

WORKPLACE CONSULTATIVE ARRANGEMENTS

1.0 Workplace Health and Safety Representatives (WHSR)

Workers may elect a workplace health and safety representative themselves, or at the employer's suggestion.

Elected workplace health and safety representatives (WHSR's) are entitled to do:

- Workplace inspections
- Report hazards (See Hazard Report Form –(Form 4) below)
- Review incidents

After conducting an internal investigation a WHSR may:

- Make recommendations in the hazard report form 2003
- Provide the form to the employer - WHSR's must keep a copy

If the issues are not satisfactorily resolved by the Workplace Health and Safety Officer, the employer or self-employed person, the WHSR may notify a Workplace Health and Safety Queensland inspector located in all regional offices.

2.0 Workplace Health and Safety Committees

Health and safety committees help workers and employers work together to make a workplace healthy and safe.

A worker can ask for a health and safety committee. Once a worker has asked for a committee, the employer is required by law to appoint one. Employers can also establish a health and safety committee without a worker asking for one.

In some larger workplaces, there can be more than one health and safety representative. There may also be more than one committee. Major employers may have different health and safety representatives, and committees, at different offices.

Their role includes:

- Encouraging and maintaining an active interest in workplace health and safety
- Considering training and education needs to address workplace health and safety issues
- Keeping workers up-to-date with new standards, rules and procedures
- Reviewing the circumstances surrounding workplace incidents
- Helping resolve issues about workplace health and safety
- Providing the employer with advice on how to address workplace health and safety issues

WHO IS YOUR WORKPLACE HEALTH AND SAFETY REPRESENTATIVE

under the *Workplace Health and Safety Act 1995*?

PLEASE PRINT

Workplace Health
and Safety Act
1995

Workplace Health and Safety Representative:	<input type="text"/>
Area of Responsibility:	<input type="text"/>
Employers Endorsement:	<input type="text"/>
Company Name:	<input type="text"/>

Workers are entitled to elect 1 workplace health and safety representative (WHSR) to represent them at the workplace. Workers may elect more than 1 WHSR after negotiations with the employer.

A WHSR must be a worker elected by co-workers at the workplace. A WHSR cannot be appointed by the employer.

A worker does not need any experience or qualification to be a WHSR.

The employer must facilitate the election of a WHSR within 2 months of being asked to do so by workers.

An employer must negotiate with workers about WHSRs, if requested by the workers. Matters which can be negotiated include the number of WHSRs and their areas of responsibilities, and the training of WHSRs.

Workers may be represented by their unions during negotiations with the employer about WHSRs.

An employer must not restrict a WHSR's access to training agreed on through negotiation with workers.

An employer must allow the WHSR to inspect the part of the workplace the WHSR represents at weekly or other intervals negotiated between the employer and the workers.

An employer must advise the WHSR about any of the following if they occur in the part of the workplace that the WHSR represents –

- any work-caused injury, work-caused illness or dangerous event happening at the workplace
- any proposed change to the workplace (including plant and substances) that may affect the health and safety of persons at the workplace
- the presence of an inspector at the workplace if the WHSR is at the workplace
- a notice given by an inspector about a matter.

About this Notice

What is This Notice For?

The *Workplace Health and Safety Act 1995* requires an employer to display a notice in a conspicuous position to advise workers about –

- the identity of workplace health and safety representatives (WHSRs) for the workplace, and
- provisions about WHSRs.

Section 79 of the *Workplace Health and Safety Act 1995* requires an employer to display a notice which advises the identity of each WHSR for the workplace. This notice may be used to meet this requirement.

Section 80(1) of the *Workplace Health and Safety Act 1995* states an employer must display a notice giving information about WHSRs. Failure to meet this requirement may incur 10 penalty points.

Important Notes

If there is only one WHSR in the workplace, the notice must be displayed in at least one conspicuous position in the workplace.

However, if the workplace has more than one WHSR, the notice must be displayed in a conspicuous position in the part of the workplace that each WHSR is responsible for.

Please Note

Sections 67 to 85 of the *Workplace Health and Safety Act 1995* refer to WHSRs.

This form (Form 11) meets the requirements of Section 80(1) of the *Workplace Health and Safety Act 1995*.

Hazard report form*

NOTE: This form is for reporting hazards and is not a statutory (improvement or prohibition) notice under the Workplace Health and Safety Act 1995.

Reference no.

Part A: Complete items 1-5 and give form to the employer, principal contractor, or WHSO

(1) Brief description of hazard/health and safety issue

(2) Location of hazard in the workplace

(3) Time/Date hazard identified

Time:	<input type="checkbox"/> am	<input type="checkbox"/> pm	Date:	/	/	
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(4) Recommended remedial action to ensure workplace health and safety

Recommended completion date:	/	/	

(5) Please note: This report does not imply that all other conditions and work practices are acceptable

Reported by: Name: Signature: Contact number: () Date: / /	Received by: Employer <input type="checkbox"/> Principal contractor <input type="checkbox"/> Workplace Health and Safety Officer <input type="checkbox"/> Name: Signature: Contact number: () Date: / /
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Part B: Description of remedial action taken to ensure workplace health and safety

Reporting person: Has the issue been satisfactorily addressed?	Completed on:	/	/	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reporting person signature:	/	/	

Part C: To be completed if the reporting person intends to notify an inspector

Contact details of employer/principal contractor	
Name:	
Address:	
Contact number: ()	

* Original to be retained by the reporting person.
 * Copy to be given to the WHSO / employer / principal contractor as applicable.
 * Copy to be forwarded to workplace health and safety inspector as applicable.

Directions for completing this form

Effective safety management relies on hazards and unsafe work being identified and reported as part of normal work practice, and being rectified as soon as possible. All people at work should be encouraged to participate in hazard identification and reporting. Using this form in the hazard identification and reporting process also promotes consultation on safety issues at the workplace.

What is the form used for?

The form is used to record and notify a hazardous condition or work practice to the employer or principal contractor.

Who should complete the form?

Workplace health and safety representatives (WHSRs) are entitled to inspect their area of representation and to report, orally or in writing, to the employer, principal contractor, or workplace health and safety officer, any issue that in their opinion affects or may affect workplace health and safety. It is not mandatory to use this form to comply with section 81(1) (i) of the *Workplace Health and Safety Act 1995* (the Act).

The WHSR may report the issue to a workplace health and safety inspector, where they consider the employer or principal contractor has not addressed the workplace health and safety issue.

If a report is made to a workplace health and safety inspector, the inspector will retain a copy of the report. However, the inspector will not necessarily visit the workplace.

Other people may also use this form to report a workplace health and safety issue to their employer or principal contractor, that they consider needs addressing.

How to complete the form

This form consists of three parts:

Part A: Report a hazard

In sections 1 to 5, the reporting person must:

- (1) describe the health and safety hazard/issue observed
- (2) provide the location of the hazard in the workplace
- (3) record the Time/Date the hazard was identified
- (4) record the recommended remedial action and completion date to make the area safe. Advice listed here is not a directive and the hazard may be rectified in another manner
- (5) provide name, contact number and sign and date the form; and
 - (a) ensure the employer, principal contractor or WHSO provides name, contact number and signs and dates the form
 - (b) make copies and keep records as required.

A reference number may be assigned to each form to facilitate this purpose.

Part B: Record the remedial action taken to fix the problem.

The reporting person, employer, principal contractor or workplace health and safety officer should describe the measures introduced to rectify the hazard/issue. The reporting person should then indicate whether the issue has been satisfactorily addressed and sign and date in the area provided.

Part C: Notify an Inspector if the hazard/issue is not resolved satisfactorily.

If the reporting person believes that the hazard/issue has not been satisfactorily addressed within a reasonable period of time, the reporting person may complete this part and forward a copy of the form to the nearest Workplace Health and Safety Queensland regional office. A list of regional office addresses appear below.

Provide the employer's or principal contractor's full name, address of the workplace and a contact number.

**Offices of the Department of Employment and Industrial Relations
Workplace Health and Safety Queensland**

District	Location	Facsimile
Brisbane North	Centro Lutwyche, Level 4, 543 Lutwyche Road P.O. Box 820, LUTWYCHE Q 4030	Fax: (07) 3247 9426
Brisbane South	Level 2, Block C, 643 Kessels Road P.O. Box 6500, UPPER MT. GRAVATT Q 4122	Fax: (07) 3216 8431
Ayr	193 Queen Street P.O. Box 639, Ayr Q 4807	Fax: (07) 4761 2005
Bundaberg	16 Quay Street Locked Mail Bag 3955, BUNDABERG Q 4670	Fax: (07) 4153 1207
Cairns	10-12 McLeod Street P.O. Box 2465, CAIRNS Q 4870	Fax: (07) 4048 1493
Emerald	Shop 6/7 Clerana Centre Cnr. Anakie & Clermont Streets, P.O. Box 1814, EMERALD Q 4720	Fax: (07) 4982 3756
Gladstone	Gladstone Government Offices Level 2, Cnr Oaka Lane and Roseberry Street Locked Mail Bag 15, GLADSTONE Q 4680	Fax: (07) 4972 6196
Gold Coast	Level 1, 10 Clayne Road Locked Mail Bag 91, SOUTHPORT Q 4215	Fax: (07) 5583 5060
Innisfail	12 Fitzgerald Esplanade P.O. Box 558, INNISFAIL Q 4860	Fax: (07) 4061 4371
Ipswich	Level 1, Ipswich Courthouse Cnr East and Limestone Streets, P.O. Box 226, IPSWICH Q 4305	Fax: (07) 3202 1018
Logan	Level 1, Wembley Place 91 Wembley Road P.O. Box 829, LOGAN CENTRAL Q 4114	Fax: (07) 3287 8333
Mackay	Post Office Square, Level 1 Cnr. Sydney and Gordon Streets Locked Mail Bag 1, MACKAY Q 4740	Fax: (07) 4967 4477
Maryborough	319-325 Kent Street Locked Mail Bag 63, MARYBOROUGH Q 4650	Fax: (07) 4123 1704
Mt Isa	75 Camooweal Street P.O. Box 2249, MT ISA Q 4825	Fax: (07) 4743 8122
Nambour	Centenary Square Building Level 1, 52-64 Currie Street P.O. Box 501, NAMBOUR Q 4560	Fax: (07) 5470 8732
Rockhampton	State Government Building Level 2, 209 Bolsover Street Locked Mail Bag 7, ROCKHAMPTON Q 4700	Fax: (07) 4938 4155
Roma	Cnr Spencer & Bowen Sts P.O. Box 697, ROMA Q 4455	Fax: (07) 4624 3050
Thursday Island	Aplin Road P.O. Box 341, THURSDAY ISLAND Q 4875	Fax: (07) 4069 2438
Toowoomba	James Cook Centre Level 1, Cnr. Ruthven Street and Henries Street P.O. Box 234, TOOWOOMBA Q 4350	Fax: (07) 4687 2877
Townsville	254 Ross River Road Locked Mail Bag 15, AITKENVALE Q 4814	Fax: (07) 4760 7959

For more information on how to complete the form, please call 1300 369 915.