

**Letter to Employer to attend**  
**HSR 1 day refresher training course**

Date: \_\_\_\_\_

Dear \_\_\_\_\_  
\_\_\_\_\_  
*(Manager's name, position, title and Company)*

Please be advised that \_\_\_\_\_  
\_\_\_\_\_  
*(Name and Workgroup)*

is an elected HSR/DHSR and requests to attend the following:

- HSR 1 Day Refresher Training
- Date of course \_\_\_\_\_

This course is ACTU Comcare approved and is conducted by an ACTU Comcare approved CWU trainer.

As per the WHS Act, section 72 a HSR has the right to choose their course of training and to be paid for the time spent undertaking this study. The PCBU (employer) must also pay any fees associated with this training.

Yours sincerely,



Greg Rayner,  
DIVISIONAL SECRETARY.