



## SAFETY AND HEALTH REPRESENTATIVE GUIDELINES

### PURPOSE

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* at the University.

The aim of these guidelines are to:

- Provide assistance in the management of Safety and Health Representatives at the University
- Provide information on the role of a Safety and Health Representative at the University

### DEFINITIONS

<b>Manager/Supervisor</b>	Any person (Academic or General staff) who is responsible for overseeing the safety and health responsibilities of the SHR.
<b>Qualified Safety and Health Representative</b>	A safety and health representative who has completed a course of training outlined in the Occupational Safety and Health Regulations WA 1996
<b>Safety and Health Representative(SHR)</b>	Employees elected by co-workers to represent them in consultation with the employer about health and safety matters
<b>SHR Allowance</b>	Remuneration paid to the SHR for satisfactorily completing their functions

### 1. ROLES AND RESPONSIBILITIES

#### 1.1. Safety and Health Representative (SHR)

The SHR is responsible for carrying out the functions outlined in the Occupational Safety and Health Act WA 1984 (OSH Act).

These include

- Consulting, co-operating and communicating with employers and employees on safety and health matters.
- Inspecting the workplace for hazards at times outline by the employer.
- Reporting all hazards to the supervisor of the area.
- In consultation with supervisors, investigating any reported incident or hazard.
- Keeping informed about current safety and health issues, policies and procedures in the organisation and safety and health matters in general.
- Promoting safe work procedures and safety and health to co-workers.
- Participating in, and contributing to, safety and health training programs and initiatives.
- Attending relevant and approved training courses and refresher courses on safety and health.
- Attending relevant safety and health committee meetings and escalating unresolved issues to the committee.
- Notifying HSEM if a Worksafe inspector attends his/her work area



## 1.2. Manager/Supervisor

The manager or supervisor of an SHR needs to comply with the requirements outlined in the OSH Act. These include

- Providing necessary information, relevant to the hazards in the workplace, to assist SHR in carrying out their functions.
- Consulting with the SHR on any proposed changes to the workplace which may be reasonably expected to affect the safety or health of workers before implementation.
- Giving the SHR paid time off from their normal duties to perform SHR functions.
- Giving the SHR paid time off to training as per the Occupational Safety and Health Regulations 1996.
- Notifying the SHR immediately after an accident or a dangerous occurrence.
- Allowing the SHR to be present at an interview/meeting with a worker on matters relating to OSH, if the worker requests this.
- Invite the SHR to faculty / area or departmental meetings to discuss issues relating to OSH.
- Using the Work Performance and Planning Review process to ensure they have the required resources and time to adequately perform their functions.

## 2. TRAINING

To be a fully qualified Safety and Health Representative the SHR must have completed an accredited introductory course designed for Safety and Health Representatives to attend.

The SHR will complete the course within 12 months of being elected.

The University will allow the SHR time to attend the course at no cost to the SHR.

Should it be identified that the SHR requires a refresher course, the University will allow them the time to attend the refresher course at no cost to the SHR.

## 3. SAFETY AND HEALTH REPRESENTATIVE ALLOWANCE

The SHR allowance will be paid to the Safety and Health Representative, based on the performance of their functions under the OSH Act and in compliance with

- The Workplace Inspection Procedure
- The Incident and Hazard Investigation Procedure; and
- WPPR performance objectives.

The allowance remuneration details are outlined in the University Enterprise Agreement

## RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[Occupational Safety and Health Act WA 1984](#)

[Occupational Safety and Health Regulations WA 1996](#)

[Guidance Note - Formal Consultative Processes at the Workplace 2006](#)

[Workplace Inspection Procedure](#)

[Incident and Hazard Reporting and Investigation Procedure](#)

[Health and Safety Responsibilities Procedure](#)



#### CONTACT DETAILS

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Approval Authority	Director, Health, Safety and Emergency Management

#### REVISION HISTORY

Revision #	Date	Amendment Description
1	26/07/2016	New Guideline
2	06/12/2017	Update to Relevant Links
3	15/04/2019	Reviewed