

## HSR Transition Training Online Course

### PURPOSE

To request formal sign-off for the online training course developed by Safety'n Action.

Following sign-off, the course will be made available by Safety'n Action for a four month period to a potential audience of 12,000 eligible Health and Safety Representatives.

### BACKGROUND

- The course has been developed by Safety'n Action with input from both WorkSafe and MBIE.
- The online course was piloted in December 2015 with a number of HSRs from both organisations. The WorkSafe legal team participated in and provided feedback on the pilot course.
- Extensive feedback was gathered from the pilot and changes were incorporated into the course content by Safety'n Action.
- The revised course was reviewed in late January by advisors from WorkSafe and MBIE and further changes were identified to correct technical content.
- The final version of the course has been through two further rounds of review undertaken by the project manager and the WorkSafe legal team.
- The final version of the online course was demonstrated to the project owners on 26 February.

### RECOMMENDATIONS

It is recommended that the project owners:

***Approve the course and release it to Safety'n Action for commencement of training.***



**Kirstie Hewlett**  
General Manager,  
Strategy & Stakeholder Engagement,  
WorkSafe

**Date:** 26/2/2016



**Bronwyn Turley**  
Manager Health & Safety Policy,  
MBIE

**Date:** 26/2/2016