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The Benefits of Training the Chairperson of a Health & Safety Committee

There is no law that specifically says that a PCBU must train the Chairperson of their Health & Safety Committee. But common sense tells us that if you have a committee chairperson then you want that Chairperson to be effective in their role.

And you will notice that the Consultation Code of Practice* explains how to achieve effective consultation in *Part 3 What is Effective Consultation?* It also makes the point that; *“Management commitment and open communication between managers and workers is important in achieving effective consultation.”*

How to increase the Effectiveness of Chairpersons

We find that Chairpersons can be more effective in their role after training and interaction with other chairpersons regarding;

- the purpose and role of the Health and Safety Committee,
- the role of the Chairperson in the decision-making process and in ensuring the Committee has effective impact,
- how to work through a conflict-resolving process to handle difficult situations,
- how to review the effectiveness of the Committee so that improvements can be made,
- the factors which can inhibit the Committee members from working effectively as a group and know how to deal with them,
- how to prepare for and chair an effective committee meeting,
- how to draw up an action plan,
- handling any other matters raised by Chairpersons during the training.

Typical Responses of Chairpersons Who Received Training

For example, here are the main responses given by Chairpersons at a course we recently delivered onsite where the client has a number of Health & Safety Committees.

How will the course affect your role as a Chairperson?

- *Better and more effective meetings*
- *I will be more confident*
- *Ideas gained to improve effectiveness of the committee*
- *Increase my confidence as a chairperson*

What did you gain from the course?

- *A better understanding of how to be an effective chair and manage the committee and meetings*
- *New skills for chairing meetings*

What did you like most about the course?

- *Excellent background and relevant examples*
- *How to manage meetings*
- *It was thorough, I liked the examples given*

Trainer rating?

Excellent/very good

Trainer very knowledgeable/ thorough, very informative.

Note:

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