

Health & Safety Checklist

Health and Safety Representatives

Information for Officers in Charge and WHSRs

Health and Safety Representatives (HSR) are an important part of the consultative framework of our department. To make consultation more effective at the local level, workers may elect HSRs to represent them on health and safety matters.

This checklist provides a summary of information - refer to the *Work Health and Safety Act 2011* - sections 67 to 85 for the legislative requirements related to HSRs.

- The *Work Health and Safety Act 2011* states that workers at all workplaces (e.g. schools, institutes and offices) can elect a HSR. On negotiation with the employer, more than one HSR may be elected.
- The HSR is entitled to request, and attend training. The department is awaiting advice from WHSQ on training options.
- The HSR has entitlements stipulated by legislation; these are summarised below.
- The Officer in Charge (e.g. principal, manager) has a range of responsibilities to assist the WHSR in fulfilling their entitlements.
- The Officer in Charge's workplace health and safety obligations are not diminished by the election of a health and safety representative (HSR).
- The teachers' certified agreement states that "provided that work requirements are not unduly affected, the Department commits to provide adequate time and access to facilities to enable WHSRs to carry out their functions."

Checklist for Officers in Charge (e.g. principals, managers, directors)

<input type="checkbox"/>	Inform your staff group that they can choose to elect a HSR.
<input type="checkbox"/>	If staff advise that they wish to elect a WHSR, ensure that you <u>facilitate</u> the election process by: <ul style="list-style-type: none"> ▪ advising all staff of the election as soon as possible following being asked to facilitate the election ▪ commence negotiations within 14 days of request ▪ allow the election to occur during normal working hours ▪ on request by the staff group, union support can be requested to assist in the election process.
<input type="checkbox"/>	If a HSR is elected, display their name and entitlements within 5 days of election
<input type="checkbox"/>	Discuss with your WHSR their role
<input type="checkbox"/>	Ensure SMS-HSR Module or Aurion is updated to incorporate current HSR details
<input type="checkbox"/>	Discuss ways that consultation on health & safety issues can be promoted and most effectively achieved in your school/institute/workplace
<input type="checkbox"/>	Establish a forum for discussing and actioning health and safety issues. e.g. a health & safety committee
<input type="checkbox"/>	Discuss with the WHSR how often inspections will be conducted. Discuss how this may be able to be coordinated with existing processes and how the information can be used most effectively.
<input type="checkbox"/>	Advise the WHSR of incidents and: <ul style="list-style-type: none"> ▪ changes to the workplace, plant or substances that may affect workers' health and safety and ▪ the presence of a Workplace Health & Safety Queensland (WHSQ) Inspector and any notices given by the inspector.
<input type="checkbox"/>	Promote and support the role of the WHSR

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<input type="checkbox"/>	Ensure all workers in a workgroup have an opportunity to - nominate for the position of HSR and vote in the election.
<input type="checkbox"/>	All workers in the workgroup and all relevant persons are informed of the outcome of the election

HSR Entitlements and Checklist

<input type="checkbox"/>	Undertake inspections to identify hazards and unsafe conditions and practices. <ul style="list-style-type: none"> Discuss how this may be coordinated using existing processes Determine how the information can be used most effectively e.g. use of hazard register in SMS
<input type="checkbox"/>	Conduct, or assist with, investigations of workplace health and safety incidents that occur during organised activities or on the work site. The HSR: <ul style="list-style-type: none"> can be present at an interview relating to an incident if the worker asks that the WSHR be present may review circumstances surrounding incidents told to the WSHR by the employer; should advise the employer of the results of the review and may make recommendations arising out of the review
<input type="checkbox"/>	Be consulted by the Officer In Charge (OIC) on any proposed changes to the workplace or plant or substances used that affect, or may affect, the health and safety of persons at the workplace;
<input type="checkbox"/>	Help in the resolution of health and safety issues within the WSHR's area of representation
<input type="checkbox"/>	If the WSHR is at the workplace, be told by the OIC of the presence of an WSHQ Inspector
<input type="checkbox"/>	Report orally or in the approved form to the OIC or Workplace Health and Safety Officer (WHSO) of an issue that in the WSHR's opinion affects, or may affect, the health and safety of persons at the workplace; <ul style="list-style-type: none"> seek the OIC's cooperation in remedying the issue, and if the issue is not remedied to the HSR's satisfaction, report the issue to a WSHQ Inspector, or manage the issuing of a Provisional Improvement Notice (PIN) in accordance with departmental processes Manage Cease Work Processes as required by legislative requirements.
<input type="checkbox"/>	Participate in and support health and safety consultative arrangements (e.g. committees) and networks <ul style="list-style-type: none"> ask for a forum for consultation to be established e.g. a health & safety committee and be a member of a workplace health and safety committee
<input type="checkbox"/>	Assist in the process of improving staff access to appropriate training that develops health and safety awareness and practices at the school.
<input type="checkbox"/>	The HSR should negotiate with the OIC about time and resources requirements for the role
<input type="checkbox"/>	Access information and resources on the Creating Healthier Workplaces website: http://education.qld.gov.au/health/safety/index.html

More Information

Creating Healthier Workplaces: <http://education.qld.gov.au/health/>

- Your Regional Senior Health & Safety Consultant: <http://education.qld.gov.au/health/contacts/hscontacts.html>
- Principals and Managers: <http://education.qld.gov.au/health/safety/principals.html>

Work Health & Safety Act 2011 – Health and Safety Representatives Part 5, Division 3
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkplHSaA95.pdf>