Organisational Safety and Wellbeing Unit

**Quick reference: A comparison of the different Health and Safety Roles**

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| Health and Safety **Advisor** | **HSA** | Health and Safety **Representative** | **HSR** | Health Safety & Wellbeing  **Committee member** |
| [Role](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/managing/hsa) **required by procedure.** Department [procedure](https://ppr.qed.qld.gov.au/pp/health-and-safety-advisors-procedure) requires HSAs for schools with >30 employees. | | [Role](https://www.worksafe.qld.gov.au/safety-and-prevention/creating-safe-work/safety-roles-and-duties/health-and-safety-representatives-and-committees) **defined by WHS Act 2011**.  Only enacted if requested by a worker at the workplace.  Requires the establishment of one or more work groups. | | **Participates in the HSW committee** at the workplace. |
| **Appointed by the Principal\*** with [activities](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/managing/hsa) covered by department procedure and guidelines. | | **Elected by peers in their work group** with [functions](https://www.worksafe.qld.gov.au/safety-and-prevention/creating-safe-work/safety-roles-and-duties/health-and-safety-representatives-and-committees) covered under the WHS Act 2011.  **Cannot be appointed.** | | **Requests / or asked** to be a member of the committee. |
| **Completes department specific training** a 3-day Department of Education (DoE specific) HSA training course – and refresher every 2 years. | | **Completes external accredited training** a 5-day course delivered in accordance with [Workplace Health and Safety Queensland](https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety-training/health-and-safety-representative-training) by a registered training organisation – refresher every 12 months. | | **No specific training required.**  All members are to watch:  [committee spotlight video](https://mediasite.eq.edu.au/mediasite/Play/b55526547e0343c2958eec48cb35958c1d). |
| **Assists the Principal** with health, safety and wellbeing (HSW) matters **for the whole workplace** including incident investigation. | | **Represents their workgroup** on health and safety matters that impact their workgroup. Automatic membership of HSW Committee. | | Has an interest in health, safety and wellbeing. May attend on behalf of a sector team e.g. Head of Department. |
| Coordinates the **Annual Safety Assessment** (ASA) as per [procedure](https://ppr.qed.qld.gov.au/pp/annual-safety-assessment-procedure). | | **Facilitates consultation** between their workgroup and the Principal. | | Brings information from their work area to the committee and helps to disseminate information across the workplace. |
| **Understands and shares health and safety information** [Creating Healthier Workplaces](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/contacts) /OnePortal [safety resources](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/healthwellbeing/abouthealthsafetywellbeing/Pages/health-safety-and-wellbeing-committees.aspx). | | **Regulated by WHS Act 2011** including: Process for workgroup formation / election / training / term of office is 3 years. | | Does not need to be involved in health and safety investigations but may contribute to discussions around hazard and risk. |
| **Supports the Principal** run HSW Committee meetings. | | **Legal power to issue Provisional Improvement Notice to the Principal** if consultation fails. [Has legislated powers under WHS Act 2011.](https://www.worksafe.qld.gov.au/safety-and-prevention/creating-safe-work/safety-roles-and-duties/health-and-safety-representatives-and-committees) | | Will be requested to assist with the ASA and assist with the implementation of any actions relevant to them or their work area. |

**Note:** \* Principal in a school or Manager/Office-in-Charge in a non-school location.

HSA and HSR will also be committee members.

It is considered a conflict for an HSA to also be an HSR.

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