

Health and Safety Representative (HSR); and Deputy Health and Safety Representative (DHSR)

Position Number	Not Applicable
Campus	All Campuses
Classification	Not applicable
Delegation	Not Applicable
Hours per Week	CSU must allow a HSR (and DHSR) to spend such time as is reasonably necessary to exercise their powers and perform their functions under the WHS Act 2011.
Special Conditions	Nil
Nature of Employment	3-year term of office as prescribed by WHS Act 2011
Employee Contribution to Superannuation	Not Applicable
Employer Contribution to Superannuation	Not Applicable
Workplace Agreement	The role and functions of the HSR (and DHSR) are prescribed in the WHS Act 2011 and WHS Regulations 2011
Date Last Reviewed	17 July 2017

Reporting Relationships

This position reports to: Not applicable.

The role of HSR (and Deputy HSR) operates within the requirements of the WHS Act 2011 and WHS Regulations 2011.

This position supervises: Nil

Position Overview

The position of Health and Safety Representative (HSR) is defined in the Work Health and Safety (WHS) Act 2011. As such the roles and functions of this position are detailed in the WHS legislation and the HSR is required to comply with all legislative requirements while fulfilling their duties. In summary, a HSR is a worker who has been elected to the role of representing other workers in regard to health and safety matters in their workplace.

An HSR has broad workplace safety powers relating to:

- Representing workers;
- Monitoring the workplace; and
- Investigating safety complaints.

Deputy HSR

Where required, deputy HSRs for work groups will be elected in the same way as a HSR for the work group. If the HSR for a work group ceases to hold office or is unable (because of absence or any other reason) to exercise their powers or perform their functions under the WHS Act 2011, the powers and functions may be exercised or performed by a Deputy HSR for the work group. The Act and therefore this position description will apply to a Deputy HSR representative in the same way it applies to an HSR during anytime the Deputy HSR has assumed the powers and functions of the HSR.

Principal Responsibilities

The principal responsibilities/powers of the HSR are provided in the WHS Act 2011. A summary of major functions includes (for complete details refer to the WHS Act 2011, Part 5):

- Represent the workers in the work group in matters relating to work health and safety,
- Monitor the measures taken by CSU in compliance with the WHS Act 2011 in relation to workers in the work group, and

- Investigate complaints from members of the work group relating to work health and safety, and
- 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.
- In a limited set of circumstances, inspect the workplace or any part of the workplace at which a worker in their work group works (or accompany an inspector during an inspection of the workplace)
- In a limited set of circumstances, be present at interviews concerning work health and safety
- In a limited set of circumstances receive information concerning the work health and safety of workers in the work group,
- In a limited set of circumstances, a trained HSR may exercise their legislated powers to:
 - Direct unsafe work to cease; or
 - Issue provisional improvement notices (PINs) if they have a reasonable belief that a person is contravening a provision of the Act.
- A HSR, if he or she consents, can be a member of the OHS committee.

Capabilities

The following capabilities are desirable:

- Analysis and problem solving skills to quickly identify problems and provide and implement improvements.
- Interpersonal skills, particularly regarding negotiation and facilitation.
- The ability to effectively share ideas, thoughts, information and feelings with a diverse range of audiences and the ability to impact and influence others to achieve common goals through effective communication.
- Have confidence to demonstrate leadership with the ability to lead, guide and motivate others to deliver safety outcomes.
- The ability to build and maintain internal networks/relationships.
- The desire and ability to respond appropriately to a wide range of safety concerns while maintaining a high standard of quality for the advocacy of staff safety needs.
- The ability to think strategically to provide analysis, advice and direction, which support the long and short term safety goals of the University.
- The ability to work cooperatively across the organisation to understand team dynamics, contribute to teams, and foster environments of mutual trust and respect.
- Ability to undertake approved Health and Safety Representative (HSR) Training.

Physical Capabilities

Nil specific

Selection Criteria/Eligibility to be elected

A person (worker) is:

- Eligible to be elected as a Health and Safety Representative (HSR) for a Designated Work Group (DWG) only if he or she is a member of that DWG, and
- A Continuing full time staff member or have full time contract of greater than 2 years and
- Not eligible to be elected as a health and safety representative if he or she is disqualified under section 65 from being a health and safety representative.

Further information is available from

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