



WORKSAFE VICTORIA

HEALTH AND SAFETY REPRESENTATIVE REQUEST TO ATTEND TRAINING

To effectively represent members of your DWG, it is essential you receive WorkSafe-approved training that provides you with the appropriate skills and knowledge to perform your role.

1. Your Details

Name HSR Deputy HSR

Designated Work Group (DWG) Date Elected as HSR/Deputy / /

Number of Workers in DWG Preferred Language

Employer Employer Representative

Industry/Type of Work

2. Type of Training (please tick appropriate box)

- Initial OHS training course (section 67(1)(a))
- Refresher course training (section 67(1)(b))
- Other approved training (section 69) [not available to deputy HSRs]

Section 67 courses must be chosen by you in consultation with the employer. If there is no agreement on which course to attend, you may ask WorkSafe to determine an appropriate course for you. To initiate this, contact the WorkSafe Advisory Service (details below).

3. WorkSafe-approved Training Course Provider

Name

Address

Contact Number

To ensure the training provisions of the *Occupational Health and Safety Act 2004* are workable and do not cause unnecessary inconvenience to the workplace and the employer, the HSR **must** give at least 14 days notice before attending an OHS training course.

4. Training Authorisation

Date Training is Being Undertaken / /

Signature of HSR Requesting Training Signature of Employer Representative

Date / / Date / /

5. Section 67 Entitlements

An employer must allow each HSR (and deputy HSR) paid time off to attend training, equivalent to what they would otherwise be entitled to receive for working during that period (including pay entitlements relating to shift work, regular overtime, higher duties etc). Employers must also pay course fees and any other costs associated with attendance at a course.

6. Section 69 Entitlements

HSRs are entitled to receive their normal earnings during course attendance. The employer is not obliged to pay for the costs of this training (although they may choose to do this).

For more information regarding HSR training, visit worksafe.vic.gov.au or contact WorkSafe's Advisory Service on 9641 1444, free call 1800 136 089 or email info@worksafe.vic.gov.au.