

Guide to WHS Resources - Health and safety representatives - Transcript

Want to know more about how you can help to keep Western Australia's workplaces healthy and safe? Perhaps you are looking for a resource to use in health and safety or toolbox meetings.

Welcome to the video series showcasing some resources developed by the department covering Western Australia's work health and safety laws.

This video will guide you through publications and animations that explain the role, powers, election and training for health and safety representatives under the Work Health and Safety Act.

Let's get started by going to [dmirs.wa.gov.au/worksafe](https://www.commerce.wa.gov.au/worksafe)

Click on 'Health and safety representatives' <https://www.commerce.wa.gov.au/worksafe/health-and-safety-representatives>.

Click on 'Health and safety representatives' <https://www.commerce.wa.gov.au/worksafe/health-and-safety-representatives-0>.

Click on the link 'health and safety representative powers, functions and rights' <https://www.commerce.wa.gov.au/worksafe/health-and-safety-representative-powers-functions-and-rights>.

Here you'll find brief outlines of:

- the powers of health and safety representatives
- training requirements for health and safety representatives and deputies
- the obligations for persons conducting a business or undertaking, or PCBU's
- provisional improvement notices
- stopping unsafe work

To find more information on how to conduct an election for health and safety representatives, go back to the health and safety representative's homepage

<https://www.commerce.wa.gov.au/worksafe/health-and-safety-representatives>.

Then click on the tile 'Electing a health and safety representative'

<https://www.commerce.wa.gov.au/worksafe/electing-health-and-safety-representative>.

Click on 'Electing health and safety representatives'

<https://www.commerce.wa.gov.au/worksafe/electing-health-and-safety-representatives>.

If you are about to elect a health and safety representative, this page has information on commencing the process, including:

- establishing work groups
- the election procedure
- terms of office
- deputy health and safety representatives and
- transitional provisions for those elected under superseded legislation.

Scroll to the bottom of the page to find other information such as the code of practice on work health and safety consultation, cooperation and coordination

<https://www.commerce.wa.gov.au/publications/code-practice-work-health-and-safety-consultation-cooperation-and-coordination>.

This code of practice further explains the involvement of health and safety representatives in the consultation process.

Under Additional resources, there are also links to templates and promotional material to assist you in promoting and conducting an election <https://www.commerce.wa.gov.au/publications/election-health-and-safety-representatives-templates-and-promotional-material>.

Click on Election of health and safety representatives link to find templates for:

- Call for health and safety representatives – Promotion, memo and nomination form https://www.commerce.wa.gov.au/sites/default/files/atoms/files/2a_template_1_-_call_for_shrs_-_promotional_spiel_memo_and_nomination_form.docx
- Ballot paper and certificate https://www.commerce.wa.gov.au/sites/default/files/atoms/files/template_3_-_ballot_paper_and_certificate.docx
- Successful applicant https://www.commerce.wa.gov.au/sites/default/files/atoms/files/template_4_-_succesful_candidate.docx
- Health and safety representative register https://www.commerce.wa.gov.au/sites/default/files/atoms/files/template_4_-_health_and_safety_representative_register5_2.xlsx

The additional resources section also has a wide range of posters

- This one promotes the role of health and safety representatives <https://www.commerce.wa.gov.au/publications/election-health-and-safety-representatives-templates-and-promotional-material>
- There is an editable poster that can be used to display who the health and safety representatives are for each work group <https://www.commerce.wa.gov.au/publications/your-health-and-safety-representatives-are>
- This poster lists ways in which managers and supervisors can support health and safety representatives <https://www.commerce.wa.gov.au/sites/default/files/atoms/files/mgtshreps.pdf>

The last three links support the following messages:

- Health and safety representatives are the key to healthier and safer workplaces https://www.commerce.wa.gov.au/sites/default/files/atoms/files/22873b_po_whshsrnominate.pdf
- Health and safety representatives – Let's all go home healthy and safe https://www.commerce.wa.gov.au/sites/default/files/atoms/files/22873a_po_whshsrnominate_02.pdf
- Health and safety representatives matter https://www.commerce.wa.gov.au/sites/default/files/atoms/files/22858_po_hsrepsthreewise_monkeys.pdf

Looking for a resource to use at your health and safety meeting? This snippet is from an animation on health and safety representatives. This animation and others on related topics such as “Consultation and representation”, “WHS and volunteer organisations”, “Introduction to the Work Health and Safety Act 2020”, “What is a PCBU?” and “What is reasonably practicable” can be found by clicking the link to WHS Animations under further reading on Electing health and safety

representatives webpage <https://www.dmirs.wa.gov.au/safety-regulation/work-health-and-safety-laws/whs-publications-and-resources/whs-publications-and-2>.

PCBU's must allow health and safety representatives and deputies to attend the five-day training course for health and safety representatives if requested.

To find out more about training, return to the Health and safety representatives home page <https://www.commerce.wa.gov.au/worksafe/health-and-safety-representatives>.

Click on Training <https://www.commerce.wa.gov.au/worksafe/training-1>.

Click on Training for health and safety representatives <https://www.commerce.wa.gov.au/worksafe/training-health-and-safety-representatives>

Here you will find your responsibilities in regards to training your health and safety representatives as well as a link to the list of accredited health and safety representatives training providers <https://www.commerce.wa.gov.au/worksafe/approved-health-and-safety-representative-training-providers>

To stay up to date we encourage you to:

- Subscribe to news alerts <https://www.commerce.wa.gov.au/worksafe/subscribe-worksafe-newsletters>
- Follow us on Social media
 - Twitter <https://twitter.com/WorkSafeWA>
 - LinkedIn <https://www.linkedin.com/showcase/worksafe-wa>
 - Facebook WorkSafe Western Australia (facebook.com)

Work health and safety is everybody's business. We all have a role to play in keeping our workplaces healthy and safe.