

# Health and Safety Representative Procedure

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## Purpose

This procedure describes the process for the election and training of Health and Safety Representatives.

## Scope

This procedure applies to all employees of the University. It applies to all campuses, buildings and grounds of the University and to all activities associated with the work of employees.

## Legislative Context

- Occupational Health and Safety Act 2004 (Vic)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation (Qld)

## Definitions

A complete list of definitions relevant to this procedure is contained within the [Health and Safety Management Procedure](#).

## Actions

### 1. Electing Health and Safety Representatives

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Organising the workforce into Designated Work Groups (DWGs)	Executive Deans/Directors	<ol style="list-style-type: none"> <li>1. Consult with your employees to decide whether your Institute/Directorate/College/Centre will constitute a single or several Designated Work Groups (DWGs).</li> <li>2. Refer any proposed change regarding Health and Safety Representatives (HSRs) or DWGs to the University Health and Safety Committee for endorsement<sup>(see Note 1)</sup>.</li> </ol> <p><b>Note 1:</b> The details of current HSRs are shown in the <a href="#">Health and Safety Representatives and Designated Work Groups</a> record.</p>
B.	Conducting an election for a HSR	Executive Dean/Director	<ol style="list-style-type: none"> <li>1. Within 14 working days of a Health and Safety Representative position becoming vacant, issue a notice to all the members of the DWG giving 14 days inviting them to self-nominate for the position. The notice is usually sent via email, except where staff do not routinely have access to the email system (e.g. cleaners).</li> </ol> <p><b>Note 2:</b> One Health and Safety Representative is elected for each DWG<sup>(see Note 3)</sup>. HSRs can apply to the University Health and Safety Policy Committee for a Deputy HSR (DHSR) position to be created to assist them in their task.</p> <p><b>Note 3:</b> At Federation University, HSRs and their deputies are elected for a period of three years except as prescribed under the Act. At the end of their term, they may self-nominate for another</p>

			term under the process described below.
		Any employees of a DWG other than senior managers or the Safety Officer, where appointed	<ol style="list-style-type: none"> <li>1. If interested in standing for the vacant position of HSR or deputy, self-nominate by informing your Executive Dean/Director. Where only one employee self-nominates, they are elected unopposed. If two or more employees self-nominate, an election is held. It is recommended (but not mandated) that such an election be organised by the Health, Safety and Wellbeing department.</li> <li>2. If an election is held and you wish to participate, cast a vote to elect a Health and Safety Representative for your group.</li> </ol>

## 2. Complying with the training entitlements of HSRs under the OHS Act

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Complying with the training entitlements of HSRs under the OHS Act	Executive Dean/Director	<ol style="list-style-type: none"> <li>1. Allow Health and Safety Representatives, on request, to attend an initial five-day WorkSafe-approved training course, and annual one-day refresher training thereafter. Your Institute/Directorate/ College/Centre must cover the cost of training, including the necessary time off work.</li> </ol> <p><b>Note 4:</b> Health and Safety Representatives are not obliged to attend any specific course, and are entitled to choose the approved course they wish to attend, in consultation with their Executive Dean/Director. They must give their Executive Dean/Director a minimum of 14 days' notice.</p> <p>Contact the Health, Safety and Wellbeing department with any queries.</p>

## Supporting Documents

- [Health and Safety Management Procedure](#)
- [Health and Safety Representatives and Designated Work Groups](#)

## Responsibility

- The Health and Safety Policy Committee is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
- The Head – Health, Safety and Wellbeing is responsible for maintaining the content of this procedure as delegated by the Health and Safety Policy Committee

## Promulgation

The [Health and Safety Representative Procedure](#) will be communicated throughout the University community in the form of:

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website; and
- an email to Executive Deans, Directors and Health and Safety Representatives.

## Implementation

The [Health and Safety Representative Procedure](#) will be implemented throughout the University via:

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website; and
- an email to Executive Deans, Directors and Health and Safety Representatives.

## Records Management

Nil