

Shared Health and Safety Advisor Agreement

The Department of Education (the department) requires that all workplaces with 30 or more workers have a Health Safety Advisor (previously known as a WHSO). This requirement is stated in departmental procedure, [Health and Safety Advisors](#).

The following agreement formalises the arrangement for the sharing of a Health and Safety Advisor (HSA) between two or more department workplaces.

The agreement is to be signed by the Principal / Executive Principal of each state school or, at other department workplaces, the senior officer at the workplace e.g. Executive Director.

The appointment of a HSA does not diminish the Principal/Manager's responsibilities as the accountable officer at the workplace. Each manager is to continue to take responsibility and ownership of health and safety matters at the site and facilitate all HSA functions to be fulfilled at each site.

Sharing arrangements are entered into where all elements of the HSA role can be fulfilled at all participating sites. By entering into the agreement all parties are responsible for ensuring the following specific actions are achieved along with the existing requirements for compliance with departmental policy and procedures.

All parties are to continue to work together to ensure all sites:

- select the appropriate person to fulfil the HSA role enabling appropriate advice and support to be provided to each Principal/Manager and effective communication with staff
- receive equitable service delivery, e.g. provide adequate resourcing to ensure the functions of the HSA role are fulfilled through time allocation
- share time, resourcing and costs on an agreed basis
- establish and facilitate systems at the site which continue operational and strategic management of health and safety matters i.e. a systems approach embedded in general operations that are not reliant on the HSA being at the site
- comply with HSA procedure and the related functional and training requirements
- ensure the HSA has adequate knowledge and skills e.g. can apply health and safety knowledge to the departmental environment and has sound knowledge of the department's Health, Safety and Wellbeing procedures
- enable the HSA ongoing professional development and support e.g. participation in regional networks/forums and training
- implement processes for the effective management of MyHR WHS including nomination of a local contact for WHS role, input of incidents and local management of actions



- Maintain each HSA name, qualification and evidence of currency in a format that can be collated by the department for reporting to the Regulator (WHSQ). e.g. inclusion in MyHR WHS.

Other activities as agreed:

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Agreement for shared HSA Arrangement is between the following workplaces:

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Commencement of Agreement: __ / _____ / _____

Expiry of Agreement: __ / _____ / _____

(no greater than 2 years after commencement)

Name:	Name:
Position:	Position:
Workplace:	Workplace:
Signature:	Signature:
Date:	Date: