



## 3.20 WHS Committees and Representatives

### 3.20.1 Aims and Objectives

To prescribe the responsibilities and actions required to establish and operate WHS committees, to consult with workers and to facilitate the nomination and election of health and safety representatives (HSRs) to meet the requirements as per the [Procedure: WHS Committees and Representatives](#) and the [National Self Insurer WHS Audit Tool \(NAT CTH\)](#) as well as other relevant legislation and WHSMS Handbook requirements.

#### 3.20.1.1 Objectives

To ensure the University and its Colleges, Schools, and Service Divisions:

- Establish, maintain, and operate WHS Committees at various levels;
- Consult and negotiate with workers and HSRs, so far as reasonably practicable, to determine Work Groups if requested by workers;
- Facilitate the HSR nomination and election process; and
- Consult workers and HSRs, so far as reasonably practicable, via the WHS Committee’s consultative arrangement on matters relating or affecting their health and safety at work.

#### 3.20.1.2 Scope and Inclusion

This Chapter applies to workplaces and all workers of all Schools, Colleges, and Service Divisions of the Australian National University (ANU).

## 3.20.2 WHS Committees

### 3.20.2.1 University WHS Committee

Responsible and Accountable Person	Actions Required
<p><b>Chief Operation Officer (COO)</b> As the Chair of University WHS Committee</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that the <a href="#">University WHS Committee</a> meets:               <ul style="list-style-type: none"> <li>➤ At least every 3 months (i.e. four times a year);</li> <li>➤ Ensure 85% attendance rate for University WHS committee meetings as set out in the Charter. If unable to attend, members must ensure a designated proxy is arranged to represent them; and</li> <li>➤ At any reasonable time requested and agreed by at least half of the University WHS Committee members.</li> </ul> </li> <li><input type="checkbox"/> Provide strategic direction on WHS performance in the University such as:               <ul style="list-style-type: none"> <li>➤ University WHS Plan monitoring (4 times a year) and review (twice a year) [See Chapter 2.1 and 2.2];</li> <li>➤ Management Review [See Chapter 5.1];</li> <li>➤ WHS Management System implementation under Handbook guidance (4 times a year) [i.e. Due Diligence Report – See Chapter 4.4]; and</li> <li>➤ Any other relevant topics.</li> </ul> </li> <li><input type="checkbox"/> Chair the University WHS Committee and be the approval authority of the Minutes from the Secretariat.</li> </ul>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and approve draft University WHS Committee agenda and papers.</li> <li><input type="checkbox"/> Review and sponsor documents such as WHS Performance Report (6 times a year), University WHS Plan (twice a year – when approved and at the final review) and Management Review Papers to Senior Leadership Group (SLG) and University Council.</li> <li><input type="checkbox"/> Monitor the completion of actions arising from the meeting, especially corrective actions (see Chapter 4.2).</li> </ul>
<p><b>WHS Manager, Safety Systems &amp; Audits</b> As the Secretariat of the University WHS Committee</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Liaise with Deputy Chief People Officer, S&amp;W to prepare the agenda of the University WHS Committee Meetings at least 7 weeks before the scheduled meeting. Allow a maximum 1 week for this.</li> <li><input type="checkbox"/> Once the agenda is formulated, immediately prepare, or liaise with the relevant responsible people to prepare the papers for the meetings. Allow a maximum of 3 weeks for this.</li> <li><input type="checkbox"/> This also includes requesting: <ul style="list-style-type: none"> <li>➤ Due Diligence Report from School/Service Division Directors or their delegates (Due COB 4 weeks before University WHS Committee Meeting); and</li> <li>➤ Reports from Specialist Advisory Groups (Due COB 4 weeks before University WHS Committee Meeting).</li> </ul> </li> <li><input type="checkbox"/> At 3.5 weeks before the meeting, liaise with Deputy Chief People Officer, S&amp;W to review the first draft of the papers.</li> <li><input type="checkbox"/> Make changes to the agenda and papers as per directed by Deputy Chief People Officer, S&amp;W and Chief People Officer.</li> <li><input type="checkbox"/> Submit the agenda and papers three weeks before the meeting to Chief People Officer for review and submission to the COO for review and final approval.</li> <li><input type="checkbox"/> Once approval from the COO is obtained, distribute the papers to University WHS Committee members at least 1 week before the meeting.</li> <li><input type="checkbox"/> Take minutes and participate in the University WHS Committee meetings.</li> <li><input type="checkbox"/> Liaise between University WHS Committee chairs and members should there need to be urgent unscheduled meetings or matters requiring urgent organisational attention.</li> </ul> <p><b>Actions arising from the University WHS Committee Meeting</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include an action list in the University WHS Committee Minutes and monitor the status of completion on behalf of the Chair.</li> <li><input type="checkbox"/> Liaise with relevant people to complete the actions together with Deputy Chief People Officer, S&amp;W on behalf of the Chair.</li> <li><input type="checkbox"/> For any Corrective Actions arising from the meeting, record into Figtree and follow Chapter 4.2 guidance.</li> </ul>

<b>Deputy Chief People Officer, Safety and Wellbeing (S&amp;W)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare the University WHS Committee Meeting agenda together with the WHS Manager, Safety Systems &amp; Audits, System and Audit at least 7 weeks before the scheduled meeting. Allow a maximum 1 week for this.</li> <li><input type="checkbox"/> Review the first draft of University WHS Committee meeting papers 3.5 weeks before the meeting.</li> <li><input type="checkbox"/> Submit the second draft of University WHS Committee meeting papers 2.5 weeks before the meeting to Chief People Officer for review.</li> <li><input type="checkbox"/> Report to the University WHS Committee on relevant matters as per agenda.</li> </ul>
<b>Chief People Officer</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the first draft of the University WHS Committee agenda at least 6 weeks before the scheduled meeting.</li> <li><input type="checkbox"/> Review the first draft of University WHS Committee meeting papers 2.5 weeks before the meeting.</li> <li><input type="checkbox"/> Report to the University WHS Committee on relevant matters as per agenda.</li> </ul>
<b>University WHS Committee members</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend University WHS Committee meetings as a priority whenever possible. If unable to attend, members must ensure a designated proxy is arranged to represent them.</li> <li><input type="checkbox"/> Should this happen, contact the University WHS Committee Secretariat at the earliest possible time.</li> <li><input type="checkbox"/> Participate actively during the meeting and provide feedback and strategic directions as a part of the University WHS Committee.</li> <li><input type="checkbox"/> Raise any special items with the University WHS Committee Chair or Secretariat as needed.</li> <li><input type="checkbox"/> Implement, or direct workers and managers under your control, to implement the University WHS Management System using the Handbook guidance.</li> <li><input type="checkbox"/> Cascade University WHS Plan down to formulate Local WHS Plans in areas under your control.</li> <li><input type="checkbox"/> Participate in and/or maintain oversight of WHS Issue Resolution Process.</li> </ul>

### 3.20.2.2 Specialist Advisory Groups

Responsible and Accountable Person	Actions Required
<b>Chair, Specialist Advisory Groups</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure the Specialist Advisory Group (SAG) you are chairing meets at least every 3 months.</li> <li><input type="checkbox"/> Ensure 85% attendance rate for SAG meetings as a priority whenever possible. If unable to attend, then SAG member must ensure a designated proxy is arranged to represent them.</li> <li><input type="checkbox"/> Ensure the SAG operates in accordance with its Charter and the Handbook Chapter 3.20 requirements.</li> </ul>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare and provide a report (Appendix C) to University WHS Committee Secretariat 4 weeks before the University WHS Committee Meetings.</li> <li><input type="checkbox"/> Prepare and provide an annual report (Appendix C) to WHS Manager, Safety Systems &amp; Audits, Systems and Audit for inclusion in the Annual WHS Performance Council Report in December every year.</li> <li><input type="checkbox"/> Provide specialist operational advice and recommendations collectively as a group to improve the risk assessment standards and controls implemented in the specialised field of your group.</li> <li><input type="checkbox"/> Provide general system advice collectively as a group.</li> <li><input type="checkbox"/> Assist S&amp;W to prepare Information Sheets in accordance with the nature of your group.</li> <li><input type="checkbox"/> Ensure members of the group implement, promote, and advocate for the University WHS Management System under the guidance of the Handbook.</li> <li><input type="checkbox"/> Implement any strategic directions, actions, or recommendations from the COO and/or the University Council.</li> <li><input type="checkbox"/> Monitor actions arising from the SAG. For corrective actions, follow Chapter 4.2 requirements.</li> </ul>
<p><b>Specialist Advisory Group members</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure attendance of SAG meetings whenever possible. If unable to attend, members must ensure a designated proxy is arranged to represent them.</li> <li><input type="checkbox"/> Discuss specialist matters in accordance with the agenda and Charter of the Group.</li> <li><input type="checkbox"/> Provide specialist advice and constructive comments to the Group on these matters.</li> <li><input type="checkbox"/> Implement and advocate for the University WHS Management System using the Handbook guidance.</li> <li><input type="checkbox"/> Assist the University to prepare Information Sheets in accordance with the specialised field of your group.</li> </ul>
<p><b>Secretary, Specialist Advisory Groups</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide administrative support to the SAG (e.g. scheduling, preparation, minute taking and actions).</li> <li><input type="checkbox"/> Invite <a href="mailto:whs@anu.edu.au">whs@anu.edu.au</a> to all meetings.</li> <li><input type="checkbox"/> Send a copy of the minutes to WHS Manager, Safety Systems &amp; Audits, Systems and Audit after approval.</li> <li><input type="checkbox"/> Include the Annual WHS Performance Council Report and recommendations from University Council (if any) in the first meeting of each year for discussion.</li> </ul>
<p><b>COO</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Note the quarterly report submitted by SAG Chairs.</li> <li><input type="checkbox"/> Provide strategic direction, action, or recommendations on any matters in relation to these reports or gaps identified in these reports.</li> <li><input type="checkbox"/> Provide to each Chair of the SAG any recommendations, actions or strategic directions from University Council and University WHS Committee.</li> </ul>



## 3.20.2.3 Local WHS Committees

Responsible and Accountable Person	Actions Required
<p><b>Local WHS Committee Chairs</b></p> <p>Being School Directors, Service Division Directors, College General Managers, School Managers etc.</p> <p><b>NOTE:</b> These tasks DO NOT apply to Advisory Groups under a Local WHS Committee. The Advisory Groups are not WHS Committees prescribed under <i>WHS Act 2011 (Cth)</i> Division 4.</p>	<ul style="list-style-type: none"> <li>□ The Chair must ensure that the Local WHS Committee [See definition] meets:               <ul style="list-style-type: none"> <li>➤ At least every 3 months (i.e. four times a year) after the University WHS Committee Meetings; and</li> <li>➤ Ensure 85% attendance rate for local WHS committee meetings as set out in the Charter. If unable to attend, members must ensure a designated proxy is arranged to represent them.</li> <li>➤ At any reasonable time requested and agreed by at least half of the Local WHS Committee members.</li> </ul> </li> <li>□ Encourage, or direct other management representatives to encourage, workers to be members of the Local WHS Committees.</li> <li>□ Ensure, or direct your delegate to ensure, that your Local WHS Committee meets the below minimum composition requirements:               <ul style="list-style-type: none"> <li>➤ Have a Chair (most senior management) and a Co-Chair (elected from any worker including ones with supervisory roles under the control of the Committee);</li> <li>➤ Have a Secretary;</li> <li>➤ Include all elected HSRs, in Work Groups under your organisational structure, who choose to be on the Committee;</li> <li>➤ Include WHS Officers/Managers or equivalent; and</li> <li>➤ Half of the Committee members must be workers who are not nominated/appointed by you or any management.</li> </ul> <p>Other people you can have on the committee include:</p> <ul style="list-style-type: none"> <li>➤ Area Representatives volunteered or appointed from both workers and workers with supervisory/management roles.</li> </ul> <p><b>However the composition requirements above must still be met.</b></p> </li> <li>□ Ensure to identify Local WHS Committee members as mandatory participants for <a href="#">WHS Committee Member Training (WHHR29)</a> and monitor to ensure their completion.</li> <li>□ Ensure School/Service Division Directors [See Chapter 4.4 for special circumstances] under your control submit:               <ul style="list-style-type: none"> <li>➤ Due Diligence Report.</li> </ul> <p>to the WHS Manager, Safety Systems &amp; Audits as the University WHS Committee Secretariat, quarterly (4 weeks before the University WHS Committee meetings).</p> </li> <li>□ Discuss, monitor and/or review the following during your committee meetings:               <ul style="list-style-type: none"> <li>➤ WHS Management System implementation via the submitted Due Diligence Report [See Chapter 4.4];</li> <li>➤ Key incidents and hazards (4 times a year) and incident trend causal analysis (once a year) [See Chapter 3.16];</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>➤ Any residual risk, identified as high or extreme, and strategies to reduce them to medium including anticipated timeframe (4 times a year) and Annual Risk Profile Review (once a year) [See Chapter 4.4];</li> <li>➤ Local WHS Plan progress (4 times a year monitoring, 1 review) [See Chapter 2.2];</li> <li>➤ Local Training Plan progress (4 times a year monitoring, 1 review) [See Chapter 3.3];</li> <li>➤ Internal and External audit results [See Chapter 4.5];</li> <li>➤ Workplace Inspections completion and results [See Chapter 4.1];</li> <li>➤ WHS Issues or Complaints [See Chapter 3.17]; and</li> <li>➤ Outstanding corrective actions and the strategy to address them [See Chapter 4.2].</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide strategic and operational direction should any of the above show signs of deficiency and assign corrective actions should any of these not be compliant with WHSMS Handbook requirements.</li> <li><input type="checkbox"/> Discuss the conceptual content of a Chapter in each committee meeting.</li> <li><input type="checkbox"/> Advocate and ensure all committee members advocate for the implementation of the University WHS Management System under the guidance of the Handbook.</li> </ul>
<p><b>Local WHS Committee Chair</b></p> <p>The first two tasks may be delegated to Local WHS Committee Co-Chair, Secretary or WHS Officers/Managers</p>	<p><b>If a HSR resigns</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If the HSR has not done so, inform WHS Manager, Safety Systems &amp; Audits to initiate the HSR Nomination Process.</li> <li><input type="checkbox"/> Follow 3.20.3.5 requirements on process.</li> </ul> <p><b>If other committee members resign</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call for nomination from all areas under the Committee. None of these positions are HSRs.</li> <li><input type="checkbox"/> Encourage, and direct all committee members to encourage, workers to be on the committee.</li> <li><input type="checkbox"/> May appoint Area Representatives from both workers and workers with supervisory roles. The minimum composition requirements as stated in 3.20.2.3 must still be met.</li> </ul> <p><b>Resignation of the Chair</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unless no longer in the management position, do not resign from the Chair.</li> <li><input type="checkbox"/> Consult with the COO and Deputy Chief People Officer, S&amp;W on the decision.</li> <li><input type="checkbox"/> Obtain the COO's approval prior to resignation in writing and notify:             <ul style="list-style-type: none"> <li>➤ All Committee members;</li> <li>➤ University WHS Committee Chair and all members;</li> <li>➤ University WHS Committee Secretariat; and</li> <li>➤ All workers under your Committee structure.</li> </ul> </li> </ul>



<p><b>Local WHS Committee Secretary</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide administrative support to the Committee. When scheduling the meeting invitation in the outlook calendar, ensure invitation of all members and attendees and cc <a href="mailto:whs@anu.edu.au">whs@anu.edu.au</a>.</li> <li><input type="checkbox"/> Use standard agenda [Appendix B] for Local WHS Committees.</li> <li><input type="checkbox"/> Minutes template must be consistent with <a href="#">University requirements</a>.</li> <li><input type="checkbox"/> Following the Committee meeting, draft minutes and circulate to attendees promptly.</li> <li><input type="checkbox"/> Provide a copy of the unconfirmed and confirmed <a href="#">Local WHS Committee Minutes to WHS Manager, Safety Systems &amp; Audits</a></li> </ul> <p><b>Actions arising from the University WHS Committee Meeting</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include an action list in the Local WHS Committee Minutes and monitor the status of completion on behalf of the Chair.</li> <li><input type="checkbox"/> Any Corrective Actions arising from the meeting must be recorded in Figtree and follow Chapter 4.2 guidance - to be completed by WHS Officers/Managers or equivalent.</li> </ul>
<p><b>Local WHS Committee members</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete <a href="#">WHS Committee Member Training (WHHR29)</a> prior to attendance of first committee meeting.</li> <li><input type="checkbox"/> Participate actively in the discussion, consultation, and negotiation in the Local WHS Committee meetings.</li> <li><input type="checkbox"/> Participate in the consultation and negotiation of other WHS matters including policy and procedure reviews.</li> <li><input type="checkbox"/> Advocate for implementation of University WHS Management System under the Handbook guidance in the local area.</li> <li><input type="checkbox"/> Encourage workers to volunteer for Local WHS Committees and/or as HSRs.</li> <li><input type="checkbox"/> Provide suggestions and comments and/or collectively address specific matters such as WHS Issues [See Chapter 3.17].</li> <li><input type="checkbox"/> Review collectively with the Chair on items identified in the agenda and report to the Chair on these matters in the local area.</li> <li><input type="checkbox"/> Participate in local area workplace inspections (see chapter 4.1) and enter results into Figtree.</li> </ul>
<p><b>WHS Manager, Safety Systems &amp; Audits</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Upload Local WHS Committee minutes onto University Health and Safety intranet so that they are available to all workers and HDR students.</li> <li><input type="checkbox"/> Collect and analyse the Due Diligence Report with the Deputy Chief People Officer, S&amp;W for reporting into University WHS Committee and University Council, where relevant.</li> </ul>

### 3.20.2.3.1 Establish New Local WHS Committees

Responsible and Accountable Person	Actions Required
<p>Workers HSRs</p>	<p><b>If workers or HSRs wish to establish a new WHS Committee</b></p>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Request the establishment of a new local WHS Committee [See definition] in writing to School Directors or Service Division Directors or College Deans.</li> </ul> <p>The request can be made by:</p> <ul style="list-style-type: none"> <li>➤ 1 HSR representing a group of workers at a workplace of the University; or</li> <li>➤ 5 or more workers at that workplace.</li> </ul>
<p><b>School Directors</b></p> <p><b>Service Division Directors</b></p> <p><b>College Deans</b></p>	<p><b>Within 4 weeks of receiving a written request for a new WHS Committee</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check if the request meets the minimum number of requestor requirements mentioned in the section above. <ul style="list-style-type: none"> <li>➤ <b>If no</b>, notify the requestor of their ineligibility to establish a new WHS Committee and advise them to seek guidance in Chapter 3.20 Section 3.20.2.3.1; or</li> <li>➤ <b>If yes</b>, Start establishing the new WHS Committee in consultation with Deputy Chief People Officer S&amp;W.</li> </ul> </li> <li><input type="checkbox"/> Ensure the committee composition meets the minimum requirements in 3.20.2.3. Follow 3.20.3.1 requirements if the workers also request to form a new Work Group for the new Committee.</li> <li><input type="checkbox"/> For any gaps in meeting the requirements, call for volunteer Area Representatives from workers and encourage workers to join the Committee.</li> <li><input type="checkbox"/> Ensure, within 2 months of receiving the written request, the new Local WHS Committee is fully established.</li> <li><input type="checkbox"/> Seek strategic direction from the University WHS Committee whether the new local Committee needs to be added to the University <a href="#">WHS Governance Structure</a>. <ul style="list-style-type: none"> <li>➤ If no need to add, the new Committee will not appear on the University WHS Governance Structure.</li> <li>➤ If it needs to be added, notify Deputy Chief People Officer S&amp;W to include the new Committee on the University WHS Governance Structure.</li> </ul> </li> </ul>
<p><b>University WHS Committee</b></p> <p><b>In consultation with</b></p> <p><b>Deputy Chief People Officer S&amp;W</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Decide whether the new local WHS Committee needs to be on the University WHS Governance Structure.</li> </ul> <p><b>NOTE:</b> Not all WHS committees need to be on the University WHS Governance Structure.</p>

### 3.20.2.4 Consultation

Responsible and Accountable Person	Actions Required
Deputy Chief People Officer, S&W	<p><b>Developing or Making Changes to Procedures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all workers and their representatives (e.g. HSRs) are consulted, so far as reasonably practicable, on: <ul style="list-style-type: none"> <li>➤ Changes to University WHS Policy, both major and minor amendments;</li> </ul> </li> </ul>





	<ul style="list-style-type: none"> <li>➤ All newly developed management systems and associated procedures and major amendments to existing procedures. Some examples include: <ul style="list-style-type: none"> <li>❖ Procedure for consulting with workers;</li> <li>❖ Procedure for resolving health and safety issues and HDR students;</li> <li>❖ Procedure for monitoring health of workers and HDR students;</li> <li>❖ Procedure for monitoring the conditions at the workplace; and</li> <li>❖ Procedure for information and training for workers and HDR students.</li> </ul> </li> <li>➤ The WHS Management Handbook contents.</li> </ul> <p><input type="checkbox"/> The consultation is conducted via:</p> <ul style="list-style-type: none"> <li>➤ Local WHS Committee in line with its local consultative arrangements; and</li> <li>➤ Health and Safety Representatives; and/or</li> <li>➤ Other channels deemed appropriate (e.g. newsletter and consultation box).</li> </ul> <p><b>NOTE:</b> Consultation does not require consensus or agreement between workers but must allow workers to contribute to any health and safety decisions to be made in the University.</p>
<p><b>WHS Manager, Safety Systems &amp; Audits</b></p>	<p><input type="checkbox"/> Once reviewed by Deputy Chief People Officer, S&amp;W, email draft documents as defined above to:</p> <ul style="list-style-type: none"> <li>➤ University WHS Committee Chair;</li> <li>➤ All University WHS Committee members;</li> <li>➤ Local WHS Committee Chairs;</li> <li>➤ The WHS Officers Network;</li> <li>➤ All Health and Safety Representatives; and</li> <li>➤ Executive Assistants of Local WHS Committee Chairs.</li> </ul> <p><input type="checkbox"/> In this email specify:</p> <ul style="list-style-type: none"> <li>➤ What document has been developed, reviewed, or revised;</li> <li>➤ Define key changes to the documents;</li> <li>➤ The requirements for the recipients to distribute the document to all levels of management and workers under the Committee’s control in accordance with the Local WHS Committee’s consultative arrangements;</li> <li>➤ The Consultation Log for the document for lodgement of feedback and due date (3 weeks); and</li> <li>➤ Identify who to contact if there are questions.</li> </ul> <p><input type="checkbox"/> After receipt of the consultation feedback, within 2 weeks start collating feedback for evaluation and lodge comments to the feedback into the consultation log and make the final changes.</p> <p>During this process:</p> <ul style="list-style-type: none"> <li>➤ Worker’s and HSR’s views are considered for the final draft of the document before seeking approval from the relevant authority;</li> <li>➤ Any views that conflict with or in contradiction with or may lead the university to non-compliance with: <ul style="list-style-type: none"> <li>❖ <i>WHS Act 2011 (Cth)</i>;</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>❖ <i>WHS Regulations 2011 (Cth)</i></li> <li>❖ Approved Code of Practices; and</li> <li>❖ National Self-insurer WHS Audit Tools</li> </ul> <p>Will not be considered for the final draft of the document; and</p> <ul style="list-style-type: none"> <li>➤ Any views that conflict with or in contradiction with or may lead the University to non-compliance with Australian Standards will not be considered unless they are over and above Australian Standards requirements.</li> </ul> <p><b>NOTE:</b> Consultation does not require consensus or agreement between workers but must allow workers to contribute to any health and safety decisions to be made in the University.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Once the feedback is evaluated and the final draft is made for the documents, provide a copy to Deputy Chief People Officer, S&amp;W for final review for policies and procedures or approval for WHSMS Handbook.</li> <li><input type="checkbox"/> Send the documents for relevant approval in accordance with Policy Library requirements (timeframe for response from Policy Library will vary) or in the case of the Handbook, upload onto University Health and Safety website (within 1 day of approval).</li> <li><input type="checkbox"/> Once the document is published, within 2 days, email the above-mentioned recipients of the initial consultation email with:             <ul style="list-style-type: none"> <li>➤ Grouped feedback and changes made to the document (i.e. outcome of the consultation);</li> <li>➤ The direct links to the document; and</li> <li>➤ Requirements for them to distribute the changes to all levels of management and workers under the Committee’s control in accordance with the Local WHS Committee’s consultative arrangements.</li> </ul> </li> </ul>
<p><b>Director, Facilities and Services</b></p> <p>This task may be delegated to relevant Project Managers or F&amp;S WHS Officers. However, the Director remains accountable.</p>	<p><b>Deciding on welfare facilities in new buildings or refurbished buildings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Consult with potential workers occupying buildings on the provision of welfare facilities (e.g. toilet, dining areas etc – see definition) when a new building is built or refurbished.</li> <li><input type="checkbox"/> Consult with workers when making decisions about what facilities are needed and their numbers (e.g. number of toilets or drinking water stations), considering the number and composition of workforce (e.g. age, disability status, parenting needs etc).</li> <li><input type="checkbox"/> Consultation can be conducted via several channels, for example:             <ul style="list-style-type: none"> <li>➤ Consultation meeting/seminar inviting all workers and their HSRs before or during the design phase;</li> <li>➤ Consultation and involvement of local WHS Officers and HSRs of the Work Group (if elected) for acting as a channel between workers and the University;</li> <li>➤ Consultation with Local WHS Committee Chair and Co-Chair (if elected) for them to further consult with workers in accordance with their local consultative arrangements; and/or</li> <li>➤ Display of the design of welfare facility provision on University intranet website and feature in newsletters for consultation.</li> </ul> </li> <li><input type="checkbox"/> Allow sufficient time (e.g. 3 weeks) for workers to provide feedback.</li> </ul>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Collect all feedback and archive for record management purposes. This feedback must be retrievable during an audit.</li> </ul> <p><b>NOTE:</b> Consultation does not require consensus or agreement between workers but must allow workers to contribute to any health and safety decisions to be made in the University.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify workers in writing via your original consultative channels (examples listed above) on the outcome of the feedback.</li> <li><input type="checkbox"/> Keep a record of consultation (Appendix D).</li> </ul>
<p><b>COO</b></p> <p><b>College Deans, College General Managers, School Directors, Service Division Directors, School Managers</b></p> <p>This task can be delegated to relevant HR Managers or Officers on the Organisational Change</p>	<p><b>Restructuring i.e. Organisation Changes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Follow Chapter 3.18 guidance on Change Management in WHS Context.</li> <li><input type="checkbox"/> When deciding on organisational changes, consult workers, including the ones with supervisory and management roles and their HSRs.</li> <li><input type="checkbox"/> The consultation can be conducted via a number of channels, for example:             <ul style="list-style-type: none"> <li>➤ Consultation meeting/seminar inviting all workers and their HSRs before or during the design phase;</li> <li>➤ Consultation and involvement of local WHS Officers and HSRs of the Work Group (if elected) for acting as a channel between workers and the University; or</li> <li>➤ Consultation with Local WHS Committee Chair and Co-Chair (if elected) for them to further consult with workers in accordance with their local consultative arrangements.</li> </ul> </li> <li><input type="checkbox"/> Allow sufficient time for workers and their representatives to provide feedback.</li> <li><input type="checkbox"/> Collect all feedback and archive for record management purposes. This feedback must be retrievable during an audit.</li> </ul> <p><b>NOTE:</b> Consultation does not require consensus or agreement between workers but must allow workers to contribute to any health and safety decisions to be made in the University/College/School/Division.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify all workers affected, so far as reasonably practicable, on the outcome of the feedback.</li> <li><input type="checkbox"/> Keep a record of consultation (Appendix D).</li> </ul>
<p><b>Local WHS Committee Chairs</b></p> <p><b>WHS Officers Network</b></p>	<p>When contacted by above-mentioned responsible persons, either via email or other channels, for consultation:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> As a management representative, the Chair must consult with workers on the information provided from the University.</li> <li><input type="checkbox"/> Distribute documents, designs, organisational change information or any other information to all workers under your Committee's control in line with your local consultative arrangements and seek their feedback.</li> <li><input type="checkbox"/> Appendix D.1 provides information on what are considered effective consultation strategies in the local areas.</li> </ul>
<p><b>School Directors</b></p> <p><b>Service Division Directors</b></p>	<p><b>Managing Risks</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all workers follow Chapter 3.1 – Section 3.1.2.4 requirements on when to conduct a risk assessment and the assessment team composition.</li> </ul>

<p>This task may be delegated to WHS Officers/Managers or any other management positions if no WHS Officers/Managers. However, the Directors remain accountable.</p> <p><b>Supervisors</b></p> <p><b>Line Managers</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure any new risk assessments are consulted with potentially affected workers and HDR students, and/or HSRs, on the identified hazards, associated risks, and developed controls.</li> </ul> <p><b>Making Changes in the Workplace</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Consult with workers and their HSRs, so far as reasonably practicable when making changes in a School/Division/Research Group/Team, especially when:             <ul style="list-style-type: none"> <li>➤ Changing work systems such as shift work rosters, frequent afterhours work, work procedures (e.g. change SWP) or the work environment (e.g. lab refurbishment or office relocation);</li> <li>➤ Developing a new product, including new Coursework Programs, or planning a new project, including research project – if they affect the WHS of workers [See Chapter 3.18]; and</li> <li>➤ Purchasing or hiring new or used equipment or using new substances [See Chapter 3.9 Pre-purchase assessment].</li> </ul> </li> </ul> <p><b>NOTE:</b> Consultation does not require consensus or agreement between workers but must allow workers to contribute to any health and safety decisions to be made in the School/Division.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The consultation may be via email (keep email trails) or face-to-face (record on Appendix D).</li> <li><input type="checkbox"/> Record the names of people who are consulted in the relevant sections on templates included throughout the Handbook (e.g. risk assessment template, safe work procedure template, pre-purchase assessment, local first aid procedure assessment).</li> <li><input type="checkbox"/> Ensure workers, and/or HSRs, are notified of the outcome of the consultation.</li> </ul>
<p><b>Workers, including their HSRs (if elected)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate actively in the consultation by:             <ul style="list-style-type: none"> <li>➤ Asking questions about health and safety;</li> <li>➤ Raising concerns and reporting problems;</li> <li>➤ Making safety recommendations;</li> <li>➤ Being part of the problem-solving process; and</li> <li>➤ Raise concerns or providing feedback.</li> </ul> </li> <li><input type="checkbox"/> Provide insight, knowledge, and practices to improve risk assessments and/or controls;</li> <li><input type="checkbox"/> Be understanding that sometimes not all concerns and/or feedback can reach agreement between workers and the management representatives;</li> <li><input type="checkbox"/> Be understanding that legislative requirements (e.g. Act, Regulations or Approved Codes of Practices), Australian Standards or National Audit Tool requirements cannot change whether consultation is conducted between the University and workers.</li> </ul> <p><b>NOTE:</b> If feedback suggests change to an initiative or control that may lead the University to non-compliance with these legal requirements or may lead to immediate risk to health and safety of workers, it will not be considered when making final decisions.</p>

### 3.20.3 Health and Safety Representatives (HSR)

## 3.20.3.1 Determination of Work Group

Responsible and Accountable Person	Actions Required
<p><b>Deputy Chief People Officer, Safety and Wellbeing (S&amp;W)</b></p> <p>Or delegate</p>	<p><b>Existing Arrangements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with School/Division Director or College Dean and ensure they negotiate with workers on the agreement to use the current WHS Committee arrangements or any other agreed structure as individual Work Groups in 2019.</li> </ul>
<p><b>School Directors</b></p> <p><b>Division Directors</b></p> <p><b>College Dean/General Manager</b></p> <p>Or delegate</p>	<p><b>Existing Arrangements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In consultation with workers, negotiate on the agreement to use the current WHS Committee arrangements or any other agreed structure as individual Work Groups.</li> </ul> <p><b>New Request to Form a Work Group</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Within 14 days of receiving a request, commence negotiations with worker/s and/or their representatives, if asked by workers.</li> <li><input type="checkbox"/> Discuss items listed in Appendix E during the negotiation with worker/s and/or their representatives to determine the new Work Group.</li> </ul> <p><b>Once agreement has been reached between management and workers</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Formulate a written agreement on the determined Work Group arrangements.</li> <li><input type="checkbox"/> Notify the workers, as soon as practicable, of the outcome of the negotiations and of any work groups determined by agreement.</li> <li><input type="checkbox"/> Negotiate a variation to the agreement on Work Group arrangements at any time as needed to.</li> </ul> <p><b>In the case of failure of negotiation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ask Comcare to appoint an inspector to determine the Work Group arrangements for both parties.</li> </ul>
<p><b>Workers</b></p>	<p><b>When approached by management to consult and negotiate Work Groups</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the negotiation with management on deciding existing Work Groups.</li> </ul> <p><b>If workers request to have new Work Groups outside the existing Work Group arrangements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Raise a request in writing with the local area Director/Dean and Deputy Chief People Officer S&amp;W on the need for a new Work Group, their nature and how many HSRs are required for adequate representation.</li> <li><input type="checkbox"/> Participate in the negotiation with management on determination of the proposed new Work Group.</li> <li><input type="checkbox"/> Workers may also decide to have representatives to negotiate on their behalf, however, must raise this in writing to ask the management to negotiate with the preferred representative.</li> <li><input type="checkbox"/> Once agreement has been reached, negotiate a variation to the agreement on Work Group arrangements at any time as needed.</li> </ul>



	<p><b>In the case of failure of negotiation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ask Comcare to appoint an inspector to determine the Work Group arrangements for both parties.</li> </ul>
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### 3.20.3.2 HSR Nomination and Election

Responsible and Accountable Person	Actions Required
<p><b>Deputy Chief People Officer, S&amp;W</b></p> <p><b>WHS Manager, Safety Systems &amp; Audits</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain a list of currently elected Health and Safety Representatives in the University including their expiry of Terms of Office (3 years) and the Work Group they belong to.</li> <li><input type="checkbox"/> Provide <a href="#">Comcare</a> with the HSR List annually and notify of any changes.</li> <li><input type="checkbox"/> Display the up to date HSR list on the Health and Safety website.</li> </ul>
<p><b>WHS Manager, Safety Systems &amp; Audits</b></p> <p>As the Returning Officer for HSR Nomination and Election</p> <p>OR</p> <p><b>WHS Consultants S&amp;W</b> if the Senior Consultant Systems and Audit is not physically available (e.g. sick or on leave)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor the expiry of HSR Term of Office of HSRs monthly.</li> </ul> <p><b>HSR Nomination Process</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify all workers in a Work Group upon the expiry/vacancy of their HSR/s and call for nomination from all <b>eligible workers</b> [see definition] to nominate for the position of HSR.</li> </ul> <p>This is achieved via a standardised email (Appendix F.1) with HSR Nomination Form attached to the Local WHS Committee Chair, WHS Officers/Managers if appointed or Local WHS Committee Secretary to distribute the email to all workers in the Work Group.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow three weeks for the nominations of HSRs.</li> </ul> <p><b>At the conclusion of HSR Nomination Process</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Within 1 day, check if the number of nominations is the same as the number of HSR vacancies. <ul style="list-style-type: none"> <li>➤ If yes, all nominees become HSRs automatically; or</li> <li>➤ If no, initiate the HSR Election Process.</li> </ul> </li> </ul> <p><b>HSR Election Process</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Within 3 days of receiving the HSR nominations, arrange for facilities of election of HSRs using an online voting facility.</li> <li><input type="checkbox"/> Within 2 days after the HSR election facility has been arranged, notify all workers in the Work Group: <ul style="list-style-type: none"> <li>➤ The date on which the election is held (max 2 weeks after nomination closes);</li> <li>➤ The voting format and a link to the online voting facility; and</li> <li>➤ Process after the election.</li> </ul> </li> </ul> <p>This is achieved via a standard email (Appendix F.2) to the School/Service Division Directors and WHS Officers/Managers if appointed (or other management positions) which the Work Group is under, for them to distribute the email to all workers in the Work Group.</p> <p><b>At the conclusion of the HSR Election Process</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notify the newly elected HSR on their Terms of Office expiry, legislated powers and training entitlements via a standard email (Appendix F.3).</li> <li><input type="checkbox"/> Notify all workers in the Work Group of the elected HSR.</li> </ul>





	<p>This is achieved via a standardised email (Appendix F.4) to the Local WHS Committee Chair, WHS Officers/Managers if appointed or Local WHS Committee Secretary for them to distribute the email to all workers in the Work Group.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Where two nominations receive an equal number of votes and both are the highest number of votes, negotiate with all workers in the Work Group to determine further process. (e.g. a second vote between only those two nominees)</li> <li><input type="checkbox"/> Update the HSR list to maintain currency.</li> </ul>
<b>Workers</b>	<p><b>When notified of the vacancy of HSRs and Call for Nomination</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> May wish to nominate themselves, or other co-workers, if they wish, as the HSR for the Work Group.</li> <li><input type="checkbox"/> Complete the attached HSR Nomination Form and return to the Returning Officer - WHS Manager, Safety Systems &amp; Audits by the due date specified in the Call for Nomination.</li> </ul> <p><b>When notified of the HSR Election Process</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vote for the favoured candidate to represent themselves or all workers in the Work Group on the election date.</li> </ul>
<p><b>School Directors</b></p> <p><b>Service Division Directors</b></p> <p><b>College Deans</b></p> <p>This task may be delegated to a WHS Officer/Manager or any other suitable positions, if no WHS Officer/Manager is appointed</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute all emails in relation to HSR Nomination Process, HSR Election Process and HSR Election Outcome to all workers in the specified Work Group.</li> <li><input type="checkbox"/> Encourage workers to nominate for the vacant HSR position and to participate to vote for HSRs if applicable.</li> </ul> <p>Senior Management (e.g. Directors, School/General Managers) and WHS Officers/Managers/Consultants are not qualified for the HSR position.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NEVER appoint a worker to be a HSR. They can be encouraged to be nominated if they are also willing to be nominated for the position.</li> </ul>
<p><b>Local WHS Committee Chair</b></p> <p><b>Local WHS Committee Secretariat</b></p>	<p><b>If notified by Returning Officer that no nomination is received for a vacant HSR position</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call for an Area Representative from workers to be on the Local WHS Committee. This position is not a HSR and does not have legislative power as an elected HSR.</li> <li><input type="checkbox"/> If there are no nominations as an Area Representative, appoint a worker for the position if the committee identifies this to be beneficial. No election needs to occur for these positions.</li> </ul>

### 3.20.3.3 HSR Training and Development

Responsible and Accountable Person	Actions Required
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<p><b>Elected HSRs</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read and understand entitlements to attend and complete <a href="#">Comcare Approved HSR Training</a>.             <ul style="list-style-type: none"> <li>➢ Initial 5-day course; and</li> <li>➢ 1 day refresher course annually.</li> </ul> </li> <li><input type="checkbox"/> It is the HSR's decision on whether to attend the training.             <p><b>NOTE:</b> If HSRs do not attend the Training, they will not be able to exercise legislated powers such as issuing Provisional Improvement Notices, and cessation of work.</p> </li> <li><input type="checkbox"/> If a HSR decides to attend the Comcare Approved HSR Training, this is requested from the School/Service Division Director of the Work Group in the University's organisational structure.</li> <li><input type="checkbox"/> Attend any additional training required by the University.</li> </ul>
<p><b>School Directors</b></p> <p><b>Service Division Directors</b></p> <p><b>College Deans</b></p> <p>This task may be delegated to any management positions or a WHS Officer/Manager, but the Directors must maintain oversight of the progress.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Allow HSRs to spend sufficient time to perform their functions or to exercise their powers prescribed under <i>WHS Act 2011 (Cth)</i>.             <p>This time must be within the HSR's normal paid working hours and are entitled to receive pay for performing their normal duties during that period.</p> </li> </ul> <p><b>If requested by a HSR of a Work Group to attend the Comcare Approved HSR Training</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow the HSR time off to attend the Comcare Approved HSR Training at their normal pay as soon as possible within 3 months.</li> <li><input type="checkbox"/> Pay for the training using School/Division/College funds.</li> <li><input type="checkbox"/> It is NOT allowed to prevent or disallow an elected HSR from attending Comcare Approved HSR Training if they request.</li> </ul> <p><b>Other training</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify other training that is relevant to the HSRs on your Local Training Plan, for example, WHS Committee Members training if HSRs are on the WHS Committee.</li> <li><input type="checkbox"/> Monitor the completion and refresher of training in accordance with Chapter 3.3 requirements. There is no need to monitor the completion of HSR training.</li> </ul>

### 3.20.3.4 HSR Rights and Powers

Responsible and Accountable Person	Actions Required
<p><b>HSRs</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Practice HSR legislated powers within the elected work group.</li> </ul> <p><b>Cessation of Unsafe Work - ONLY FOR TRAINED HSRs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Direct and instruct workers to cease unsafe work which <b>exposes workers, HDR students or any other persons, to so serious and immediate or imminent risk</b> [See definition] of harm at any time with no need for prior consultation with the Management of the Work Group or going through the Agreed WHS Issue Resolution Process (Chapter 3.17).</li> <li><input type="checkbox"/> If direction to cease work under this circumstance is given, commence initiation of the consultation process with the Management of the Work</li> </ul>



	<p>Group or the Agreed WHS Issue Resolution Process (Chapter 3.17) immediately.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Direct and instruct workers to cease work with which there are <b>reasonable concerns</b> that workers, HDRs students or any other persons, are exposed to <b>a serious risk of harm, emanating from an immediate or imminent exposure to a hazard</b> [See definition], only after: <ul style="list-style-type: none"> <li>➤ Discussing and consulting with the School/Service Division Director or College Dean or their delegate; OR</li> <li>➤ Going through the Agreed WHS Issue Resolution Process (Chapter 3.17).</li> </ul> </li> <li><input type="checkbox"/> Inform the School/Service Division Director or College Dean or their delegate in writing of any work which workers have been directed to cease.</li> </ul> <p><b>Issuing <u>Provisional Improvement Notices (PIN)</u> - ONLY FOR TRAINED HSRs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Decide whether issuance of a PIN is appropriate after going through the Agreed Issue Resolution Process, if it is reasonably believed the School/Service Division/College: <ul style="list-style-type: none"> <li>➤ Is in breach of the <i>WHS Act 2011 (Cth)</i>; or</li> <li>➤ Has been in breach of the <i>WHS Act 2011 (Cth)</i> and is likely to continue to or repeatedly breach the Act in the Work Group represented by the HSR.</li> </ul> </li> <li><input type="checkbox"/> DO NOT issue a PIN if Comcare has already issued an Improvement Notice or a Prohibition Notice on the same matter to the University.</li> <li><input type="checkbox"/> Consult and discuss with the School/Service Division Director or College Dean before issuing a PIN.</li> <li><input type="checkbox"/> <u>Issue a PIN in writing</u> if required post consultation. <ul style="list-style-type: none"> <li>➤ A PIN may be issued to the entire School/Division, a college, an area (e.g. Laboratory, Workshop), a Director or worker.</li> </ul> </li> <li><input type="checkbox"/> Refer to Appendix G for other Rights and Powers HSRs have.</li> </ul>
<p><b>School Directors</b></p> <p><b>Service Division Directors</b></p> <p><b>College Deans</b></p> <p><b>Chief People Officer</b></p>	<p><b>Responding to a Cessation of Unsafe Work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> For any cessation of unsafe work received, delegate a WHS Officer/Manager, if appointed, or School/General Manager to lodge in Figtree as an incident.</li> <li><input type="checkbox"/> Immediately direct supervisors or line managers and WHS Officers/Managers, if appointed, to go through the Agreed WHS Issue Resolution Process (Chapter 3.17) with the worker and the HSR who ceased unsafe work.</li> <li><input type="checkbox"/> If the matter has gone through the Agreed WHS Issue Resolution Process but remains unresolved, direct the matter to Deputy Chief People Officer S&amp;W to contact Comcare to appoint an inspector to help to resolve the issue.</li> </ul> <p><b>DO NOT engage Comcare yourself.</b></p>



	<ul style="list-style-type: none"> <li>□ During the cessation of unsafe work, direct workers to conduct alternative works at the same or another workplace if safe and appropriate for the worker's competency until resolution.</li> </ul> <p><b>Responding to a Provisional Improvement Notice from HSRs</b></p> <ul style="list-style-type: none"> <li>□ If a PIN has been issued to a leader or any area/activity under their control, contact Deputy Chief People Officer, S&amp;W to discuss the next possible steps: <ul style="list-style-type: none"> <li>➤ <b>Comply with the PIN.</b> The recipient of a PIN must comply with it within the specified timeframe. Ensure all persons affected by the PIN comply with the during the specified timeframe; or</li> <li>➤ <b>Request for review from Comcare of the PIN within 7 days.</b> If the PIN is issued to a leader or their worker, they should request review with the assistance of the Deputy Chief People Officer Safety and Wellbeing.</li> </ul> </li> </ul> <p style="color: red;"><b>The operation of the PIN is stayed during the review until a Comcare inspector decides on the review.</b></p> <p style="color: red;"><b>All conditions of the PIN must still be complied with during the review.</b></p>
<p><b>Supervisors</b></p> <p><b>Line Managers</b></p>	<ul style="list-style-type: none"> <li>□ Follow the direction of School/Service Division Director or College Dean in responding to a cessation of unsafe work or PIN.</li> <li>□ In dealing with a cessation of unsafe work: <ul style="list-style-type: none"> <li>➤ Eliminate the hazards or unsafe work as a priority and where possible; and, or where not possible;</li> <li>➤ Manage the hazards or unsafe work in accordance with Chapter 3.1 Hazard Management AND implement higher, more effective controls to immediately reduce the risks to medium or low.</li> </ul> </li> <li>□ During the cessation of unsafe work: <ul style="list-style-type: none"> <li>➤ Ensure all identical tasks are stopped; and</li> <li>➤ Direct workers to conduct alternative works at the same or another workplace if safe and appropriate for the worker's competency until resolution.</li> </ul> </li> </ul>

<p><b>Supervisors</b></p> <p><b>Line Managers</b></p> <p><b>Any workers</b></p> <p>Who is the recipient (i.e. been issued with) a PIN from a trained HSR</p>	<p><b>Responding to a Provisional Improvement Notice (PIN) from HSRs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If the PIN is issued to a supervisor or any area/activity under their control, contact the School/Division Director and provide a copy of the PIN.</li> <li><input type="checkbox"/> Notify all workers/HDR students who may be affected by the issue of the PIN.</li> <li><input type="checkbox"/> Display a copy of the PIN in a prominent place at, or near, each workplace subject to that PIN until the PIN ceases to have effect.</li> </ul> <p>DO NOT intentionally remove, destroy, damage, or deface a PIN displayed during the period that the notice is in force.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>DO NOT IGNORE THE PIN.</b> Comply with the PIN conditions and take actions to address the issues mentioned in the PIN before the remedy timeframe.</li> </ul> <p><b>Failure to comply with the PIN during the specified timeframe is an offence.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Document actions in Figtree and attach relevant evidence to show completion.</li> <li><input type="checkbox"/> Advice and assistance may be sought from WHS Officers/Managers and professional advice from S&amp;W consultants, if needed.</li> <li><input type="checkbox"/> Take reasonable steps to inform the HSR who issued the PIN of the action taken to comply with and resolve the PIN.</li> </ul>
<p><b>Workers</b></p> <p><b>HDR students</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cease unsafe work if exposed to very serious and immediate or imminent risks or directed by a HSR.</li> <li><input type="checkbox"/> Notify a supervisor or line manager as soon as possible, and the School/Service Division Director or College Dean if you decide to cease unsafe work unless directed by a HSR.</li> <li><input type="checkbox"/> Remain available to conduct other suitable alternative work.</li> <li><input type="checkbox"/> Participate in the negotiation, consultation, or issue resolution process with the Management, if asked by a HSR or if not represented by a HSR.</li> </ul> <p><b>For works/tasks/activities without appropriate risk assessments but do not expose workers or others to very serious and immediate or imminent risks.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If a worker has full control of the tasks, conduct a risk assessment in accordance with Chapter 3.1 requirements.</li> <li><input type="checkbox"/> If a worker does not have full control, engage the supervisor to conduct a risk assessment in accordance with Chapter 3.1 requirements.</li> <li><input type="checkbox"/> If both the worker and supervisor refuse to conduct the risk assessments, the Agreed WHS Issue Resolution Process (Chapter 3.17) will be applied.</li> <li><input type="checkbox"/> Work cannot be ceased until after going through the Agreed WHS Issue Resolution Process.</li> </ul>

### 3.20.3.5 Monitoring and Review

Responsible and Accountable Person	Actions Required
<b>Workers</b>	<p><b>Removal of HSRs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If agreed by the majority of workers in a work group, a HRS can be removed if a written declaration is signed to state that the HSR is no longer representing the workgroup.</li> <li><input type="checkbox"/> Inform: <ul style="list-style-type: none"> <li>➤ The HSR being removed;</li> <li>➤ The School/Division Director or College Deans of which the Work Group is under;</li> <li>➤ WHS Manager, Safety Systems &amp; Audits and;</li> <li>➤ All members of the work group.</li> </ul> </li> </ul>
<b>HSRs</b>	<p><b>Resignation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Before resigning, consult with all workers in the Work Group represented on the resignation.</li> <li><input type="checkbox"/> Resign in writing to notify the following: <ul style="list-style-type: none"> <li>➤ All members of the Work Group represented;</li> <li>➤ Chair of the Local WHS Committee which the HSR is a member of;</li> <li>➤ The School/Division Director or College Deans which the Work Group is under; and</li> <li>➤ WHS Manager, Safety Systems &amp; Audits.</li> </ul> </li> </ul> <p><b>Minor Amendments and Removal of PIN</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> During the PIN, at any time, a HSR may: <ul style="list-style-type: none"> <li>➤ Make minor amendments to the PIN if it is to provide clarity, to correct errors or references or to reflect changes of address or other circumstances; and/or</li> <li>➤ Cancel a PIN by providing written notice to whoever the PIN is issued to.</li> </ul> </li> </ul>
<p><b>WHS Manager, Safety Systems &amp; Audits</b></p> <p>As the Returning Officer for HSR Nomination and Election</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Upon receiving notice on HSR resignation, HSR removal, HSR disqualification or the HSR ceases to be a worker of the Work Group, initiate the HSR Nomination Process in accordance with 3.20.3.2.</li> <li><input type="checkbox"/> Notify Local WHS Committee Chairs the outcome of HSR Nomination and Election.</li> <li><input type="checkbox"/> Update the HSR currency list and provide a copy to <a href="#">Comcare</a>.</li> </ul>
<p><b>School Directors</b></p> <p><b>Service Division Directors</b></p> <p><b>College Deans</b></p>	<p><b>Request to Review the Conditions of a PIN</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The determination may be made to request a review of the PIN by Comcare within 7 days after it is issued.</li> <li><input type="checkbox"/> If so, contact the Deputy Chief People Officer, S&amp;W to engage with Comcare for reviewing the PIN.</li> </ul>
<p><b>Local WHS Committee Chairs</b></p> <p><b>Local WHS Committee Secretariat</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Upon receiving notice on HSR resignation removal, send an email to the HSR to thank their contribution to the WHS of the Work Group.</li> <li><input type="checkbox"/> Wait for the HSR Nomination and Election outcome to invite the newly elected HSR to the Committee.</li> </ul>



	<p><b>If notified by Returning Officer that no nomination is received for a vacant HSR position</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Call for an Area Representative from workers to be on the Local WHS Committee. This position is not a HSR and does not have legislative power as elected HSR.</li> <li><input type="checkbox"/> If there are no nominations as an Area Representative, appoint a worker to the position if the committee identifies this as beneficial. No election needs to occur for these positions.</li> </ul>
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### 3.20.4 Record Management

Record needed	Where to Archive	Frequency to Archive	How long to keep
<b>WHS Committees</b>			
University WHS Committee Agenda, Minutes and Papers	ERMS-ANU-Governance-Committees-WHS Committees-University WHS Committee  Completed by S&W	Quarterly	10 years
Local WHS Committee Agenda, Minutes and Papers	ERMS-ANU-Governance-Committees-WHS Committees-Local WHS Committee	Quarterly	10 years
Email communications on forming new WHS committees requested by workers	ERMS-ANU-Governance-Committees-WHS Committees-Local WHS Committee  Completed by S&W	As conducted	10 years
Corrective Actions arising from WHS Committees and completion evidence	Figtree	As conducted	10 years
Consultation emails, notification of consultation outcome emails (not specified in other chapters)	Into relevant topics or projects or procedures	As conducted	Retain – No expiry
	ERMS-ANU-Human Resources-WHS-Element 3-3.20-Consultation		
Completed Records of Consultation (not specified in other chapters)	Into relevant topics or projects or procedures	As conducted	Retain – No expiry
	ERMS-ANU-Human Resources-WHS-Element 3-3.20-Consultation		
<b>HSR related</b>			
	Shared folder-WHSMS-Element 3-3.20-HSR	As conducted	5 years after expiry of Terms of Office

HSR Nomination, Election and Notification emails and forms	Completed by S&W		
	ERMS-ANU-Human Resources-WHS-Element 3-3.20-HSR		
Negotiation evidence of Work Group or forming new Work Group	Completed by S&W	As conducted	5 years after the Work Group no longer exist
	Shared folder-WHSMS-Element 3-3.20-HSR		
	ERMS-ANU-Human Resources-WHS-Element 3-3.20-HSR		
Written notification of cessation of unsafe work whether immediate or after consultation with management	Completed by S&W	As conducted	10 years after resolution
	Shared folder-WHSMS-Element 3-3.20-HSR		
ERMS-ANU-Human Resources-WHS-Element 3-3.20-HSR	Shared folder-WHSMS-Element 3-3.20-HSR-PIN	As received	10 years after the expiry of the PIN
Provisional Improvement Notice issued by a HSR	Shared folder-WHSMS-Element 3-3.20-HSR-PIN	As conducted	10 years after the expiry of the PIN
	ERMS-ANU-Human Resources-WHS-Element 3-3.20-HSR-PIN		
Resolution and evidence of the PIN	Shared folder-WHSMS-Element 3-3.20-HSR-PIN	As conducted	10 years after the expiry of the PIN
	ERMS-ANU-Human Resources-WHS-Element 3-3.20-HSR-PIN		

### 3.20.5 Definitions

**Cessation of Work - So serious and immediate or imminent risk of harm**, for the purpose of HSR Cessation of Unsafe Work immediately without the need to consult with the management, include any risks that are foreseeable to immediately or imminently lead to a death of a person or a serious illness and injury of a person or a dangerous incident [See Chapter 3.16 for definition]. See Appendix D.2 for a schematic flow chart.

**Cessation of Work - Serious risk of harm to a worker emanating from an immediate or imminent exposure to a hazard**, for the purpose of HSR Cessation of Unsafe Work after consultation with the management, include any serious risks of harm that are due to immediate or imminent exposure to a hazard. In this case, the HSR may only direct the cessation of unsafe work after consultation with the management of the Work Group or going through the Agreed Issue Resolution Process. See Appendix D.2 for a schematic flow chart.

**Consultation** is a two-way process between the University and workers where both parties:

- Communicate to each other about health and safety matters;
- Listen to each other's concerns and raise their own concerns;
- Seek and share views and information; and
- Consider what the worker's say before the University makes decisions.

Consultation does not mean telling workers about a health and safety decision or action after it has been taken. Consultation does not require consensus or agreement between workers but must allow workers to contribute to any health and safety decisions to be made in the University/College/School/Division.

**Eligible workers for HSR Nomination** in a Work Group include all workers who are members of that Work Group, except:

- Senior Management (e.g. School/Division Directors, Deputy Directors, Deputy Chief People Officers and School/General Managers);
- WHS Officers/Managers/Consultants/Advisors; and
- Any previous HSRs that are disqualified by a court or tribunal if satisfied that the HSR exercised a power or performed a function for an improper purpose or used or disclosed any information acquired by them for an improper purpose.

Other management positions (e.g. Lab managers or team leaders) may be eligible to be nominated as a HSR in their capacity as a worker of the Work Group and be elected by workers of the Work Group. However, these positions also hold specific WHS duties and hence they must be able to demonstrate clearly, if they are elected, in which cases they are performing their WHS duties as a manager and in which cases they are representing workers of the Work Group. They must be excluded from performing the HSR role if in anyway, any cases or any situations they may be involved in responding to workers on behalf of the University.

**Health and Safety Representatives (HSR)** mean the health and safety representatives elected under Part 5 of the *WHS Act 2011 (Cth)* for the Work Group to represent all workers of that Work Group on matters affecting their health and safety. HSRs can only be elected for the Work Group they belong to. The HSR holds a term of office for 3 years unless the HSR resigns; or cease to be a worker of the Work Group; or disqualified by a court or tribunal; or removed by the majority of workers of the Work Group.

**Local areas** mean Schools, Colleges, and Service Divisions of ANU.

**Local WHS Committees** are a series of consultative WHS Committees at the College, Portfolio and School levels. These committees can be established by the University's own initiatives or by the request from workers or HSRs in accordance with 3.20.2.3.1. These committees may or may not be on the University's WHS Governance Structure as per determined by University WHS Committee and if they do, the Chairs or a representative will be a member of University WHS Committee.

The functions of the Local WHS Committees include:

- To facilitate co-operation between the University and workers in instigating, developing, and carrying out measures designed to ensure the workers' health and safety at work;

- Assist in developing, if required, local specific rules (e.g. facility rules, lab rules, OGTR rules) and safe work procedures (e.g. afterhours work or bikes in office) in accordance with hazard management approach, relating to health and safety that are to be followed or complied with at the workplace. However, these committees are NOT developing, or assist in developing, its own WHS Management System or associated forms/templates;
- Implementing the University WHS Management System via the Handbook guidance; and
- Any other duties specified in the Charter of the Local WHS Committees and in the relevant WHS legislation.

**Supervisors** for the purpose of this chapter mean employees of ANU who have supervisory responsibilities of a person. This includes line managers and academic supervisors.

**University WHS Committee** is a management committee of the University established by its own initiative. It governs and makes decisions on key WHS matters for the University and is responsible for ensuring the implementation of the University WHS Management System alongside with its Charter.

**Welfare facilities** mean things provided for the welfare of workers, such as toilets, drinking water, washing facilities, dining areas, change rooms, personal storage and first aid.

**Workers** are anyone who carries out work for the University and includes staff, Visiting and Honorary Appointments (VaHA), volunteers, titleholders, affiliates, labour hiring workers, students gaining work experience and contractors of ANU. HDR students may be ANU workers depending on their role, but they are covered under the scope of this chapter.

**Work Group** means a group determined in accordance with *WHS Act 2012 (Cth)* Part 5 Division 3 Subdivision 2 to facilitate the representation of workers, negotiated between the University and its workers. A workgroup may be determined for workers at 1 or more workplace and may have 1 or more health and safety representatives.

### 3.20.6 Performance Measures

The University will use the performance measures listed below to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process in turn to determine the compliance with WHSMS. Local areas can use below as a guide to improve compliance

References	Performance Measures	Objective Evidence	Frequency	Indication of Success
3.20.1.1 a)	% of WHS Committees meets minimum composition requirements	Committee Minutes  Call for Nominations of	Quarterly	100% = success  Otherwise corrective actions

		Area Representatives		
3.20.1.1 a)	% of WHS Committees have run in the past quarter in accordance with minimum requirements (i.e. every 3 months)	Committee Minutes	Quarterly	100% = success  Otherwise corrective actions
3.20.1.1 b)	% of work groups having objective evidence showing how the work group has been determined	Committee Minutes	Annually	100% = success  Otherwise corrective actions
3.20.1.1 c)	% HSR nomination and elections are facilitated by S&W in accordance with the requirements of this Chapter	HSR Nomination and Election evidence	Quarterly	100% = success  Otherwise corrective actions
3.20.1.1 d)	% of WHS matters identified in this Chapter consulted with workers	Consultation emails  Notification of consultation outcome emails  Or  Consultation Record	Quarterly	100% = success  Otherwise corrective actions

### 3.20.7 Useful resources and links

<b>University documents</b>	<p><b>WHSMS Documents</b></p> <ul style="list-style-type: none"> <li>➤ <a href="#">Procedure: WHS Committees and Representatives</a></li> </ul> <p><b>Other relevant WHSMS Handbook Chapters</b></p> <ul style="list-style-type: none"> <li>➤ Chapter 2.2 Local WHS Plan</li> <li>➤ Chapter 3.1 Hazard Management</li> <li>➤ Chapter 3.2 WHS Inductions, Training and Supervision</li> <li>➤ Chapter 3.16 Incident and Hazard Reporting</li> <li>➤ Chapter 3.17 Raising and Resolving WHS Issues and Managing WHS Complaints</li> <li>➤ Chapter 4.1 Workplace Inspections</li> <li>➤ Chapter 4.2 Corrective Actions</li> <li>➤ Chapter 4.4 WHS Reviews and Reports</li> <li>➤ Chapter 5.1 Management Review</li> </ul>
<b>NAT Tool Reference</b>	<p><a href="#">National Self Insurer WHS Audit Tool (NAT CTH)</a></p> <p>Standards 3.3.9, 3.4.1, 3.4.2, 3.4.3, 3.4.5, 3.5.2, 3.6.3, 3.6.5, 3.9.5</p>
<b>Legislation</b>	<p><a href="#">Work Health and Safety Act 2011 (Cth)</a></p> <p><a href="#">Work Health and Safety Regulations 2011 (Cth)</a></p>



	<a href="#">Work Health and Safety (Work Health and Safety Consultation, Co-operation, and Co-ordination) Code of Practice 2015</a>
<b>Other links</b>	<a href="#">Comcare Health and safety representatives</a> <a href="#">Participating in effective health and safety committees - A guide for committee members</a> <a href="#">Information for health and safety representatives in the Commonwealth jurisdiction</a>