



Safety and health representatives

Quick reference guide

Website: www.dmirswa.gov.au

WorkSafe contacts -

Customer Help Centre: safety@dmirswa.gov.au

WorkSafe Community Education and Events: wsevents@dmirswa.gov.au

Phone: 1300 307 877

Address: Mason Bird Building, 303 Sevenoaks St, Cannington WA 6107



Resources Safety contacts -

Resources Safety: resourcessafety@dmirswa.gov.au

Phone: 08 9358 8002

Address: Level 2, 1 Adelaide Terrace,
East Perth WA 6004

Registration of safety and health representatives

The person who ran the election must complete and forward a Notification of Election Form to the appropriate division of the Department of Mines, Industry Regulation and Safety.

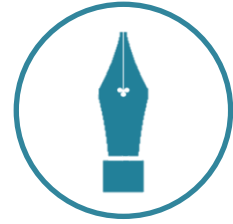
- General workplaces see the WorkSafe section of the website.
- Mining workplaces see the Resources Safety section of the website.

Please ensure that you use the correct form.



What does a safety and health representative do?

- Inspect the parts of the workplace they represent at agreed times (at least once a month.)
- Investigate accidents, injuries and serious hazards.
- Stay up to date with OSH information.
- Report hazards to their employer.
- Liaise with the safety and health committee (if the workplace has one.)
- Consult and cooperate with the employer and workers about OSH.



Safety and health representative training:

Safety and health representatives should attend a five-day accredited training course. The cost of the course is covered by their employer. A list of accredited training providers can be found on WorkSafe's webpage.

PINs

A PIN (Provisional Improvement Notice) can be issued by a safety and health representative who has completed the five-day training course. PINs can be issued when there is an OSH issue at the workplace. A PIN should only be issued when consultation between the safety and health representative and employer has failed to resolve an OSH issue. If possible, the safety and health representative should also consult with other safety and health representatives at the workplace. A safety and health representative can phone WorkSafe if they need assistance completing a PIN.



Employer duties to safety and health representatives:

- Give the safety and health representative information about hazards at the workplace.
- Allow a safety and health representative to attend meetings with a worker about OSH (if the worker requests this.)
- Consult with the safety and health representative about changes at the workplace that will affect OSH.
- Give safety and health representatives paid time off from their normal job to perform their functions as a safety and health representative and attend training.
- Notify safety and health representatives if there is an accident or injury at work.

Discrimination

It is an offense for an employer or prospective employer to disadvantage a safety and health representative. A safety and health representative who has been disadvantaged can lodge a claim with the Occupational Safety and Health Tribunal.