



## PP 3.11 Health and Safety Representative Role

### Summary

A Designated Work Group (DWG) is a group of employees who share similar workplace concerns and who experience similar health and safety conditions. In accordance with the Occupational Health and Safety (OHS) Act, the University of Melbourne has established DWG's in consultation with the University Occupational Health and Safety Committee (OHSC). The DWG's are reviewed and reorganized regularly.

The Department of Microbiology and Immunology (DMI) and the Microbiological Diagnostic Unit (MDU) together constitute a Designated Work Group of the Faculty of Medicine, Dentistry, and Health Sciences.

A Health and Safety Representative (HSR) (also called a Designated Work Group Representative) is an employee nominated and elected by members of a Designated Work Group to represent the members of the DWG in Occupational Health and Safety matters. The term of office for HSR positions is three years. For all DWGs, the University of Melbourne EHS Unit organizes scheduled HSR elections which are held every three years commencing 3 July 2006. The HSR for a Designated Work Group can exercise certain powers under the Occupational Health and Safety (OHS) Act 2004. For details of procedural requirements, refer to the EHS Manual Section 8, which can be found at <http://www.unimelb.edu.au/ehsm-new/8.html#8.1>

### Role

- Represent the members of the DWG concerning health and safety matters
- Monitor OHS measures taken to comply with the OHS Act 2004
- Enquire into matters that may impose a risk to the health and safety of any members of the DWG
- Attempt to resolve OHS issues concerning members of the DWG
- If necessary, exercise the powers given to HSRs under the OHS Act 2004 to ensure proper procedures are followed regarding health and safety within the DWG
- Is invited to attend the Departmental EHS Committee as an observer

### Qualifications and Training

The Health and Safety Representative role is a general position within a Designated Work Group. Individuals nominated for the position should preferably have knowledge of the work group activities and a general knowledge of EHS. The University EHS Unit organizes training for elected HSRs. On commencement of their term of office, an HSR must attend a 5-day Basic Occupational Health and Safety training course offered by the Victorian Trades Hall Council. During their term, an HSR may attend refresher training as required.

### Documentation

The current Health and Safety Representative for the DMI & MDU Designated Work Group is listed in the University of Melbourne EHS Manual, Appendix B Section B.3, which can be found at [http://www.unimelb.edu.au/ehsm/HSRs\\_list.pdf](http://www.unimelb.edu.au/ehsm/HSRs_list.pdf). Notices informing DMI & MDU employees of the name and contact details for their current HSR are prominently displayed in main walkways and congregation areas in the Microbiology Building.