

**This guidance material will be rescinded once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 **OHS 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).

Consultation will also occur during establishment of appropriate learning outcomes and drafting of procedures for recognition or approval of these courses by the SafeWork SA Advisory Committee. Although these procedures will be completed as soon as possible it is recognised that effective consultation will be crucial to their successful development and implementation.

Due to the phasing-in period for consultation and strategic development, the following transitional arrangements have been established to provide guidance on the amount and delivery of training to be made available for health and safety representatives, deputy health and safety representatives, OHS committee members and responsible officers.

These transitional provisions will cease to apply when the SafeWork SA Advisory Committee has established the administrative procedures, course criteria and learning outcomes, and necessary regulations have been introduced.

Training Course	Interim/transitional arrangements
Health and safety representatives*	Entitlement: 5 days per year – to attend approved training courses provided by approved training providers.
Deputy health and safety representatives*	Interim entitlement: 3 days per year – based on the first 3 days of the appropriate approved HSR course and provided by approved training providers.
OHS committees*	Interim entitlement: 1 day course - for individual committee members new to the role followed by a ½ day course for committee members in their second or subsequent years. Provided by approved training providers.
Responsible officers	Obligation to attend 3 - 4 hours course provided by approved training providers.

* Entitlement to training qualified by provisions of Section 31A(2) of the Act

Contact details of the interim approved training providers can be found below or at www.safework.sa.gov.au

ADELAIDE TRAINING AND EMPLOYMENT CENTRE (ATEC) - FORMERLY PATDC

275 Grand Junction Road, Ottoway SA 5013

Telephone: (08) 8444 1608 Facsimile: (08) 8240 1433

Email: hsr@atec.asn.au Website: www.atec.asn.au

AWU EDUCATION AND TRAINING CENTRE (AWU)

22-24 Main Street, Mawson Lakes SA 5095

Telephone: (08) 8360 1900 Facsimile: (08) 8360 1960

Email: training@awusa.asn.au Website: www.awusa.asn.au

BUSINESS SA (BSA)

136 Greenhill Road, Unley SA 5061

Telephone: (08) 8300 0103 Facsimile: (08) 8300 0204

Email: tes@business-sa.com Website: www.business-sa.com

MOTOR TRADE ASSOCIATION (MTA) – GROUP TRAINING SCHEME*

Level 1, 81 Greenhill Road, Wayville SA 5034

Telephone: (08) 8291 2000 Facsimile: (08) 8291 2099

Email: mta@mta-sa.asn.au Website: www.mta-sa.asn.au

* The MTA-GTS is an approved training provider for participants from the motor trades industry sector within the scope of the MTA's relevant awards or rules of association of the MTA.

SA UNIONS (SAU)

46 Greenhill Road, Wayville SA 5034

Telephone: (08) 8279 2248 Facsimile: (08) 8279 2223

Email: saunions@saunions.org.au Website: www.saunions.org.au

SDA TRAINING CENTRE (SDA)

69 Fullarton Road, Kent Town SA 5067

Telephone: (08) 8364 5022 Facsimile: (08) 8364 5020

Email: secretary@sdasa.asn.au Website: www.sdasa.asn.au

TRANSPORT TRAINING CENTRE (TTC)

17 Wirriga Street, Regency Park SA 5010

Telephone: (08) 8268 6066 Facsimile: (08) 8347 2388

Email: enquiries@ttc.com.au Website: www.ttc.com.au