

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

DEFINITIONS

Manager/Supervisor	Any person (Academic or General staff) who is responsible for overseeing the safety and health responsibilities of the HSR.
Person Conducting a business or undertaking (PCBU)	Curtin University
Health and Safety Representative(HSE)	Employees elected by co-workers to represent them in consultation with the PCBU about health and safety matters
Qualified Health and Safety Representative	A Health and Safety representative who has completed a course of training outlined in the Work Health and Safety Act 2020
HSR Allowance	Remuneration paid to the HSR for satisfactorily completing their functions
Eligible Worker	An eligible worker is anyone who works in the workplace for which the election relates

1. Roles and Responsibilities

1.1. Health and Safety Representative (HSR)

The HSR is responsible for carrying out the functions outlined in the Work Health and Safety Act 2020 (WHS Act).

The powers and functions of a health and safety representative for a work group are:

- To represent the workers in the work group in matters relating to work health and safety; and
- To monitor the measures taken by the person conducting the relevant business or undertaking or that person's representative in compliance with this Act in relation to workers in the work group; and
- To investigate complaints from members of the work group relating to work health and safety; and
- To inquire into anything that appears to be a risk to the health or safety of workers in the work group arising from the conduct of the business or undertaking.

1.2. Manager/Supervisor

The manager or supervisor of an HSR needs to comply with the requirements outlined in the WHS Act. These include but are not limited to:

- Providing necessary information, relevant to the hazards in the workplace, to assist HSR in carrying out their functions;
- Consulting with the HSR on any proposed changes to the workplace which may be reasonably expected to affect the safety or health of workers before implementation;
- Giving the HSR paid time off to complete training;
- Allowing the HSR to be present at an interview/meeting with a worker on matters relating to WHS, if the worker requests this; and
- Invite the HSR to faculty / area or departmental meetings to discuss issues relating to WHS.

2. Training

It is essential to attend an accredited introductory course designed for HSRs to be a fully qualified HSR. Attending this course makes the HSR fully aware of their legislative responsibilities.

The HSR is to complete the course within the first 3 months after requesting.

The cost of the HSR course will be paid in full by the school/area. The Health and Safety Department will reimburse 50% of the course fees upon receipt of the course completion certificate, fully paid invoice and cost centre number.

Should it be identified that the HSR requires a refresher course, the University will allow them the time to attend the refresher course at no cost to the HSR. The Health and Safety Department does not reimburse refresher trainings.

3. Health and Safety Representative Allowance

The University pays an allowance to all nominated/elected HSRs. The allowance will be paid based on the performance of the HSRs functions under the WHS Act and in compliance with;

- The Workplace Inspection Procedure;
- The Incident and Hazard Investigation Procedure; and
- Career Conversations process.

The HSR is responsible for checking their payslips on a regular basis to confirm receipt of the allowance. Where it is discovered that the allowance has not been paid the HSR must notify Health and Safety with the last date of payment.

3.1 Conditions for HSR Allowance

If a HSR fails to carry out their functions according to the WHS Act, their HSR Allowance can be halted in accordance with Curtin University's Enterprise Agreement.

4. Consultation and Participation

Consultative processes in the University includes attending relevant Health and Safety Committee meetings, participation in working parties etc.

HSRs are to discuss all safety and health related issues in their respective area Health and Safety Committee meetings and communicate outcomes to their work area. This is a crucial step in the resolution of health and safety issues.

For more information in relation to Communication and Consultation in the University, refer to the [Health and Safety Consultation and Communications Guidelines](#).

Extended periods of leave may potentially result in conclusion of a HSR term, as the position may need to be filled to maintain adequate coverage and representation of the work group. HSR's must inform Health and Safety if you take extended leave (6 weeks or more).

RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[Work Health and Safety Act 2020](#)

[Work Health and Safety \(General\) Regulations 2022](#)

[Workplace Inspection Procedure](#)

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

[Health and Safety Responsibilities Procedure](#)

[Health and Safety Consultation and Communications Guidelines](#)

CONTACT DETAILS	
Contact	Health and Safety Ph: (08) 9266 4900 healthandsafety@curtin.edu.au
Approval Authority	Director, Health and Safety