Information for new Safety and Health Representatives

Congratulations and thank you for taking on the role of the Safety and Health Representative for your area.

A Safety and Health Representative is an essential communication link between the employer and the employee. The Safety and Health Representative is not accountable for health and safety related issues at their place of work; that is the responsibility of the employer.

The functions of a Safety and Health Representative are:
- To regularly inspect the workplace areas you were elected to represent at agreed times and frequency.
- To assist with incident investigations
- To keep up to date with workplace safety and health information provided by the employer
- To report hazards in the workplace to the employer.
- To consult and cooperate with the employer on safety and health matters
- To liaise with employers and employees about safety and health matters
- To refer any matters that you think should be considered by the committee to the health and safety committee

Below is a list of activities you need to complete as a new Safety and Health Representative:

**Notify WorkSafe**

The first activity to complete as a new Safety and Health Representative is to notify WorkSafe WA of your nomination. This can be done through completing and submitting the [Election Notification Form](#) available from WorkSafe.

Please also advise:
- Employees in your work area so they are aware you have commenced in the role
- The Safety and Employment Relations team on 6304 2302 or [osh@ecu.edu.au](mailto:osh@ecu.edu.au) so your details and the area you represent can be added to our ECU Safety and Health Representative List and email distribution list to ensure you are included in all relevant communications.

**Compulsory Training**

As a Safety and Health Representative you are required to undertake the 5 day course within 6 months of taking up the role. Details of the course run by ECU (including course dates) are available from: [http://www.ecu.edu.au/centres/human-resources-service/our-services/occupational-safety-and-health-training/training-for-safety-and-health-representatives](http://www.ecu.edu.au/centres/human-resources-service/our-services/occupational-safety-and-health-training/training-for-safety-and-health-representatives)

Two day refresher training should be undertaken every 2 years should you be re-elected on completion of this term.

Once you have completed your training, please advise the Safety and Employment Relations team of your training expiry date via email to [osh@ecu.edu.au](mailto:osh@ecu.edu.au)
Local Health and Safety Committee

It is important to join your local Health and Safety Committee to enable you to attend the Committee meetings and be provided with relevant safety and health information. You can join the Committee through contacting the Committee Chair. Your Committee Chair will also provide you with information on when workplace inspections are required for your work area. If you need contact details for your local Committee Chair, please contact the Safety and Employment Relations team on 6304 2302 or osh@ecu.edu.au

At ECU, local Committees meet at least quarterly and there are also additional University wide health and safety advisory groups and consultative committees. Details of the Health and Safety Consultative Committees can be found by reviewing the University Health and Safety Consultative Committees Procedure available on the Health and Safety website.

ECU Health and Safety Policies, Procedures and Information

Information on health and safety at ECU is available from the Health and Safety section of the Human Resources Services Centre website.

Some of the key documents to familiarise yourself with are:

- **ECU Health and Safety Policy**
- **Online Incident Report form** – used to provide notification of incidents and near misses occurring in the workplace
- **Incident Reporting and Investigation Guideline** – provides information in requirements for reporting and investigating incidents
- **Hazard Resolution Procedure** - includes details of the processes for reporting and resolving hazards at ECU
- **Workplace inspection guideline and templates**, including a guide to using the iAuditor iPad app for completing workplace inspections

Other Useful Information

- There is also some great information for Safety and Health Representatives on the [Department of Commerce - WorkSafe](http://www.commerce.wa.gov.au/) website.

For more information

Please contact a member of the Safety and Employment Relations team by emailing osh@ecu.edu.au or calling 6304 2302.