Information for Principals/Managers and Health and Safety Advisors (HSA)

Previously known as Workplace Health and Safety Officer (WHSO)

Health and Safety Advisors (HSA) play an important role in fulfilling the department's commitment to providing and maintaining safe and healthy workplaces. The HSA can assist Principals/Managers to implement department procedures and fulfil requirements of the *Work Health and Safety Act 2011*. The ability of a HSA to perform the functions listed below will depend upon the level of support they are provided at their workplace.

Department and Whole of Government Requirements

- All departmental workplaces (e.g. schools, TAFE campuses, DETE Offices) with 30 or more workers, including volunteers and pre-service teachers and trainees, are to appoint a HSA for their workplace.
- Responsibilities and training requirements are provided in procedure – Health and Safety Advisors.
- The tasks and processes listed below assist the Principal/Manager and HSA fulfil their responsibilities.
- The appointment of a HSA does not diminish the Principal/Manager's health and safety duties.

Checklist for Principals/Managers

☐	Discuss with your HSA how the role will function at your location. For example: • Priority areas for action • Communication and reporting protocols • Area of responsibility if there is more than one HSA or if the role is shared across sites.
☐	Provide resources to the HSA so they can properly fulfil their functions. For example: • Regular, dedicated time to perform the functions of the role such as inspections, investigations. • Time to coordinate the Annual Safety Assessment and finalise the report and Action Plan. • Time for other team/committee members to conduct parts of the Annual Safety Assessment. • Access to staff to interview during inspections, assessments or investigations. • Enable access to continued support and professional development e.g. regional network meetings.
☐	Ensure the Annual Safety Assessment (ASA) process is completed including; • Reviewing the recommendations in the Action Plan and determining priority issues for action • Manage and track progress – this can be achieved through the health and safety committee.
☐	Incorporate health and safety activities (e.g, actions identified through the ASA Action Plan) and budget requirements into the workplace's operational planning.
☐	Schedule regular meetings with your HSA to map progress and discuss current or emergent issues. For example; • proposed structural or grounds work at the workplace • new activities, new equipment or substances used by staff or others • functions, events or programs.
☐	Establish and maintain a forum for consultation where health and safety issues are discussed and managed. e.g. Health, Safety and Wellbeing Committee. Refer to: Health, Safety and Wellbeing Communication and Consultation Procedure.
☐	Ensure WHS data systems are updated to incorporate current HSA details e.g. MyHR WHS module (Location Administration Screen).
☐	Advise staff of their responsibility to use the risk management processes in their planning and preparation. The HSA role is to assist staff undertake the risk management process.
☐	Promote and support the role of HSA and display HSA name on notice boards or in staff rooms.

Checklist for the Health and Safety Advisor (HSA)

☐	Discuss time and resource requirements for the role with Principal/Manager.
☐	Access and understand resources available to assist in the role of HSA e.g: • Creating Healthier Workplaces Website • Departmental Policy and Procedure Register • Regional Health and Safety Consultants
☐	Coordinate the completion of the Annual Safety Assessment (ASA). Conducting the ASA is a mandatory process for workplaces with more than 30 workers that informs the Principal/Manager via written report and Action Plan about the overall state of health and safety at the workplace. The process includes: • Interviewing staff about their knowledge and practice. • Completing the Safety Action Plan which summarises the ASA results and provides a planning document with issues, recommended strategies and budget requirements to rectify unsafe conditions and practices identified during the ASA. • Forwarding a copy of the Annual Safety Assessment and Safety Action Plan to the Principal/Manager within 30 days of completion.
☐	Inform the Principal/Manager of any serious work injuries, work caused illnesses, dangerous events or immediate risks to health and safety: • Ensure that processes are in place to record health and safety incidents e.g. MyHR WHS • Advise staff of the requirement and processes by which health and safety incidents are reported.
☐	Conduct, or assist with, investigations of health and safety incidents. Refer to: Health and Safety Incident Investigation.
☐	For locations that use MyHR WHS – liaise with your Principal/Manager about efficient management of this system e.g. allocation of roles, reviewers, investigators, progression and closure of incidents.
☐	Participate in and support health and safety consultative arrangements (e.g. committees). Committees can: • Use incident data e.g. from MyHR WHS to identify issues or trends. • Use the ASA Action Plan to prioritise actions and track progress on these recommendations • Identify training or information needs of staff group; and how this could be delivered • Coordinate inspections to identify hazards and unsafe conditions and practices Refer to: Health, Safety and Wellbeing Communication and Consultation.
☐	Facilitate staff access to appropriate information and training to improve health and safety awareness and practices at the workplace. This may include: • Mandatory Health, Safety and Wellbeing Induction - http://deta.qld.gov.au/about/induction/# • Addressing common health and safety topics during professional development days e.g. infection control, ergonomics, chemical management, risk management • Disseminate information to staff that you have received through departmental channels e.g. HSA Network Meetings, Creating Healthier Workplaces Discussion list. Information and training does not have to be delivered by the HSA or a paid trainer; workplaces can explore mediums that best suit their needs e.g. skilled members of staff or the community, a Regional /Institute Health and Safety Consultant, web conferencing, on line tutorials or courses.

More Information

- Health and Safety Advisor (HSA): http://education.qld.gov.au/health/safety/managing/HSA.html
- MyHR Workplace Health and Safety (WHS) training resources: https://oneportal.deta.qld.gov.au/Services/HumanResources/Projects/MyHR/Trainingandsupport/Pages/WHS.aspx#fund