



# SAFETY BULLETIN

## Do you manage or supervise Safety and Health Representatives?

### Who needs to read this?

Anyone who manages or supervises Safety and Health Representatives (SHR) at Curtin University.

### Purpose

To provide you with information on your duties and responsibilities as the manager or supervisor of an SHR.

### Information

Under the Occupational Safety and Health Act 1984 (the Act), an SHR is required to carry out a number of functions in the interest of health and safety in the workplace they are elected to represent. These functions include:

- inspecting the workplace,
- assisting in hazard and incident investigation,
- consulting with the employer (i.e.: manager / supervisor) on behalf of their fellow workers on safety and health matters,
- reporting to the employer (i.e.: manager / supervisor) any hazards or other relevant health and safety matters.

The Act also outlines specific duties in relation to SHR training to ensure that they have the necessary knowledge and skills to effectively fulfil their functions.

As the manager or supervisor of an area you are responsible for the management and resolution of health and safety issues identified through hazard/incident reports, investigations, inspections and any other forum where health and safety matters are raised.



## Recommendations

Manager and supervisors should:

- familiarise themselves with the [Health and Safety Responsibilities Procedure](#);
- familiarise themselves with [SHRs](#) within their work area; and
- attend the University's [Occupational Health & Safety Responsibilities for Managers and Supervisors](#) training course. Bookings are available via Alesco.

## Who do we call with questions?

If you have any queries, please contact Health and Safety on 9266 4900 or email [healthandsafety@curtin.edu.au](mailto:healthandsafety@curtin.edu.au).

## References

[The Occupational Safety and Health Act of WA \(1984\)](#)  
[Incident and Hazard Reporting Procedure](#)  
[Workplace Inspection Procedure](#)  
[Safety and Health Representative Handbook](#)  
[Health and Safety Responsibilities Procedure](#)  
[Health and Safety Website](#)

**Date of Issue** 27 March 2014