbox briefings ➤ Suggestion boxes ➤ “You said, we did” boards ➤ Newsletters ➤ Briefing notes ➤ Unsafe condition reports ➤ H&S committees ➤ H&S Reps ➤ One to ones ➤ Safety/good idea awards • When putting participation practices in place the PCBU must: <ul style="list-style-type: none"> ➤ Consult with the workers ➤ Consider any approved codes of practice ➤ Comply with any prescribed requirements for industry ➤ Consider what will give workers reasonable opportunity to participate e.g. location of workers, shift work, higher risk areas = higher participation ➤ How the PCBU will give feedback (e mail, briefing letter, noticeboard?) ➤ Have practices that are effective, suit the business & worker’s needs • The above lists are not comprehensive, there may be other methods that could be used and factors to be considered • If engagement & participation practices are effective then everyone in the workplace will know how they work • Tutor refer to the good practice guidance: <ul style="list-style-type: none"> ➤ Appendix D for examples of participation practices. ➤ Appendix A for indicators of effective participation practices. 	

Sub Heading	Tutor Notes	Presentation Slide Number
<p>HSR n Action Plan 2</p> <p>5 mins</p> <p>Used time: 1hr 05 mins</p>	<p>1.3 Students to identify H&S communication methods in their PCBU</p> <p>1.4 Students to gauge their PCBUs engagement & think of improvements</p> <p>1.5 Students to think of ways to improve worker contributions</p> <p>Discuss with & guide students while they do this.</p>	<p>PPT Slide 13</p> <p>HSR n Action Plan</p> <p>Complete sections:</p> <ol style="list-style-type: none"> 1.3 Ways in which workers are able to communicate H&S issues to management 1.4 Your PCBU's current success in engaging with its workers; how do you think it can be improved 1.5 How could you get more of your colleagues to contribute their ideas or raise concerns. 
<p>Assessment questions 1</p> <p>10 mins</p> <p>Used time: 1hr 15 mins</p>	<p>Assessment Pack</p> <p>Answer questions 1 to 5</p> <p>Advise the students to read the questions carefully as there may be more than one correct answer.</p>	<p>PPT Slide 14</p> <p>Assessment Questions</p> <p>In your Assessment books;</p> <ul style="list-style-type: none"> • Read the questions carefully • Answer questions 1 to 5 • Some questions have more than one correct answer • If you are unsure about anything, ask your Tutor. 
<p>H&S Committees</p> <p>10 mins</p> <p>Used time: 1hr 25 mins</p>	<p>Page12 of manual</p> <ul style="list-style-type: none"> • A HSC is one method of worker participation. It allows representatives from the PCBU, and workers to meet regularly & work cooperatively to support the ongoing improvement of H&S at work • If five or more workers, or an HSR request a HSC the PCBU must make a decision on whether to have a HSC within two months of this request. It must also give its decision in writing as soon as practicable but no later than 14 days of the decision. • The PCBU can refuse a request to establish an HSC if it feels its current worker participation practices are sufficient to meet the requirements of the Act. • If the PCBU is not in a specified high risk sector and has fewer than 20 workers it does not have to decide to establish an HSC. 	<p>PPT Slide 15</p> <p>Health and Safety Committee (HSC)</p> <p>HSCs are a participation practice that supports the ongoing improvement of health and safety.</p> 

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	<ul style="list-style-type: none"> In this case the PCBU must give written notification within a reasonable period to the person requesting the HSC A main function of the HSC is to assist in developing policies, procedures and rules relevant to health and safety at the workplace. It can also perform other functions as agreed between the PCBU & HSC or that may be specified under the WEPR regs. At least 50% of the members of the HSC must be made up of workers not nominated by the PCBU. One of the members appointed by the PCBU must be authorised to make decisions relating to H&S on behalf of the PCBU. An HSR may be a member of a HSC HSCs must meet regularly, at least every three months or at any reasonable time when requested by a simple majority of its members. The PCBU can establish a HSC without a request from a worker or HSR if it feels there is a need to do so. 	
<p>Requirement for HSR & Elections</p> <p>10 mins</p> <p>Used time 1 hr 35 mins</p>	<p>Manual page 13</p> <ul style="list-style-type: none"> HSRs are an example of a worker participation practice. PCBU must initiate an election for an HSR if requested by a worker. The PCBU may initiate elections for a HSR without a worker's request. Elections must be initiated within two months of the request. A PCBU does not need to initiate an election if requested, if it is not in a specified high risk sector and has fewer than 20 workers. Where these PCBUs refuse a request for HSRs they must give written notice to this effect within a reasonable time. 	<p>PPT Slide 16</p> <div data-bbox="1018 1384 1549 1780">  <p>Election of HSRs</p> <p>HSRs are an example of a worker participation practice</p> <ul style="list-style-type: none"> When are HSRs required? Eligibility Election process Term of office  </div>

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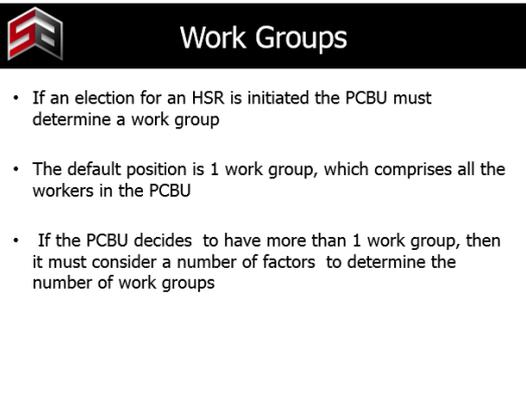
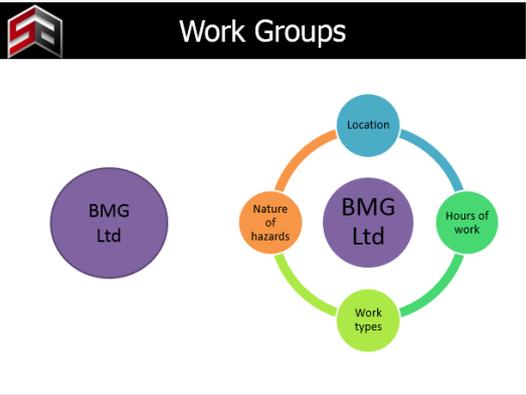
Sub Heading	Tutor Notes	Presentation Slide Number
	<ul style="list-style-type: none">• HSRs are elected by the workers in their work group to represent them.• If the number of candidates for HSR is less than or equal to the number of HSR vacancies in the work group then elections aren't needed. Each candidate will be treated as having been elected by the work group• There may be more than one HSR per workgroup if needed. This would be decided by the PCBU in consultation with the workers.• The requirements for determining work groups are set out in the Act and Health and Safety at Work (Worker Engagement, Participation and Representation) regulations (WERP)• The candidate(s) must work in the work group they are standing for election for• They may be nominated by themselves or other workers in the work group but cannot be nominated by the PCBU• They must be willing to act as an HSR for their work group.• They must work sufficiently regularly and for a sufficient amount of time to be able to exercise their powers and functions as an HSR effectively.• The term of office is agreed between the PCBU and workers for the work group but has a maximum term of three years.• The HSR can be re-elected as many times as their work group wishes to vote them in.• The candidate(s) can participate in the election but cannot take part in conducting the election	

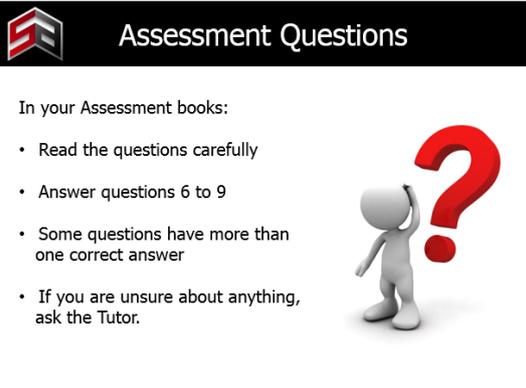
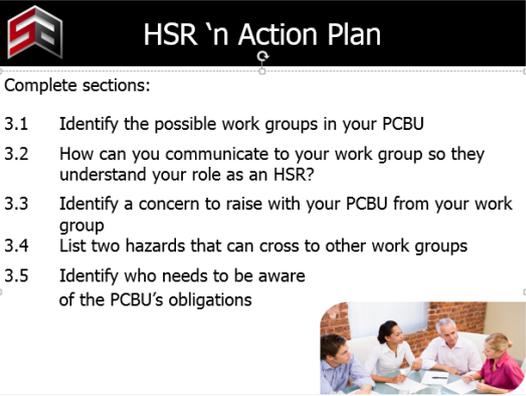
Sub Heading	Tutor Notes	Presentation Slide Number
<p>HSR n Action Plan 3</p> <p>5 mins</p> <p>Used time 1 hr 40 mins</p>	<p>Complete sections:</p> <p>2.1 Why may your PCBU need a H&S committee</p> <p>2.2 How could workers be informed about HSR elections</p> <p>Discuss with & guide students while they do this.</p>	<p>PP Slide 17</p>  <p>Complete sections:</p> <p>2.1 Why may your PCBU need a HSC?</p> <p>2.2 How could workers be informed about HSR elections?</p>
<p>Role & functions of the HSR</p> <p>10mins</p> <p>Used time 1 hr 50 mins</p>	<p>Manual page 13</p> <ul style="list-style-type: none"> The HSR is there to represent workers from their work group on H&S matters only. They investigate complaints from their workers regarding health and safety matters. If requested by a worker, they can represent a worker in regard to an H&S matter (This may be a complaint). They monitor the PCBU's performance with regard to its H&S measures and provide feedback to the PCBU on this. They can inquire in anything that appears to be a H&S risk to workers arising from the activities and conduct of the PCBU. They can make recommendations to the PCBU on H&S matters. Where this occurs the PCBU must within a reasonable time adopt the recommendation or give a written statement why not. (This is an obligation of the PCBU) They promote the interests of workers harmed at work, including in relation to arrangements for their rehabilitation and return to work. <p>Move to slide 19</p> <ul style="list-style-type: none"> HSRs may attend interview with a worker for H&S purposes if requested by the worker. (This is also a corresponding 	<p>PPT Slide 18</p>  <p>Functions & Powers of the HSR</p> <ul style="list-style-type: none"> Represent workers within their work group on H&S matters, this may be at the worker's request Investigate complaints from workers on H&S matters Monitor the PCBUs, H&S measures Provide feedback to the PCBU on their legal compliance Inquire in to H&S risks from the PCBUs activities Make recommendations to the PCBU on work H&S Promote the interests of injured workers in terms of rehabilitation and return to work. <p>PPT Slide 19</p>

Sub Heading	Tutor Notes	Presentation Slide Number
	<p>obligation of the PCBU, see slide 26)</p> <ul style="list-style-type: none"> • They may request information from the PCBU (not of a personal nature) for the purposes of carrying out their HSR functions (ACOPs, Fact sheets, operating instructions etc.) and may retain a copy of this information and use it for H&S purposes only. • A HSR may enter and inspect a workplace to perform their functions or exercise their power (within their designated workgroup) after giving reasonable notice to the PCBU. • But they may enter and inspect a workplace without prior notification to the PCBU if there has been an incident or if they believe there is an immediate or imminent risk of harm occurring. • The HSR may request another person to accompany them when carrying out an inspection. This may be because they require technical expertise to investigate an H&S concern. • If an inspector arrives at the workplace the HSR may accompany them on their inspection of the HSRs work area. (This is an obligation of the PCBU, see slide 26). • An HSR may consult with an inspector on any H&S matter. This might be for clarification, for example or for assistance with resolving an H&S issue. E.g. ceasing unsafe work. • If it is asked, explain the HSR should have no fear in consulting an inspector as there are provisions in place to protect the HSR against 'adverse conduct' from the PCBU (again we will come to this later in training so if not asked leave till later in training) • HSRs are not there to deal with non H&S matters. <p>Move to slide 20</p> <p>HSRs can only carry out their functions for H&S purposes only.</p>	<div data-bbox="1023 208 1544 271"> <h2>Functions & Powers of the HSR</h2> </div> <ul style="list-style-type: none"> • HSRs may attend interviews between a worker and the PCBU, or an inspector, with the worker's consent • May enter and inspect a workplace • May request information • May be assisted by another person, and may assist another HSR • Can issue a Provisional Improvement Notice (PIN) • Can direct unsafe work to cease • May accompany an inspector • May consult an inspector 

Sub Heading	Tutor Notes	Presentation Slide Number
	<p>They must respect workers privacy by not unnecessarily sharing any information of a personal nature regarding H&S matters.</p> <p>HSRs may only share personal information, with the consent of that person.</p> <p>Generally HSRs only act for the work group they represent.</p> <p>If requested they can assist another HSR from another work group and can act as a stand in if the HSR is on leave or not available, if requested.</p> <p>Nothing in the HSW Act imposes a duty on HSRs when performing the role of the HSR. They are protected from criminal & civil liability while performing their role in good faith.</p> <p>The PCBU cannot not pass off its duties or responsibilities to HSR.</p>	<p style="text-align: right;">PP Slide 20</p> <div style="background-color: black; color: white; padding: 5px;">  Functions & Powers of the HSR </div> <ul style="list-style-type: none"> • Can only carry out functions for H&S purposes only • Limited to their work group • Must respect workers privacy • HSRs are not there for non H&S issues <p>Protections</p> <ul style="list-style-type: none"> • No duty is imposed on the HSR in the role of HSR • Immunity from civil and criminal liability for acts or omissions done in good faith 
<p>HSR ceases to represent</p> <p>5mins</p> <p>Used time 1 hr 55 mins</p>	<p>The position of HSR is not permanent;</p> <ul style="list-style-type: none"> • Their term of office is for a period agreed between the workers and PCBU with a maximum term of three years. They can stand for re-election at the end of their term. • They can resign at any time so long as they give notice to the PCBU for the workgroup. • They can decide not to stand for re-election at the end of their term of office. • If they leave the work group they cease to be an HSR. This may be through changing employment or taking up work within a different work group with the same PCBU. • WorkSafe can remove an HSR from office if they have performed or exercised a power as an HSR improperly or are not performing their function satisfactorily or have used or disclosed any information as an HSR they shouldn't 	<p style="text-align: right;">PPT Slide 21</p> <div style="background-color: black; color: white; padding: 5px;">  HSR Ceases to Represent </div> <ul style="list-style-type: none"> • HSR can resign at anytime by giving notice • Can decide not to stand for re-election • Will cease to be an HSR when they leave the work group • If a majority of the work group decides that the HSR no longer represents them • May be removed from office by WorkSafe

Sub Heading	Tutor Notes	Presentation Slide Number
<p>Break</p> <p>10 mins</p> <p>Used time 2 hrs 05 mins</p>	<p>10 mins break</p>	
<p>Obligations of the PCBU to the HSR</p> <p>15 mins</p> <p>Used time 2 hrs 20 mins</p>	<p>Manual page 16</p> <ul style="list-style-type: none"> The PCBU has obligations under the HSW Act towards the HSR to allow them to be able to carry out their powers and functions They must consult SFARP with the HSR on H&S matters.. They must confer with the HSR when reasonably requested to do so by the HSR to ensure the safety of the workers in the work group. They must allow as much time as is reasonably necessary for the HSR to be able to carry out their role. They must provide relevant information to the HSR. This may include safety data sheets, risk assessments, codes of practice. That will help the HSR in their role. Tthe PCBU must allow the HSR to attend an interview with the worker and the PCBU or an inspector. <p>Move to slide 23</p> <ul style="list-style-type: none"> The HSR must also be allowed to accompany the inspector in the HSR's work area. However, the inspector can refuse this if they feel it would compromise the inspection or personal information may be divulged. If a person is assisting the HSR the PCBU must allow them access to the work area if that's necessary to enable the assistance to be provided. 	<p>PPT Slide 22</p> <div data-bbox="1023 600 1549 987">  <p>The PCBU has obligations to the HSR to:</p> <ul style="list-style-type: none"> Consult so far as is reasonably practicable with the HSR on H&S matters Confer with the HSR when reasonably requested by the HSR Allow as much time as reasonably necessary to perform duties Provide relevant information Allow HSR to attend interview for H&S matters Provide the HSR reasonable resources to perform their role and functions. </div> <p>PPT Slide 23</p> <div data-bbox="1023 1630 1549 2018">  <ul style="list-style-type: none"> Allow HSR to accompany an inspector Allow persons assisting HSR access to workplace Must adopt or respond to HSRs recommendations Must pay the HSR (as normal) for time spent as an HSR Must allow the HSR paid leave for H&S training as detailed in the WEPR regulations. </div>

Sub Heading	Tutor Notes	Presentation Slide Number
	<ul style="list-style-type: none"> • Must consider any H&S recommendations made by the HSR & within a reasonable time either adopt these or give a written reason as to why not. • PCBU must pay the HSR at the HSRs normal rate of pay while acting in the role of HSR. There is no additional payment for being an HSR. It is a contravention of the Act to deduct the HSR's pay. • PCBU must allow a total number of days training each year for HSRs in accordance with the WEPR Regs. • It is also an offence for the PCBU to engage in adverse conduct towards the HSR. Refer to the Act, subpart 5, page 57 	
<p>Work groups</p> <p>5 mins</p> <p>Used time 2 hrs 25 mins</p>	<p>Manual page 17</p> <ul style="list-style-type: none"> • Unless the PCBU decides otherwise the Work group will comprise all the workers in the PCBU. This is the default work group. • In this case a ratio as given in the WEPR regs applies. Which requires one HSR per 19 workers (including the HSR). Where the number of workers divided by 19 does not equal a whole number the number of HSRs to be elected is increased to the next whole number. Meaning that for 20 to 38 workers there would be 2 HSRs needed. • If the PCBU does not use the default work group, the number of work groups is determined by the PCBU, in consultation with the workers. • The WEPR regulations specify a number of factors that need to be taken in to account by the PCBU when determining work groups. More detail is given in the course manual on page 17. 	<p>PP Slide 24</p>  <p>PP Slide 25</p> 

Sub Heading	Tutor Notes	Presentation Slide Number
<p>Assessment questions 2</p> <p>10 mins</p> <p>Used time 2 hrs 35 mins</p>	<p>Assessment Pack</p> <p>Answer questions 6 to 9</p> <p>Advise the students to read the questions carefully as there may be more than one correct answer.</p>	<p>PP Slide 26</p>  <p>Assessment Questions</p> <p>In your Assessment books:</p> <ul style="list-style-type: none"> • Read the questions carefully • Answer questions 6 to 9 • Some questions have more than one correct answer • If you are unsure about anything, ask the Tutor.
<p>HSR n Action Plan 3</p> <p>10 mins</p> <p>Used time 2 hrs 45 mins</p>	<p>Students to complete sections:</p> <p>3.1 Identify possible work groups at their PCBU</p> <p>3.2 How can the HSR communicate to their work group so the workers understand the HSRs role</p> <p>3.3 Identify a concern from their work group to raise with the PCBU & list two hazards that can cross in to other work groups</p> <p>3.4 List 2 hazards that can cross to other work groups.</p> <p>3.5 Identify who in the PCBU needs to be aware of the PCBUs obligations to the HSR</p> <p>Discuss with & guide students while they do this</p>	<p>PPT Slide 27</p>  <p>HSR n Action Plan</p> <p>Complete sections:</p> <ol style="list-style-type: none"> 3.1 Identify the possible work groups in your PCBU 3.2 How can you communicate to your work group so they understand your role as an HSR? 3.3 Identify a concern to raise with your PCBU from your work group 3.4 List two hazards that can cross to other work groups 3.5 Identify who needs to be aware of the PCBU's obligations 
<p>Provisional Improvement Notice (PIN)</p> <p>15 mins</p> <p>Used time 3 hrs</p> <p>Play Video</p> <p>Discussion</p>	<p>Before going to slide 27, frame up with a discussion around- 'knowing how to approach your PCBU on Health and safety matters important. Over the next half hour we will be looking at a few short videos dealing with potential issues that may arise in the workplace and how your new powers as an HSR can help you deal with them.</p> <p>After playing video ask what would be their current options under the HSE Act? (Hazard Notice) Introduce the PIN and refer to manual.</p> <p>Manual pages 18-20</p> <ul style="list-style-type: none"> • Being able to issue a Provisional Improvement Notice (PIN) is a new power under the Act. • HSRs must be trained before they can issue a PIN. Transition training and the initial training under the HSW Act covers 	<p>PP Slide 28</p> 

Sub Heading	Tutor Notes	Presentation Slide Number
	<p>this.</p> <ul style="list-style-type: none"> • PINs can only be issued following consultation with the person contravening or likely to contravene the Act or regulations (the person it may be issued to) and this consultation has failed to reach agreement to satisfactorily resolve the issue. • An HSR can issue a PIN when they believe a person is/or is likely to contravene a provision of the Act or regulations. • The PIN requires the person to prevent or remedy the contravention or remedy the activities causing or likely to cause the contravention. • A PIN must be in writing and can be issued in person, by post, e mail, leaving at the person's usual address or workplace. <p>Move to slide 28</p> <ul style="list-style-type: none"> • PINs must state the HSR believes the person is contravening, or is likely to contravene the Act or regulations, what the Act or regulations are, how they are being, or are likely to be contravened & a date at least 8 days after issue by when the contravention should be resolved. • The PIN may include recommendations to rectify the issue. • Once issued a PIN must be complied with by the person the PIN is issued to. • Minor changes can be made to the PIN to give clarity, correct errors or to reflect other changes such as names or addresses. • A PIN is not invalid if there are irregularities or omissions in it so long as these will not cause an injustice. • The HSR can cancel the PIN at any time in writing to the person it was issued to. 	<p style="text-align: right;">PP Slide 29</p> <div style="border: 1px solid black; padding: 5px;">  Provisional Improvement Notice </div> <p>Issuing A Provisional Improvement Notice (PIN) is a new power</p> <ul style="list-style-type: none"> • Who can issue a PIN • When can a PIN be issued • Requirements of the PIN • Changes to the PIN • Cancellation of the PIN • Review of the PIN • Involvement of WorkSafe in PIN Review

Sub Heading	Tutor Notes	Presentation Slide Number
	<ul style="list-style-type: none"> The PIN must be clearly displayed at the workplace or item it relates to. A PIN cannot be issued if the issue is already subject to an improvement notice issued by WorkSafe. If there is disagreement over the PIN the PCBU or the person the PIN was issued to can within 7 days of the PIN's issue ask WorkSafe to review the PIN. If asked to review a PIN, WorkSafe will appoint an Inspector who will inquire in to the circumstances of the PIN & can either confirm the notice, confirm the notice with changes or cancel the notice. <p>The notice is stayed (put on hold) during the review.</p> <ul style="list-style-type: none"> If the notice is confirmed, it must be treated as an improvement notice issued by the Inspector. <p>Move to Slide 30 and play issuing of PIN. Group discussion after this.</p>	<p style="text-align: center;">PP Slide 30</p> 
<p>NSR n Action Plan 4</p> <p>5 mins</p> <p>Used time 3 hrs 05 mins</p>	<p>Students to complete section:</p> <p>4.1 From the information provided in the HSR n Action plan complete the example provisional Improvement Notice</p> <p>Discuss with students & guide while they do this.</p> <p>Before moving to next slide discuss what do they think they could do if they believed there was a serious risk to workers health and safety? Move to next slide.</p>	<p style="text-align: center;">PP Slide 31</p>  <p style="text-align: center;">HSR n' Action Plan</p> <p>Complete section:</p> <p>4.1 From the information provided in the HSR n Action plan complete the example provisional Improvement Notice</p> <p>If you are unsure about anything please ask your tutor.</p> 

Sub Heading	Tutor Notes	Presentation Slide Number
<p>Cease Unsafe Work</p> <p>15 mins</p> <p>Used time 3 hrs 20 mins</p>	<p>Manual page 21</p> <ul style="list-style-type: none"> Directing unsafe work to cease is a new power under the Act. HSRs need to be trained to direct unsafe work to cease. Transition training and the initial training under the HSW Act covers this. This action is a last resort and HSRs must not direct unsafe work to cease unless all other measures to resolve the issue with the PCBU have failed. The HSR must consult with the PCBU for whom the workers are carrying out work to try and resolve the issue within a reasonable time frame. If they are unable to resolve the issue the HSR may direct the unsafe work to cease. but must inform the PCBU immediately this is done. An HSR may direct a worker in their work group to cease unsafe work if they reasonably believe that carrying out the work would expose the worker or others, to a serious risk to their H&S from an immediate or imminent exposure to a hazard. <p>Move to slide 32</p> <ul style="list-style-type: none"> In exceptional circumstances HSRs can direct unsafe work to cease without first consulting with the PCBU if they reasonably believe that the risk is so serious and immediate or imminent that there isn't time to consult with the PCBU before directing the unsafe work to cease. In this circumstance where they direct a worker to cease unsafe work without first consulting with the PCBU, they must consult the the PCBU of their direction as soon as practicable afterwards Direction to cease unsafe work should not be given if the work contains an understood level of risk unless the level of risk has increased beyond this. The PCBU can give other work to the worker in place of the stopped task. 	<p>PPT Slide 32</p>  <p>PP Slide 33</p> <p>Cease Unsafe Work</p> <p>Directing a worker to cease unsafe work is a new power</p> <ul style="list-style-type: none"> HSRs need to be trained to do this Can direct a worker in their work group to cease unsafe work, if they believe there is a serious risk to the health or safety of a worker or another person from an immediate or imminent exposure to a hazard HSR must first consult with the PCBU on the issue Last resort action, only direct unsafe work to cease if the issue is not resolved.  <p>PP Slide 34</p> <p>Cease Unsafe Work</p> <ul style="list-style-type: none"> Exception: If the HSR believes the risk is so serious and immediate or imminent, the HSR can direct the unsafe work to cease without first consulting with the PCBU In this case the, HSR must inform the PCBU immediately after giving the direction Cannot direct work to stop if the work is within the understood level of risk. 

Sub Heading	Tutor Notes	Presentation Slide Number
	<ul style="list-style-type: none"> All workers have the right to cease unsafe work without the direction of the HSR. Either the PCBU, worker or HSR can ask the regulator to assist with resolving any issues relating to cessation of unsafe work, 	
<p>HSR n Action Plan 5</p> <p>5mins</p> <p>Used time 3 hrs 25 mins</p>	<p>Students to complete sections:</p> <p>5.1 Write down the workplaces you will be inspecting and how you will give notice to the PCBU</p> <p>5.2 Identify hazards in your workplace that need some action & how you will approach the PCBU to resolve these</p> <p>5.3 Give an example of where you must ensure worker privacy at your workplace</p> <p>Discuss with students & guide while they do this.</p>	<p>PPT Slide 35</p> <p>HSR n' Action Plan</p> <p>Complete sections:</p> <ol style="list-style-type: none"> 5.1 Write down the workplaces you will be inspecting and how you will give notice to the PCBU 5.2 Identify hazards in your workplace that need some action & how you will approach the PCBU to resolve these 5.3 Give an example of where you must ensure worker privacy at your workplace 
<p>WorkSafe & the HSR</p> <p>10mins</p> <p>Used time 3 hrs 35 mins</p>	<p>Manual page 22</p> <ul style="list-style-type: none"> The role of WorkSafe is to educate, engage & enforce. They have access to resources such as ACOPs, fact sheets and guidance on their website. Can also provide advice on H&S matters. They may visit a PCBU/workplace in response to a complaint, as part of an accident investigation, to review a PIN or issues related to cease unsafe work direction or as part of their planned site visits. As discussed in this course they can be requested to review cease unsafe work directions & PINs. As discussed earlier in the course, WorkSafe can remove an HSR from office if they have performed or exercised a power as an HSR improperly or are not performing their function satisfactorily or have used or disclosed any information as 	<p>PPT Slide 36</p> <p>WorkSafe New Zealand</p> <ul style="list-style-type: none"> WorkSafe's role: educate, engage, enforce Are a source of information and guidance May visit to conduct an inspection When requested, will review PINs Can help resolve health and safety issues, including issues relating to direction to cease unsafe work. Can remove an HSR from office. 

HSR Transition Training

Sub Heading	Tutor Notes	Presentation Slide Number
	<p>an HSR they shouldn't</p>	
<p>HSR n Action Plan 6</p> <p>5 mins</p> <p>Used time 3 hrs 40 mins</p>	<p>Students to complete section:</p> <p>6.1 Complete the table to identify the activities, hazards & risks in your workplace</p> <p>List the information you will need from your PCBU or WorkSafe to address these</p> <p>Explain the HSR n Action plan is for the student to take away with them. Use this as a base for an action plan or for discussion points with the PCBU</p>	<p>PPT Slide 37</p> <p>HSR n' Action Plan</p> <p>Complete section: 6.1</p> <p>Complete the table to identify the activities, hazards & risks in your workplace</p> <p>List the information you will need from your PCBU or WorkSafe to address these</p> <p>If you are unsure about anything please ask your tutor.</p> 
<p>Assessment questions 3</p> <p>10 mins</p> <p>Used time 3 hrs 50 mins</p>	<p>Assessment Pack</p> <p>Answer questions 10 to 20</p> <p>Advise the students to read the questions carefully as there may be more than one correct answer.</p> <p>Tutor to ensure assessment packs are fully completed & collect these from students.</p>	<p>PPT Slide 38</p> <p>Assessment Questions</p> <p>In your Assessment books:</p> <ul style="list-style-type: none"> • Read the questions carefully • Answer questions 10 to 20 • Some questions have more than one correct answer • If you are unsure about anything, ask the Tutor. 
<p>Course evaluation</p> <p>5 mins</p> <p>Used time 3 hrs 55 mins</p>	<p>Ask students to complete the course evaluation form</p> <p>Instruct them to fill the circles in so the scanner can detect them. The scanner doesn't detect x or ✓ so please don't use them.</p>	<p>PP Slide 39</p> <p>Course Evaluation</p> <p>Please complete the course evaluation form</p> <p>Fill the circles in, please do not use x or ✓ as the scanner doesn't detect these.</p> <p>Example - <u>COURSE TYPE</u></p> <p>Open to public <input checked="" type="radio"/></p> <p>Company only <input type="radio"/></p>
<p>Any questions</p> <p>5 mins</p> <p>Used time 4 hrs</p> <p>Dispersal</p>	<p>Wrap up, cover off any final questions form students</p> <p>Once any questions is done move on to slide 41 and end the course.</p>	<p>PPT Slide 40</p> <p>Any Questions</p> 