



Information Sheet

Training of Health and Safety Representatives

1. Background

The 2004 OHS Act has increased the entitlements of Health and Safety Representatives to receive approved forms of training. In addition, the University of Ballarat is in the unusual position of being both the employer of a large number of Health and Safety Representatives and one of the training organisations approved under the Act to deliver HSR training. It has therefore become necessary to issue this updated information sheet to relevant members of the University community.

2. Training Entitlements under OHS Act 2004

The University of Ballarat must allow Health and Safety Representatives, on request, to have access to initial training, and annual refresher training thereafter. The University must cover the costs of training, including the necessary time off work.

The UB Health and Safety Representatives who have chosen to attend such training in the past have often, but not always, preferred to attend courses run by the Victorian Institute of Occupational Safety and Health. (VIOSH is part of the School of Science and Engineering at the University.) However, it should be clear that Health and Safety Representatives are not obliged to attend the VIOSH courses, and they are in fact entitled to choose the approved course they wish to attend in consultation with the University. They must give their Head of School or Director a minimum of 14 days notice.

Contact the Risk, Health and Safety department (ext. 9370/9324) if you have any query regarding this issue.

[End of Document – Return to Top](#)

[Back to OHS Manual](#)

Warning – Uncontrolled when printed! The current version of this document is kept on the UB website.

Authorised by: Manager – Risk, Health and Safety
Document Owner: Manager – Risk, Health and Safety
Page 1 of 1

Original Issue: 14/11/2007
Current Version: 14/11/2007
Review Date: Dec-2012