

Training for Joint Workplace Health and Safety Committee Co-Chairs and Members

To ensure Joint Workplace Health and Safety Committees (JWHSC) are able to successfully fulfill their responsibilities outlined in the legislation, members are required to complete training in specific workplace health and safety processes.

For information on compensation related to the completion of JWSHC training, see the [Joint Workplace Health and Safety Committee Duties and Applicable Rate of Pay Bulletin](#).



LEGISLATIVE REQUIREMENT

*OHS Code, Part 13, section 201
“Training”*

Training Requirement

All JWHSC co-chairs and members must complete the *Joint Workplace Health and Safety Committee Member Training* on MyLearningLink (MLL) within 3 months of becoming a JWHSC member.

This online training is self-paced and will take approximately 2 hours to complete, with an additional 20 minutes of content for co-chairs.

Supplemental Training

Supplemental training requested by committee members related to JWHSC duties and responsibilities must not be unreasonably denied. Members must consult with both their JWHSC co-chairs and their managers to agree upon

- the suitability of supplemental training, and
- the best possible timing to complete the training.

If the JWHSC reaches a consensus-based decision that members are required to take some or all of the Supplemental Training listed below, then such training will become mandatory training for those JWHSC members.



The following Workplace Health and Safety courses are available on MyLearningLink.

- *WHS – Hazard Identification Assessment and Control (HIAC) Worker Training
- *WHS – Right to Refuse Dangerous Work
- *WHS – Supporting Mental Health in the Workplace
- *WHS – Workplace Inspection Worker Training

- WHS – Employee Wellness 101
- WHS – Musculoskeletal Injury (MSI) Prevention - e-Learning
- WHS – Move Safe - e-Learning

*Listed as encouraged or recommended training in the JWHSC Training on MLL.

Additional Training

In some circumstances, committee members may seek additional training within AHS that is related to JWHSC duties and responsibilities which must not be unreasonably denied.

Additional training within AHS may be found in the [WHS Training Catalogue](#) or on the MLL site.

Any additional training a member may seek, that is external to AHS and is related to JWHSC duties and responsibilities must be reviewed in consultation between JWHSC co-chairs, Manager and WHS.

Tracking Your Training

AHS is responsible to ensure JWHSC co-chairs and members receive mandatory training. Committees help AHS to fulfil this requirement by tracking the training, as they may be asked to provide a copy of the training record(s) upon request by an Occupational Health and Safety Officer or Workplace Health and Safety (WHS). JWHSC co-chairs and members are responsible to inform the JWHSC co-chairs of their completion status. This information is found in MyLearningLink by looking under *My Information* and selecting *Transcript*.

All learners are responsible to track their own time spent on training. Connect with your manager for more information.

Information for Managers about JWHSC Training

Managers are required to support JWHSC co-chairs and JWHSC members in completing the one-time mandatory training.

Furthermore, supplemental or additional training requested by committee members related to JWHSC duties and responsibilities must not be unreasonably denied. If there are questions about the reasonability of training, a collaborative discussion involving the JWHSC co-chairs, the operations manager, and the WHSBP Advisor will take place. The JWHSC worker co-chair will confirm the training's relevance to the worker JWHSC role, the manager co-chair will evaluate operational feasibility, and the WHSBP Advisor will ensure compliance with legislation and guidelines.

For more information on these responsibilities and compensation, refer to the 'JWHSC Duties and Pay Bulletin'. Please consult your HRBP Advisor if you have questions regarding pay.