



Australian Government

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# Health and Safety Representatives Policy

<b>Responsible Officer</b>	Director, Corporate Services
<b>Contact Officer</b>	Head of Human Resources
<b>Authorisation</b>	Chief Executive Officer on recommendation of Occupational Health and Safety Committee
<b>Effective Date</b>	5 <sup>th</sup> September 2008 Reviewed 6 <sup>th</sup> August 2011 Reviewed 1 <sup>st</sup> January 2012
<b>Associated Documents</b>	<i>Work Health and Safety Act 2011</i> Health and Safety Management Arrangements Work Group Policy and Procedure Health and Safety Committee Policy and Procedures Health and Safety Representative Procedures

## 1. Policy Name

The AFTRS Health and Safety Representative Policy.

## 2. Preamble

All Australian Government Agencies are required to make arrangements for the election of Health and Safety Representatives to represent the health and safety interests of workers in Work Groups. Part 5, Division 3 of the *Work Health and Safety Act 2011* and Division 2, sections 18-21 of the Regulations outline the key provisions relating to Health and Safety Representatives.

## 3. Policy Scope

This policy enables the election of Health and Safety Representatives and their Deputies, as well as establishing processes for election, training, reporting and membership of the Health and Safety Committee.

## 4. Definitions

**Work Group (WG)** is a group of worker performing work for the same employer who can be represented by health and safety representatives in relation to health and safety matters affecting workers at work.

**Health and Safety Representatives (HSR)** represent the health and safety interests of workers in a WG.

**Health and Safety Committee** is the Committee established under the legislation and the AFTRS Health and Safety Committee Policy.

## **5. Policy Statement**

Health and Safety Representatives perform a key role in facilitating communication and consultation between AFTRS and workers in matters relating to health and safety. AFTRS shall facilitate the election of Health and Safety Representatives and their Deputies (where appropriate) for each Work Group and provide representatives with all reasonable training and support to enable them to perform their statutory responsibilities. Health and Safety Representatives are automatically eligible to be members of the AFTRS Health and Safety Committee.

## **6. Review**

As required by legislative or Australian Government policy changes or through the process of the Health and Safety Committee monitoring and reviewing the Health and Safety Management Arrangements.