

This document provides guidance on the differing roles of Safety Officers and Health and Safety Representatives.

Safety Officers

Under the Occupational Health and Safety Act, employers have the responsibility to maintain a healthy and safe workplace. At Federation University, this responsibility falls on Deans and Directors to manage health and safety within their school, centre or directorate.

Safety Officers may be appointed by Deans and Directors to assist them in safety management within their department, for example in:

- Chairing the Health and Safety Implementation Team (HSIT) meetings
- Preparing the Annual OHS Plan
- Completing the Quarterly Reports
- Providing and maintaining an adequate number of wardens and first aiders and updating the Local Emergency Instructions
- Investigating incidents
- Conducting safety inspections
- Maintaining compliance e.g. registers of chemicals and portable electrical equipment, testing and tagging.

Training and support is provided through Risk, Health and Safety.

If no Safety Officer is appointed, the Dean or Director remains the Safety Officer by default.

Health and Safety Representatives (HSRs)

HSRs are elected by staff to represent them in Health and Safety matters under the OHS Act (2004). They play an important part in the consultative process between staff and management that is required under the Act. See:

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

HSRs are entitled to undertake a five-day training course approved under the Act and employers are required to give the time release and pay the cost of the course.

HSRs are normally elected for a period of three years. At the University they are members of the Health and Safety Implementation Team (HSIT) for the Designated Work Group they represent and attend the HSIT meetings (normally one per quarter). Some HSRs also serve as employee representatives on other committees such as the University Health and Safety Policy Committee or a Health and Safety Coordinating Team.

Warning – Uncontrolled when printed! The current version of this document is kept on the University website.