



Australian Government

AFTRS

AFTRS

## Work Group Procedure

<b>Linked Policy</b>	Work Group Policy
<b>Responsible Officer</b>	Director, Corporate and Student Services
<b>Contact Officer</b>	Head of Human Resources
<b>Authorisation</b>	Chief Executive Officer on recommendation from the 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>	Health and Safety Management Arrangements Work Group Policy Health and Safety Committee Policy and Procedures Health and Safety Representative Policy and Procedures

### 1. Procedures Name

The AFTRS Work Group Procedures

### 2. Preamble to procedures

Part 5 Division 3 Subdivision 2 Clauses 51-54 of the *Work Health and Safety Act* 2011 outlines the provisions relating to the establishment of Work Groups (WG). All workers should belong to a WG.

### 3. Scope

These procedures establish the method for identifying, establishing and varying Work Groups. The Health and Safety Committee may add to or amend these procedures at any time subject to consensus or majority vote.

### 4. Definitions

**Work Group (WG)** is a group of workers undertaking 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. Procedures

### I. Authority

The Health and Safety Committee will be responsible for establishing and varying AFTRS Work Groups following consultation with workers, their chosen representatives, and AFTRS management.

### II. Number and Basis for Establishment of Work Groups

There must be at least one Work Group and each worker should be included in a Work Group. Workers or their chosen representatives must be consulted in determining Work Groups.

The following factors should be taken into account in determining the number and coverage of Work Groups.

- The number of workers.
- Views of workers.
- The nature of each type of work performed by the workers.
- The number and grouping of workers who perform the same or similar types of work.
- The workplaces, and areas within the workplaces where each type of work is performed.
- The extent to which any worker must move from place to place while at work.
- The diversity of workers and their work.
- The nature of any risks to health and safety at the workplaces.
- The nature of the engagement of each worker, for example as an employee or as a contractor.
- The pattern of work carried out by workers e.g. fulltime, part time, casual or short term.
- The time at which the work is carried out.
- Any overtime or shift working arrangements at the workplaces.
- Reasonable workloads of Work Group representatives.
- Reasonable and regular access of workers to Work Group representatives (not necessarily face-to-face).

### III. Process for Variation of Work Groups

Workers, or their chosen representatives, may request AFTRS to establish or vary a Work Group. This request should be submitted in writing to the Chair of the Health and Safety Committee. Within 14 days of receiving the request the Health and Safety Committee will enter into consultation with each worker, and/or their chosen representative, who made the request. The consultation will be based on the principles in II above. As soon as practicable following the completion of the consultation the Work Groups will be established or varied in accordance with the outcome of the consultation.

AFTRS may seek to vary a Work Group by entering into consultation with the workers of the Work Group directly, through their Health and Safety Representatives or other chosen representatives, and the Health and Safety Committee.

#### **IV Failure to agree**

If agreement on a variation or establishment of a work group cannot be achieved any person who is party to the negotiations may ask the regulator to appoint an inspector to decide the matter.

#### **V. Records and Information Dissemination**

The Chair of the Health and Safety Committee will be responsible for keeping up to date lists of all Work Groups which will also describe the categories of workers in each Work Group. These lists will be published internally and made available for inspection by investigators should it be required.

### **6. Work Groups**

The following Work Groups have been established by the I Health and Safety Committee and will remain current until formally varied by the Health and Safety Committee.

1. Library (administrative work, office space and public access).
2. Production Resources, Central Services, Building Maintenance and workshops and Production Offices (administrative, production and technical work – office space, workshops and student production areas).
3. Video-Post and Post-Production (administrative and technical work – office and technical areas).
4. Production Technology, ICT and Services, Finance, Human Resources, Radio, and Teaching Areas (Level 1 Sydney) (administrative, teaching and technical work – office, teaching, technical, workshop and public access spaces).
5. Production and Resources, Marketing, Education, Open Program, Student Services and Student areas (administrative work – office space).
6. Corporate and Student Services, Screen Production, Screen Content, Secretariat, Directorate, and VIP Room (administrative and production work – office space and workshop).
7. Construction Workshop, Props and Staging, Studios, Grip and Gaffer Stores, Loading Dock, Locations (administrative, technical and production work – office space, workshops, studios, loading areas, storage areas).