Health and Safety Representatives – Amendments to the Work Health and Safety Act 2011 (Qld)

This safety note provides clarity about amendments to the Work Health and Safety Act 2011 (Qld) related to Health and Safety Representatives (HSRs), and the implications for HSR arrangements at the University of Queensland.

From 1 July 2018, HSRs must attend training within six months of being elected to the role, with refresher training to be undertaken at three-yearly intervals. Existing HSRs who have not already undertaken the five-day training course will have until the end of 2018 to participate in the prescribed training. The current relevant PPL (2.10.05) has been reviewed and updated to incorporate the new legislative training requirements for HSRs.

It is not compulsory to have HSRs in UQ workplaces. Under the current Act, a HSR is only required upon request from the work group or its workers (s50). UQ has an obligation to establish HSRs where there has been a request for representation or where there has been a request for an election.

The Work Health and Safety Act (the Act) details the specific powers and functions of formal HSRs, and the obligations that UQ has for such arrangements must be enacted where a HSR is nominated or elected for a work group.

Local areas may encourage the nomination and election of HSRs but managers should not nominate or appoint HSRs – it is an entitlement of workers to nominate or elect HSRs.

Managers may nominate staff to the roles of Work Health and Safety Coordinators or OHS contacts to assist them in meeting management’s work health and safety responsibilities.

UQ is also required to provide the regulator with a list of HSRs and deputy HSRs for each work group. It is therefore timely for UQ’s Health Safety and Wellness Division to coordinate the update to UQ’s HSR register, and provide the updated register to the regulator.

What UQ managers need to do

UQ managers should review and, if necessary, confirm any HSR arrangements that may be in place and take appropriate action.

In the case that a HSR (and deputy HSR, if relevant) is in place for the local area, the local UQ manager should list the HSR name, contact details, and work area of responsibility on the survey here.

In summary,

1. Review the current arrangements in your area.
2. Only workers that have been nominated or elected by their work groups should be deemed to be HSRs. In this case, they have the powers and functions assigned to them according to s68 of the Act.

Additional Information

For further information, contact your local Work Health and Safety Manager/Coordinator, or the UQ HSW Division.

Contact the HSW Division: Phone: +61 7 336-52365 Email: hsw@uq.edu.au
3. Inform the Health, Safety and Wellness Division of your area’s HSRs (and deputies) so that they can be notified to the regulator.
4. Ensure the employer’s obligations to HSRs are met (including the new compulsory training requirements).
5. Update HSR (and Deputy HSR) details on an ongoing basis with the Health, Safety and Wellness Division using the form above, or by completing the WHS contact update form.

The update should be completed by **cob Friday 27 April 2018** in order for the UQ HSR list to be provided to the regulator.

Funding for the mandatory HSR training is usually to be sourced from the relevant organisational unit. The Work Health and Safety Regulator’s list of [Registered Training Organisations](#) can be used to access accredited HSR training courses. In order to assist meeting the new legislative requirements for compulsory training of HSRs, a small number of courses funded by the Health, Safety and Wellness Division will be conducted during the second half of 2018.

Further detail about Health and Safety Representatives can be viewed in the [UQ PPL 2.10.05 Work Health and Safety Representative Role and Function](#) and in the [Work Health and Safety Act 2011](#).

**Contact for Additional Information**
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Phone: +61 7 336 52365  
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