

Work Health and Safety Courses

All jurisdictions

- ✓ Self-paced online
- ✓ Runs in your LMS using SCORM
- ✓ Face to face onsite
- ✓ Live via Zoom or Teams



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COASTAL
OHS SERVICES

Updated March 2026

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WHS for Health and Safety Committees

1 Day - 6½ - 7 hours

Australia's ONLY certified Health and Safety Committee course aligned with ISO29993:2017.

This *certified* course provides participants with the tools, knowledge and practices to become truly effective members of a Health and Safety Committee, capable of making positive contributions to a safer workplace and improved legal WHS compliance.

This course is available 100% online, onsite face to face and live delivery via Zoom.

A wide range of topics ranging from WHS Law to safety psychology are covered.

Course duration is approximately 4-5 hours online and 6½ - 7 hours face to face or Zoom.



The online version of this course contains multiple videos and can be completed in your own time over multiple sessions. Participants have 6 months access to the online course after purchase.

This course is recommended for Health and Safety Committee Members, Managers, Supervisors, HSRs and other staff with safety responsibilities.

No prior knowledge or experience required.

COURSE CERTIFICATION

This is an Exemplar Global certified course aligned with the requirements of ISO 29993 : 2017.



**Not All Health and Safety Courses
Are Created Equal!**



Course Outline

WHS LAW

The Legal Framework, Duty Holders & Consultation under the relevant WHS/OHS Act.

FUNCTIONS of the HSC

Legal functions of Health and Safety Committees, including examples of how these functions translate into activities in daily operations.

COMMUNICATION SKILLS

Meeting & presentation skills, Hugh Mackay's 10 Laws of Human Communication and problem solving.

RISK MANAGEMENT

Risk management principles & examples, hazard identification, risk assessment, risk control, risk control review, psychosocial risks, WHS program design, OHSMS principles.

Face to face & Zoom delivery include a safety walk.

INCIDENT INVESTIGATION

Incident investigation process, tools and case study.

EMERGENCY PREPAREDNESS

Elements of an emergency response plan.

SAFETY PSYCHOLOGY

Safety Psychology - The *New Frontier* in Safety Management?

Reducing the riskiness of behaviours – a powerful real life case study of how a steep decline in incident rates was achieved.



Course Delivery

METHOD

100% self paced online, onsite face to face or live delivery via Zoom or Teams. The 100% online version includes videos, text and short quizzes.

COURSE HANDOUT

A 90+ page course handbook is issued to each participant in PDF format. This can be downloaded after purchase. Hard copies are issued for onsite face to face sessions.

COURSE DURATION

100% online approximately 4-5 hours in one session. Participants can stop/start/complete this course at their convenience.

Face to face and delivery via Zoom approximately 6 ½ - 7 hours.

COURSE ASSESSMENTS

Course assessments are informal and are carried out progressively during the course. They include multiple choice and open answer questions and are done in a group format. The 100% online version includes short quizzes at the end of each topic.

COURSE AWARD

A Certificate of Successful Completion is made available on completion of the course in PDF format.

COURSE LOCATIONS

Anywhere in Australia.

CONTEXTUALIZATION

The courses are contextualized to suit WHS/OHS legislation in your State or Territory.



WHS for Health and Safety Committees

4 hour condensed version

This condensed Health and Safety Committee course runs over 4 hours and covers the same topics as the full version but contains less details and has no course assessments.

Course Outline

- WHS Law
- Functions of a Health and Safety Committee
- Communication skills & problem solving
- Risk management, hazard identification, risk assessment, risk control and risk control review, psychosocial risks
- Incident investigation & case study
- Emergency preparedness
- Safety psychology & case study

Course Delivery

METHOD

Onsite face to face or live via Zoom.

COURSE DURATION

4 Hours



COURSE HANDOUT

A course handbook is issued to each participant in PDF format. This can be downloaded after purchase. Hard copies are issued for onsite face to face sessions.

COURSE DURATION

Face to face and delivery via Zoom approx 4 hours.

COURSE ASSESSMENTS

There is no course assessment for the 4 hour condensed course.

COURSE AWARD

A Certificate of Training is issued on completion of the course in PDF format.

COURSE LOCATIONS

Australia wide, suitable for all jurisdictions.

CONTEXTUALIZATION

The course is contextualized to suit the WHS/OHS legislation in your State or Territory.



OHS/WHS for Health and Safety Committees

2 hour refresher course – self-paced online

This 100% self paced online refresher Health and Safety Committee course can be completed in less than 2 hours and is suitable for all States and Territories.

It reviews the main safety legislative requirements across Australia and then moves on to the key functions and activities a Safety Committee can be involved in.

The course also discusses key communication skills which will assist safety committee members in exercising their role.

The final topic is a real case study about a safety psychology program that achieved an instant, steep drop in incident rates. After each topic, there is a short informal quiz.

Who Should Attend

This Safety Committee refresher course benefits employees who have either completed the full 1 day safety committee training or those who, due to business needs and requirements, want to have an abbreviated overview of legislative requirements, consultation and risk management concepts.

The course is suitable for:

- Safety Committee members
- Managers
- Supervisors
- Any employee who requires an abbreviated overview of WHS requirements in the workplace

Course Outline

- WHS/OHS Law
- Functions of a Health and Safety Committee
- Communication Skills
- Consultation
- Risk Management – hazard identification, risk assessment, risk control, risk control review, psychosocial risks
- Incident Investigation
- Safety Psychology

Course Delivery

METHOD

100% Self Paced Online. Participants have 6 months access to the online course after purchase.

The course includes videos, text and a short assessment after each topic.

COURSE DURATION

This course can be completed in less than 2 hours

COURSE HANDOUT

Participants can download a comprehensive course handbook customized to the legislation in their State or Territory after purchase.

COURSE ASSESSMENTS

There is a short and simple quiz after each topic.

COURSE AWARD

A Certificate of Training can be downloaded on completion of the course in PDF format.

COURSE LOCATIONS

Online Australia wide.



WHS Due Diligence *for* CEOs, Directors and Managers

Under the Work Health and Safety Act, top level management (Officers) have an elevated level of Work Health and Safety responsibility and must exercise *due diligence* to ensure the organization meets its duties and obligations under the law.

The state of Victoria does not have due diligence as a duty for officers. However, officers are responsible for making sure the organization meets it's OHS obligation.

Managers at any level have a higher level of safety responsibility compared to workers that report to them.

Failure to meet this duty can lead to heavy personal financial penalties and/or lengthy prison sentences.

This course explains what your legal duties are and what you need to do to get onto the road of compliance and, of course, how to stay on that road.

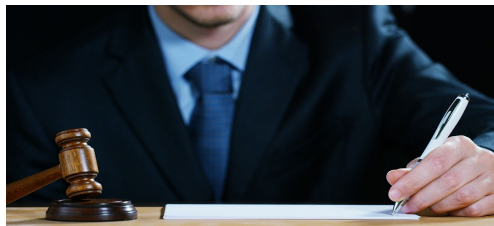


Course duration is approximately 2 hours for each delivery mode.

The online version of this course contains multiple videos, text and a short assessment after each topic and can be completed in your own time over multiple sessions. You have 6 months access to the course.

This course is also available for the state of Victoria, customized for the OHS Act 2004.

Course Outline

WHS/OHS Law	Key terminologies, The Legal Framework.
Duty Holders and Due Diligence	Specific legal duties for PCBU's, top level management (officers), workers and others including the duty to consult and to manage psychosocial risks.
What is Reasonable and Practicable	An explanation of what a court or regulator will consider in judging whether a person has done everything reasonable and practicable to avoid incidents in the workplace.
How to Test Whether a Worker Has Taken Reasonable Care	If a worker causes an incident, an officer or manager can still be held liable. This section explains how and why.
Demonstrating Management Commitment - OHSMS	How to demonstrate management commitment and responsibility – OHSMS.
Breaches of the Legislation	Breaches of the legislation, enforcement action by the regulator or court & penalties.
Further Actions to Consider	Examples of how to get onto the road of legal compliance and how to stay there.
Case Studies	A review of relevant recent court cases. 

Course Delivery

METHOD

This course is delivered 100% self paced online, face to face onsite or live via Zoom.

COURSE HANDOUT

A course handbook is issued to each participant in PDF format..

Hard copies are provided for onsite face to face sessions.



COURSE DURATION

Self paced Online: Approximately 2 hours.

Face to face & Zoom: Approximately 2 hours

COURSE ASSESSMENTS

Course assessments are informal and include a review of relevant court cases.

COURSE AWARD

A Certificate of Training is made available on completion of the course.

COURSE LOCATIONS

Face to face onsite, 100% self paced online and live Zoom delivery anywhere in Australia.

CONTEXTUALIZATION

The course is contextualized to suit the OHS/WHS legislation in your jurisdiction.

Masterclass in Workplace Safety

This unique course is about fostering the right safety mindset and attitude regarding health and safety.

You can throw all the policies and procedures at workers, you can:

- have a certified safety management system
- have successful compliance audits
- have all the required licenses
- checklists
- have safety policies and procedures etc.

But if the workforce, from senior management levels through to entry level staff, does not have the right mindset and attitude about safety, all that great documentation means very little or may be even nothing.



This course is a powerful exploration into the right mindset and attitude of all employees, critical to building and maintaining a healthy and safe workplace.

The course includes eleven videos ranging from 2 - 8 minutes in duration, followed by text. A course handbook can be downloaded on purchase and a certificate of training can be downloaded after viewing all topics.

There is no assessment and the videos can be viewed in any order. Total course duration is about 50 minutes.

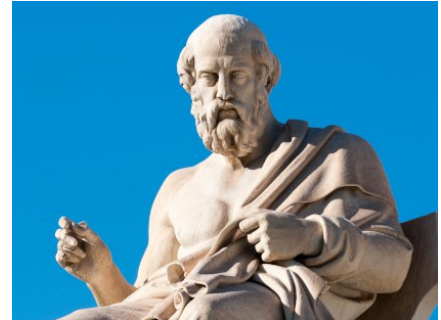
Course Outline

- **Introduction and the...WHY BOTHER?**

Your systems mean very little without the right mindset and attitude of all employees.

- **Safety is the No1 PRIORITY...or...is it?**

This is a popular slogan, great if it is meant and acted on, useless or counter productive otherwise.



- **Safety is BORING**

Safety is often perceived as a boring topic because it too often focuses on compliance-driven routines that lack emotional engagement.

- **Safety is NOT DEMOCRATIC**

Would you feel secure if your personal safety depended on some kind of a popularity contest?

- **The power of a POSITIVE safety culture**

Understanding what influences the safety culture of your organisation can make a significant contribution to changing employee attitudes and behaviours in relation to workplace safety.

- **Safety laws are FOR LAWYERS...really?**

Safety law is mysterious, woven in words few understand, guarded by complexity, distant from those it's meant to serve.... Is it?...No it is not.

- **Health and Safety Representatives & Safety Committees – your ALLIES**

If you are a worker, safety reps and safety committees will provide you with a voice. If you are a manager, safety reps and safety committees will assist you in meeting your legal duties.

- **Personal RESPONSIBILITY for safety**

Taking personal responsibility for your safety is your biggest asset in staying safe.

- **Safety PSYCHOLOGY**

Why do intelligent, fully trained and competent personnel engage in risky behaviours such as the taking of dangerous shortcuts and ... what to do about that.

- **Swiss cheese and the ILLUSION of reality**

In Plato's cave.

- **BE THE CHANGE you want to see in the world**

Gandhi's wisdom, Arleen Lorrance spoke and did it. Now it's your turn.

Chairperson Training

This course provides participants with the tools, knowledge and practices to successfully chair each stage of a meeting to keep the team focused and on track, so its meeting objectives are met.



Depending on the needs of the organization team meetings may only occur monthly or as a minimum, quarterly.

Meeting duration is typically around 1 – 2 hours.

So, in the scheme of things, this is not a lot of time.

Hence it is essential that this time is used efficiently so that meeting and company objectives can be achieved.

Therefore, someone needs to take on the role to organize meetings, develop meeting agendas, keep discussions relevant and that actions are identified, allocated to appropriate personnel and followed up.

This is where the Chairperson can make an invaluable contribution in assisting management to achieve meeting objectives.

The course is suitable for any industry and any department. No prior knowledge or experience required.

Course Outline

- **Introduction**
Role and purpose of a Chairperson.
- **Functions of the Chairperson**
Functions and tasks of the Chairperson for each stage of the meeting.
- **What makes a good Chairperson**
Communication skills, dealing with different personalities and disruptions.
- **Further communication skills**
Body language, voice tonality
- **Chairing a meeting**
Course summary



Course Delivery

METHOD

Self-paced online, face to face onsite or live via Zoom/Teams

COURSE HANDOUT

A course handbook is issued to each participant in PDF format. This can be downloaded after purchase.

Hard copies are provided for face to face sessions.

COURSE DURATION

Approx 1½ hours.

COURSE ASSESSMENTS

The online program includes a short quiz after each topic and includes multiple choice questions.

COURSE AWARD

A Certificate of Training is issued on completion of the course in PDF format.

COURSE LOCATIONS

Anywhere in Australia.

CONTEXTUALIZATION

The course can be contextualized to suit your organization.



Key Safety Law Differences Across Australia

A course that describes the key differences between the OH&S and WHS Acts as well as the differences between the WHS harmonized jurisdictions.

The harmonized legislation has been implemented since 2012 across Australia except for Victoria.

Despite many commonalities, differences in safety law exist not only between Victoria and the rest of Australia but also between the harmonized states and territories.



This course provides a brief history of what led to this harmonization and an overview of the 2018 review of the model Work Health and Safety laws including recommendations that were made for further changes to be made.

The course then continues to describe the key differences that exist between the harmonized WHS Acts across states and territories and then provides an additional overview of how the Victorian OH&S Act compares to the WHS Acts in the harmonized jurisdictions.



Course Outline

1. Introduction and history of OHS/WHs harmonization
2. Key differences between WHS Acts in harmonized jurisdictions
3. The Victorian OHS Act 2004 and how it compares to the harmonized jurisdictions



Course Delivery

METHOD

This course is delivered 100% self-paced online.

It has three topics that can be taken in any order. Each topic has an introductory video followed by text.

COURSE HANDOUT

A course handbook is issued in PDF format. This can be downloaded after purchase.

COURSE DURATION

Self paced but can be completed in approximately 20 minutes.

COURSE ASSESSMENTS

There is no course assessment.

COURSE AWARD

A Certificate of Training is made available on completion of the course.

COURSE LOCATIONS

Online delivery only, all Australia

Essential Safety Induction for All Workers



This essential safety induction / awareness course provides MUST KNOW information for all workers in any workplace, any industry, any work environment, all States and Territories.

Safety is a life skill that can be taught.

It explains in plain English what the legal responsibilities of all workers are under the OHS/WHS legislation and what you can do to meet these.

It provides participants with the knowledge and tools to stay safe in any workplace.

No prior knowledge or experience required.

Course Outline

INTRODUCTION

An explanation, including statistics why safety should be foremost on everybody's mind.

KEY TERMINOLOGIES & THE LEGAL FRAMEWORK

An overview of legal terms, terminologies and documentation

OHS/WHS RESPONSIBILITIES

An overview of the legal WHS responsibilities of all persons in the workplace.

CONSULTATION

Consultation is about how workers and management talk to each other about safety. This section explains how it must occur according to legal requirements.

RISK MANAGEMENT

How to identify hazards, assess risks, including psychosocial hazards, and come up with ideas how these can be addressed.

EMERGENCIES AND INCIDENTS

What to do in case of an emergency and the importance of incident reporting.

PERSONAL RESPONSIBILITY

An individuals' sense of personal responsibility can be their greatest asset in terms of staying safe.

This section explains why and reinforces that point with a real life case study.

Course Delivery

METHOD

100% self paced online

COURSE HANDOUT

A course handbook is issued to each participant in PDF format. This can be downloaded after purchase.

COURSE DURATION

Online: Approx 1 hour

COURSE ASSESSMENTS

Course assessment is informal

COURSE AWARD

A Certificate of Training is issued on completion of the course in PDF format.

Health and Safety Representatives

5 Day Initial and 1 Day Refresher Training

SafeWork NSW, WorkSafe ACT and COMCARE approved

These courses provide elected HSRs with an understanding of their role and powers and will provide the necessary skills to meet the requirements of the WHS Act & Regulation for Health & Safety Representatives (HSRs).

Course Delivery

This course is delivered over 5 days, approximately 6½ hours each day.

The course must be completed within 6 months, preferably in the stated sequence.

The HSR Refresher course is delivered over approximately 6½ hours.



DELIVERY LOCATIONS

We are licensed to deliver this course face to face on-site or live via Zoom in the ACT, NSW and Commonwealth jurisdictions.

No prior knowledge or experience required.

COURSE ASSESSMENTS

Course assessments are informal but include case studies, written questions, group work and a workplace inspection.

COURSE AWARD

HSR training certificate.

Course Outline – 5 Day HSR Training

Day 1: Interpreting the WHS legislative framework and identifying key parties and their legislative obligations and duties

- Introduction to work health and safety
- Evolution of work health and safety and the WHS legislative framework
- New terminology, objectives and implications for consultation
- Key parties with WHS legislative duties and functions
- Role and functions of the regulator, offences and penalties under the WHS Act

Day 2: Establishing representation in the workplace under the WHS Act

- Consultation, representation and participation arrangements under the WHS Act;
- Election and role of HSRs and deputy HSRs in the workplace
- Obligations of a PCBU to HSRs and protections for HSRs from discrimination
- Other consultation mechanisms including health and safety committees

Day 3: Effective consultation: Participation in issue resolution and monitoring risk controls as a HSR

- Strategies and skills for HSRs to support effective consultation
- Representing workers as a HSR – negotiation and issue resolution
- Monitoring PCBUs management of work health and safety risks

Day 4: Monitoring PCBUs management of work health and safety: workplace inspections, recording findings and 'notifiable incidents'

- Workplace inspections and recording findings
- Obligations in relation to 'notifiable incidents' and resources available to assist HSRs

Day 5: Issuing a Provisional Improvement Notice and directing the cessation of work

- Issuing a Provisional Improvement Notice (PIN)
- Direction to cease unsafe work

Course Outline – 1 Day HSR Refresher Training

Session 1: Work Health and Safety (WHS) legislation

- WHS framework
- WHS terminology, duty holders and duties
- Role and function of the regulator
- Enforcement under the WHS Act

Session 2: Consultation, representation and participation

- Consultation under the WHS Act;
- Work groups
- Election and role of HSRs
- Role of a Health and Safety Committee
- Role of the PCBU and the inspectorate in consultation

Session 3: Participating in consultation and issue resolution as a HSR

- Role of the HSR in consultation
- Investigating complaints
- Issue resolution
- Assistance and support for HSRs

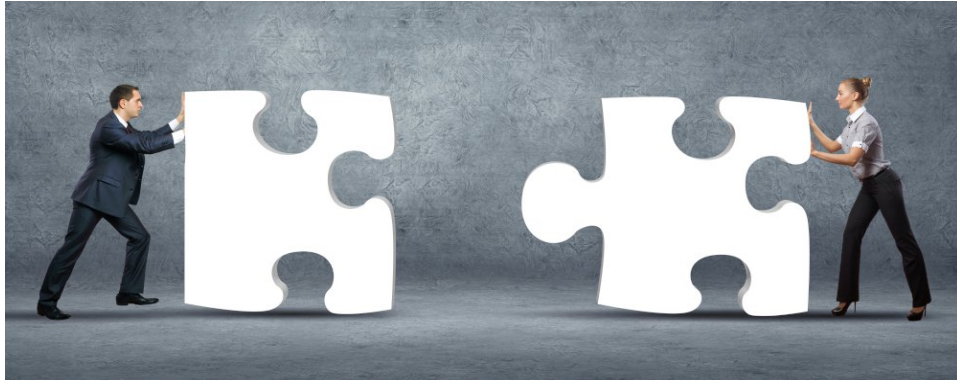
Session 4: Monitoring PCBU's management of work health and safety risks and notifiable incidents

- Managing risks and related duties
- Monitoring and review of risk control measures
- Notifiable incidents - roles and duties

Session 5: Issuing a Provisional Improvement Notice and directing the cessation of work

- PINs
- Direct unsafe work to cease

Customised Safety Training



We understand that all organizations are different and may therefore have specific training needs that are not necessarily met by existing training programs.

Working closely with your team, we can put together a training program that suits your specific needs and circumstances.

Why customised training?

With customised training programs you have control over course duration, topics, delivery methods and level of detail so you can be assured you get the right focus at the time when you need it.

By developing the courses in concert with corporate training professionals, you can be ensured that the content and the delivery method will have the maximum impact and long term benefits that you need.

Why would you work with us?

We understand how to design a training program. Testimony to that is our proprietary training program *WHS for Health and Safety Committees* (page 2 of this brochure) which achieved independent third party certification against the international ISO 29993:2017 learning services standard.

Construction Induction (White Card)

CPCWHS1001 – Prepare to work safely in the construction industry

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work.



COURSE DELIVERY

Face to face onsite, public locations or live via Zoom in NSW.

COURSE DURATION

6 hours nominal, plus breaks.

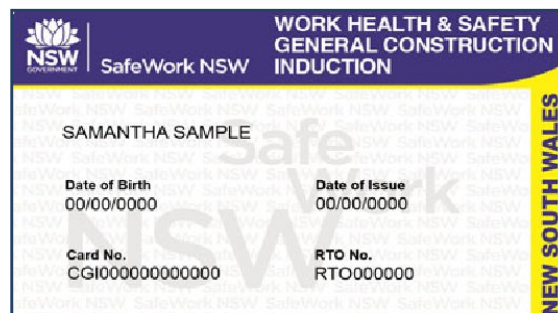
No prior knowledge or experience required. Participants must be at least 14 years of age.

COURSE ASSESSMENTS

Course assessments include written, multiple choice, oral questions and fitting of Personal Protective Equipment (PPE).

COURSE AWARD

White Card, valid nationally and a Statement of Attainment (SOA) for CPCCWHS1001 - *Prepare to work safely in the construction industry*. All students must provide a valid USI.



Managing Psychosocial Risk



A course to provide participants with insights, tools and practices to contribute to the management of psychosocial risks in the workplace

Topics

- Key concepts
- Overview of the WHS Regulations
- Duties – Who is Responsible for What
- Identification of Psychosocial Hazards
- Management and Control Measures
- Smart Work Design Model
- Role of the PCBU, Safety Committees, Supervisors & Workers
- Signs and Symptoms of Potential Psychological Harm
- Supporting Workers – Response & Support, Professional Boundaries
- Hazards and Risks during Response and Support
- Legal and Ethical Considerations

This course includes case studies and exercises.

Delivery modes

- 100% self-paced online
- face to face onsite
- live via Zoom/Teams

Course duration : 100% self-paced online approximately 1 hour
Face to face and live via Zoom/Teams 3 hours

Availability : 100% self-paced online version available early April
Face to face & live via Zoom/Teams available now

Target audience : Managers, supervisors, HSRs, safety committees, all workers

Contractor Management



Topics

- Legal framework
- Who can be contractors
- Principal contractors
- Multiple PCBU's when contracting
- Reasonable practicability and relying on the expertise of others
- Principles that apply to duties
- WHS duties in a contractual chain
- Contractor management program
- Contractor induction
- Safe Work Method Statements (SWMS)
- Record keeping
- Case studies

This course includes case studies and exercises.

Delivery modes

- 100% self-paced online
- face to face onsite
- live via Zoom/Teams

Course duration : 100% self-paced online approximately 1 hour
Face to face and live via Zoom/Teams 3 hours

Availability : 100% self-paced online available from early May
Face to face & live via Zoom/Teams available from late March

Target audience : Engineers, managers, supervisors, safety committees, HSRs

COMPANY INFORMATION

Coastal OHS Services was founded in 2005 and delivers WHS training services Australia wide.

Company name	: Coastal OHS Services Pty Ltd
Trading Names	: Coastal OHS Services Leading Safety Training
ABN	: 57 136 902 166
Main contacts	: Mr Everardus Johannes Gunzel - Founder & CEO Dr. Ute Steinel - Director Mr Lutz Steinel - IT & Operations Manager Ms Sylvie Pringle - Customer Services Mrs Belinda Dew – Customer Services Mrs Kate Orr – Office Manager Mrs Angelica Steinel – Administration
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NSW Government Prequalification

Coastal OHS Services Pty Ltd is a pre-qualified provider to the NSW Government for training and education services.



Supplier on scheme
Performance and Management Services
20/02/2012 - 19/02/2019



Coastal OHS Services Pty Ltd is a Registered Training Organization. (RTO No: 91577)