

Quick reference: Comparison of different Health and Safety Roles in schools/workplaces

Health and Safety Advisor	HSA	Health and Safety Representative	HSR	Health Safety & Wellbeing Committee member	Workplace Health and Safety Coordinator	WHSC
Role required by procedure. Department procedure requires HSAs for schools with >30 employees.		Role defined by WHS Act 2011. Workers may request the election of one or more HSRs to represent their workgroup. Requires the establishment of one or more work groups. Refer to HSR procedure for processes.		Participates in the HSW committee at the workplace.	School-based role established to support principals and school leadership teams to implement the department's Health, Safety and Wellbeing Management System and strengthen local workplace health and safety practices.	
Appointed by the Principal* with activities covered by department procedure and guidelines.		Elected by workers in their work group with functions covered under the WHS Act 2011. Cannot be appointed.		Requests / or asked to be a member of the committee.	Employed by the department or school to support one or more schools depending on school allocation model.	
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 by a registered training organisation – refresher required every 12 months.		No specific training required. All members are to watch: committee spotlight video .	Completes department-specific workplace health and safety, rehabilitation and return to work and other role-specific training .	
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 affect their workgroup. Included in the HSW Committee if they consent.		Has an interest in health, safety and wellbeing. May attend on behalf of a sector team e.g. Head of Department.	Provides advice and support to principals, school leadership teams and staff on workplace health, safety and wellbeing matters.	
Coordinates the Annual Safety Assessment (ASA) as per procedure .		Facilitates consultation between their workgroup and the Officer in Charge / Principal or Manager on health and safety matters.		Brings information from their work area to the committee and helps to disseminate information across the workplace.	Supports schools to implement workplace health and safety improvement activities, including audits, inspections, corrective actions and the Annual Safety Assessment process.	

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Understands and shares health and safety information Creating Healthier Workplaces /OnePortal safety resources .		Regulated by WHS Act 2011 including: workgroup formation, election, training, powers and functions, and a term of office of 3 years.		Does not need to be involved in health and safety investigations but may contribute to discussions around hazard and risk.	Monitors workplace health and safety information and provides training, guidance and support to strengthen local capability and safety culture.	
Supports the Principal run HSW Committee meetings.		Trained HSR has legislated powers under WHS Act 2011, including the power to issue a Provisional Improvement Notice (PIN) after consultation.		Will be requested to assist with the ASA and assist with the implementation of any actions relevant to them or their work area.	Provides information, reports and advice to principal and Health, Safety and Wellbeing Committees and supports rehabilitation and return to work processes for ill or injured employees.	

Further information:

Health and Safety Advisor Procedure: <https://ppr.qed.qld.gov.au/pp/health-and-safety-representatives-procedure>

Health and Safety Representative Procedure: <https://ppr.qed.qld.gov.au/pp/health-and-safety-advisors-procedure>

Health, safety and Wellbeing Committees Procedure: <https://ppr.qed.qld.gov.au/pp/health-safety-and-wellbeing-committees-procedure>

Creating Healthier Workplaces Website: <https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces>

Regional Health, Safety and Wellbeing Contacts: <https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/contacts>