New Health and Safety Representatives Information Sheet

Health and Safety Representatives (HSRs) are Workers who have been elected to represent the health and safety interests of the Workers in their Work Area.

What does a Health and Safety Representative do?

The key duties and responsibilities of a HSR include the following:

1. Completion of workplace inspections as directed by the Local WHS Committee Chair.
2. Representing their colleagues on WHS matters at quarterly Local WHS Committee meetings and undertaking the responsibilities of the role of Committee member as outlined in the University WHS Consultative Committee Procedure.
   The WHS Local Committee Chair will invite new HSRs to the committee meetings.
3. Assisting with incident investigations.
4. Monitoring the effectiveness of WHS measures implemented by the organisation and providing feedback where relevant.
5. Consulting with colleagues on WHS matters and providing advice where appropriate.
6. Assisting with the resolution of potential hazards and risks in the workplace.
7. Maintain the required Health and Safety Representative training including refresher training.
8. Participating in annual Hazard Risk Register reviews initiated by the Local Committee.

What is the nomination process for a Health and Safety Representative?

- New HSRs must inform the local WHS Committee Chair they wish to become a HSR following calls for nominations. The process for nominations is further outlined in section 2.0 of the Health and Safety Representative Handbook.

Actions required for new Health and Safety Representatives

Once a volunteer's nomination has been endorsed by the Chair of their Local WHS Committee, they must complete the following steps:

- Notify the Work Health and Safety team by emailing whs@ecu.edu.au and including the following information:
  - Which School/Centre they are representing.
  - The date of commencement which will also be considered the start of the 3-year HSR term.
- A notification should be sent to the Workers within the Work Area that they are representing, to advise of their commencement in the role. Any communications announcing the new HSR should copy in whs@ecu.edu.au.
- A newly appointed HSR is required to undertake a 5-day training course within 3 months of taking up the role or as soon as practicable thereafter. The 5-day training course can also be split into 3 days and 2 days between separate courses by contacting the training provider directly. Refresher courses are required to be completed following the commencement of any additional terms.

For further information, please refer to the ECU Health and Safety Representatives Handbook.