

Jeremy Palmer  
Land Based Training  
P O Box 689  
Wanganui

Dear Jeremy,

Re: Course Approval under Part 19G (1) and Section 46A of the Health and Safety in Employment Act 1992:

- *Introductory Course – Health and Safety Representatives*

I am pleased to inform you that the above course(s) submitted to the Employment Relations Education Advisory Committee, for Course Approval under Part 19G (1) and Section 46A of the Health and Safety in Employment Act 1992, has / have been approved by the Committee.

The course has been approved as appropriate for the purposes of issuing hazard notices.

The approval period is for two years. The approval will take effect when the course(s) is/are Gazetted on **Thursday 6 November 2003**. The course(s) will then be posted on the ERS web-site –

[http://www.ers.dol.govt.nz/ere/hse\\_courses.html](http://www.ers.dol.govt.nz/ere/hse_courses.html)


If you would like to discuss future applications or any aspect of the ERE Course Approval process, please feel free to contact me, John O'Brien, on email: [john.o'brien@ers.dol.govt.nz](mailto:john.o'brien@ers.dol.govt.nz), phone (04) 915 4552, or fax (04) 915 4567.

Yours sincerely,



John O'Brien  
Employment Relations Education Co-ordinator

# Introducing the Health and Safety



**CONSTRUCTION**  
LAND BASED TRAINING LIMITED  
*Akoranga O Te Whenua*  
0508 872 466

**NZITO**

The person identified on this card has demonstrated competency (see card reverse for details) as a

**Health and Safety Representative**

Individuals Name      Date of Issue  
ORGANISATION BEING REPRESENTED  
Persons role in Workplace

Approved under Section 19G(1) and Section 46A of the Health and Safety in Employment Act 1992

Company Logo Here

## Representatives Certificate *Improving Skills and Knowledge*



Our Health and Safety Representative course has been approved by the Minister of Labour under Section 19G of the Health and Safety in Employment Act 1992. **Land Based Training** is also Nationally Accredited by the New Zealand Qualifications Authority (NZQA) under the provisions of the Education Act 1989 to provide education and training as a Private Training Enterprise (PTE). In that role we provide health and safety related training for both the New Zealand Industry Training Organisation (NZITO) and the Building and Construction Industry Training Organisation (BCITO).

**For more details on WHERE the course is PROVIDED, the course OUTLINE and DELIVERY and HOW TO SAVE on training costs!**

## The Course Outline

Land Based Training is proud to introduce a comprehensive two-day course that has been designed for those people who have been elected as **health and safety representatives** under the Health and Safety in Employment Act, or who are training to prepare for such a role.

The course aims to provide a sound basic understanding of the role of a health and safety representative, with the knowledge and skills needed to perform their functions, the course material covers the following elements:

1. Brief history of Health and Safety in New Zealand
2. Understanding the Health and Safety in Employment Act
  - Objectives, Roles and Responsibilities
3. Information, Training and Supervision requirements – Do you know enough?
4. Incident and Accident Reporting – why investigate?
5. Planning for Emergencies – who knows you're there?
6. Hazard Management
  - What is a hazard and how are they managed, hazard documentation,
  - Sourcing Information, how to use Codes of Practice and MSD sheets
7. Health and Safety Management Systems
8. Employee Participation Systems – how they work and design of systems
9. The Function and Roles of a Health and Safety Representative
  - Returning to Work,
  - Good Faith Bargaining
  - Promoting Health and Safety in the Workplace
  - Non compliance and Hazard Notices

By attending this course, completing the off job exercises throughout the course and demonstrating competency through the open book assessment exercises the trainee can become **an approved health and safety representative**.

By attending this course, completing the off job exercises throughout the course and demonstrating competency through the open book assessment exercises based on the following **Unit Standards**, (these are also included on the back of the Identification Card):

- 497 - Protect Health and Safety in the Workplace (V 5 Level 1 Credit 1)
- 9680 - Communicate within an organisational context (V 3 Level 2 Credit 2)
- 9707 - Demonstrate knowledge of workplace communication requirements (V 4 Level 1 Credit 5)
- 17593 - Apply safe work practices in the workplace (V 1 Level 2 Credit 4)
- 17602 - Apply hazard identification and risk assessment procedures in the workplace (V 2 Level 3 Credit 4)
- 19522 - Undertake job safety analysis (V 1 Level 2 Credit 4)
- 20198 - Identify the roles and responsibilities of a Health and Safety Representative (V 1 Level 4 Credit 6)

The trainee can become **an approved health and safety representative** plus gain **a formal qualification** with the **Health and Safety Representatives Certificate**.

**Benefits** include **saving** on course costs with **training subsidises** from the New Zealand Industry Training Organisation, an **NZQA recognised and approved course** and 26 credits towards the Level 3 **National Certificate in Occupational Health and Safety (Workplace Safety)**.

## How is the Course delivered?

This course has been design to be provided over a period of two consecutive days. We anticipate that for the majority of participants attending, this may be their first introduction to health and safety and consequently the course structure is designed to be informative, we use PowerPoint with plenty of real life examples and group learning exercises. This ensures that the learning outcomes are both comprehensive and enjoyable but not overly extensive in its nature. The students are issued as part of the course material, a comprehensive guideline document to keep on their role as a Health and Safety Representative that can be referred to in the future and for the assessment exercises.

## Where will the Course be delivered?

This course can and will be delivered wherever there is sufficient demand – **Your place or Ours** Our tutors will come to your area and provide training locally or if you wish – at your workplace. This way the trainees can be in familiar surroundings and we can relate the training to hazards and situations that can occur in the real world and workplace.

*What we need to bring the course to you, in your workplace is a **MINIMUM OF 10 STUDENTS** Tables, seating, a blank wall to show the PowerPoint on, a White Board and a Overhead Projector*

## What are the Costs for a Health & Safety Representatives Course?

The cost of attending the 2-day Land Based Training H & S Rep course including off site assessment of the completed workbook (this requires the student to complete an additional 5 hours of work within 1 month of attending the course) is **\$450.00 (Plus GST)**. *We have applied for Employment Relations Education funding and if approved, the course fees will be substantially reduced.*

## What are the Costs for a Health & Safety Representatives Certificate?

The cost of attending the 2-day Land Based Training H & S REP CERT course including off site assessment of the completed open book assessment log (this requires the student to complete an additional 25 hours of work within 2 months of attending the course) is \$550.00 (Plus GST). This 26 credit training course qualifies for a subsidy from the **New Zealand Industry Training Organisation NZITO** of between \$12.00 - \$15.00 per credit (*variation due to total trainees from each company/organisation gaining this qualification*)

**THIS MEANS YOU CAN SAVE OF OVER \$300.00 WITH A NET COST OF \$200 - \$250 (APPROX.)**

## What do I need to do to enrol on the course?

To enrol on the Health and Safety Representatives **Course** just ring our office on **0508 872 466** and they will discuss with you the various options that are available and fax, email or post out an enrolment form for the next course in your location.

To enrol in the Health and Safety Representative **Certificate** complete the attached NZITO training agreement, photocopy it, get both the employer and trainee or trainees to sign it. Then **Post** the completed training agreement(s) off to **NZITO, PO Box 488, Hamilton**, with your **cheque** made out to New Zealand Industry Training Organisation for **\$618.75 per student**.

NZITO will inform Land Based Training of your training needs and we will contact you direct to organise the training at your venue or ours (plan on a short delay). Once the training and assessment has been completed, we will forward your ID card(s) and the NZITO will register the units with NZQA and post back to you the Health and Safety Representative Certificate(s) and your subsidy.



Training Agreement

LBT: WEB

<b>Employer</b>	Employer: _____	Highest Formal 5 <sup>th</sup> Form <input type="checkbox"/> Educational 6 <sup>th</sup> Form <input type="checkbox"/> Qualification: 7 <sup>th</sup> Form <input type="checkbox"/> National Cert./Trade Cert./National Diploma <input type="checkbox"/> Degree <input type="checkbox"/> No Previous Qualification <input type="checkbox"/>	Ethnicity: NZ European/Pakeha <input type="checkbox"/> NZ Maori <input type="checkbox"/> Cook Island Maori <input type="checkbox"/> Samoan <input type="checkbox"/> Tongan <input type="checkbox"/> Niuean <input type="checkbox"/> Tokelauan <input type="checkbox"/> Fijian <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Other Pacific Island <input type="checkbox"/> Asian <input type="checkbox"/> Other <input type="checkbox"/>
	Site: _____		
	Department: _____		
	Address: _____		
<b>Trainee</b>	First Name: _____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> <b>Date of Birth:</b> _____ NZQA Hook-on: _____ Yes <input type="checkbox"/> No <input type="checkbox"/> Cell Phone: _____ Email: _____	
	Middle Name(s): _____		
	Last Name: _____		
	Known As: _____		
	Address: _____		
	Phone: ( ) _____		

**GENERAL TERMS OF THE AGREEMENT:**

1. This Training Agreement is between the employer and the trainee. Both parties should have a copy - with the original sent to **NZITO (Box 488, Hamilton)**
  2. This Training Agreement shall commence on the day of its signing, and shall be for a term of **two (2) months**
  3. This Training Agreement shall be for the following unit standards – **497, 9680, 9707, 17593, 17602, 19522 and 20198**
  4. The employer shall make training available in accordance with the standards set by NZQA and in line with the requirements of the Industry Training Act (1992)
  5. On completion of all the requirements of the Training Agreement the trainee shall receive the Limited Credit Program - **Health and Safety Representative Certificate** provided under the ITO and NZQA
  6. The parties to this agreement may seek the assistance and advice of the ITO on any matter affecting the training relationship between the parties. An appeal system is available from the NZITO to both trainee and employer
  7. Where the employment contract between the parties sets out a procedure to be followed on termination of employment (for example, the giving of notice of termination), that procedure shall be followed. The Provisions in the Employment Relations Act (2000) in relation to personal grievances shall also apply to this Training Agreement.
  8. It is agreed that the results of training undertaken are made available to NZITO and the trainees' employer for purposes relevant to the Training Agreement
  9. The provisions of the Privacy Act 1993 apply to information held under this Training Agreement
- All training agreements are subject to current government funding.

<b>Signed by Trainee</b>	<b>Signed for and on behalf of Employer</b>		
Signature _____	Signature _____	Name _____	Job Title _____
Date _____	Date _____		

NZITO Office Use Only

<b>Received:</b>		<b>Entered:</b>		<b>NZQA #:</b>		<b>Qual/LCP:</b>	
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