



HEALTH, SAFETY AND EMERGENCY MANAGEMENT

Promoting a safer place to work and study

What You Need to Know About Safety & Health Representatives

For Safety & Health Representatives and Managers/Supervisors

Safety and Health Representatives (SHRs) are employees that have been elected by fellow workers, under the Occupational Safety and Health Act (1984), to represent them. Both Safety & Health Representatives and Managers/Supervisors have responsibilities and with this in mind Health, Safety and Emergency Management have developed this document to assist managers and SHRs adjust to this rewarding and exciting role.

The primary function of Safety and Health Representatives is to represent the employees and liaise with management in the workplace regarding all issues relating to health and safety.

The SHR is a key component of the [Resolution of Health and Safety Issues Guidelines](#) that enables management and employees to work together to improve workplace health and safety. SHRs therefore deal regularly with co-workers, workplace supervisors and senior management.

Functions of Safety & Health Representatives

A Safety and Health Representative at the University has a responsibility to:

- Consult, co-operate and communicate with employers and employees on safety and health matters. Provide information and advice on safety and health issues to co-workers and management;
- Report all hazards to the supervisor of the area;
- Keep informed about and review all incident/hazard reports and injuries that occur in the area(s) that person represents;
- In consultation with supervisors, investigate any reported incident or hazard;
- Inspect the workplace for hazards at times as agreed with the employer;
- Keep informed about current safety and health issues, policies and procedures in the organisation and safety and health matters in general;
- Promote safe working procedures and safety and health to co-workers;
- Participate in, and contribute to, safety and health training programs and initiatives;
- Attend relevant and approved training courses and refresher courses on safety and health.



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Management

What does this mean for management?

As the Manager of an SHR you have specific duties towards them under the Occupational Safety & Health Act (1984), and the Occupational Safety & Health Regulations (1996).

What are the employers' duties to representatives?

Employers' duties outlined in the OSH Act and Regulations include:

- Providing necessary information which is relevant to hazards or potential hazards in the workplace to assist Safety and Health Representatives.
- Allowing a Safety and Health Representative to be present at an interview/meeting with a worker on a matter of OSH, if the worker requests this.
- Consulting with Safety and Health Representative on any proposed changes which may be reasonably expected to affect the safety or health of workers before implementation.
- Giving Safety and Health Representatives paid time off their normal duties perform SHR functions.
- Giving Safety and Health Representatives paid time off to training as per the Occupational Safety and Health Regulations 1996.
- Notifying Safety and Health Representatives immediately after an accident or a dangerous occurrence.

What does this mean for Managers at Curtin?

- **Consult** with SHR when changes to the workplace or plant / equipment occur. When changes to the workplace occur you have obligations to consult with staff and the SHR to ensure that these changes will not negatively affect the safety and health of staff.
- **Training** - - A newly elected SHR is required to undertake a 5 day introductory training course. This course is partially subsidised by the HSEM department, with the rest being paid for by the school or area. The attendance is managed by you and you must allow time for your SHR to attend this course at a date that is convenient to you, but within the first 12 months of them becoming an SHR
- **Assist** the SHR to conduct a thorough **investigation** of incidents and hazards in your area of responsibility. This must include controlling the hazard and completing an online incident report, and adding all information onto the online report.
- **Invite** the SHR to faculty / area or departmental meetings to discuss issues relating to OSH.
- **Relieve** the SHR from 'normal' duties to conduct workplace inspections, investigations, hazard reports, attend meetings and consult with staff members on OSH matters.
- **Promote & Support** your SHR and ensure staff are aware that they all share responsibility for health and safety.
- **WPPR** - Discuss as part of the Work Planning & Performance Review (WPPR) time and resources required to conduct workplace inspections.

For further information you can contact the Health and Safety Department on 4900 or via email – healthandsafety@curtin.edu.au or www.healthandsafety.curtin.edu.au