

QUICK GUIDE

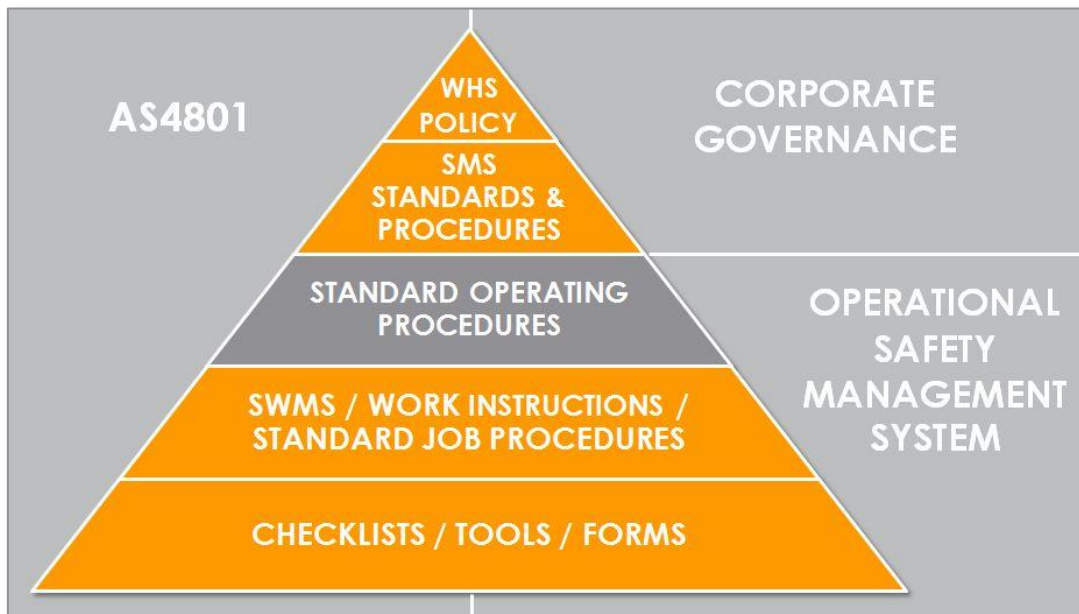
SAFETY Everyone. Everywhere. Every day

HEALTH AND SAFETY REPRESENTATIVES

DOC ID REF243 VERSION 1

DOC OWNER Tom Foster ACTIVE DATE 27/06/2014

1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for selecting Health and Safety Representatives (HSR) and a description of duties of a HSR.

This quick guide has been developed as information and planning resource only and is not to be used as a WHS inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- QUU Work Health and Safety Policy (POL33)
- QUU WHS Consultation and Communication Standard (STD134)
- WHS Resources, Responsibility and Accountability Standard (STD132)
- QUU WHS Consultation and Communication Procedure (PRO361)

4. FURTHER INFORMATION

For further information, contact the Health and Safety Manager.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. ELECTION OF HEALTH AND SAFETY REPRESENTATIVES	
(a) HSR's hold office for 5 years and are eligible for re-election. Managers should not be appointed as HSRs.	Section 6.4 (PRO361)
(b) HSR's are elected through a nomination and election process. Membership to be facilitated by work group manager.	
2. HSR TRAINING	
(a) HSR's are not required to have any upfront experience or qualifications.	Section 6.4 (PRO361)
(b) QUU manager will enrol HSR in an accredited HSR training course. Managers are encouraged to enrol HSRs in certificate III in workplace health and safety as outlined in the role description.	Section 6.4 (PRO361)
3. HSR DUTIES	
(a) HSRs have powers and functions under the Act. HSR duties are outlined in the QUU role description.	Section 4.8 (PRO361)
4. ESCALATION OF ISSUES	
(a) When a worker raises an issue with HSR and no resolution is found, advice shall be sought from Line Manager and or Safety Team.	Section 6.7 (PRO361)
(b) If no resolution, escalate to QUU Safety Manager and Strategic Safety Group for Advice on resolution of issue. If issue is not resolved the HSR issues Provisional Improvement Notice.	Section 6.7 (PRO361)

6. REVIEW PROCESS

This document is to be reviewed every 2 years or earlier if:

- there is an identified risk to business,
- a significant safety event occurs,
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- there are changes in associated legislation, and
- there is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.