



Health & Safety Representatives Procedure

Purpose

The purpose of this procedure is:

- To promote continuous improvement in health and safety through cooperation and collaboration between Unitec, its staff, and their representatives.
- For Unitec to meet the legislated requirement of the Health and Safety at Work Act 2015, (herein referred to as the HSW Act). The Unitec Council and CEO must:
 - Engage, so far as is reasonably practicable, with workers who carry out work for it and are directly affected, or likely to be directly affected, by a work health and safety matter.
 - Have practices that allow workers who work for Unitec to have reasonable opportunities to participate effectively in improving work health and safety in the organisation on an ongoing basis. These are known as worker participation practices.

Scope

This agreement applies to all Unitec workers involved in academic and professional activities and is to be read in conjunction with other health and safety provisions contained in collective or individual agreements and Unitec policy and procedures.

Number of Health and Safety Representatives

- There shall be the opportunity for one Health and Safety Representative for each full hundred, (ratio 100:1), employees.
- If there are fewer than 100 employees working in a separate location, there may be a Health and Safety Representative for that location.

Health and Safety Representative Nominations

- The position of Health and Safety Representative can be through self-nomination or nomination by managers/Heads of School or outgoing Health and Safety Representative.
- An individual may serve as a Health and Safety Representative for successive terms, without any limitation as to the number of terms.

Filling Vacancies

- If no person is nominated by the outgoing representative, the Head of School/manager for the area may nominate someone to take over the position.

Health and Safety Representative Training

- Each Health and Safety Representative is expected to attend a Unitec Health and Safety Representative training session as soon as practicable after taking over the position.

- They should also familiarize themselves with Unitec's Health and Safety program including strategies, policies and procedures, and management systems and training.
- They are also expected to familiarize themselves with Health and Safety legislation, regulations, codes of practice, guidelines, and industry standards pertaining to hazards and concerns in their area.

Functions of Health and Safety Representatives

Each Health and Safety Representative has the functions contained in the Health and Safety at Work Act 2015. Those functions are:

- Representing and supporting staff in their School/Department with respect to health and safety matters.
- Investigating complaints about health and safety issues in consultation with managers and affected persons.
- Investigating hazards in the workplace and making recommendations for their management.
- Monitoring measures taken to manage health and safety hazards.
- Providing feedback to the Director of Infrastructure Operations about health and safety compliance.
- Participating in the review of existing or development of new Unitec Health and Safety strategies, policies, procedures, and management systems and training.
- Actively participating in the Health and Safety Representative committee meetings, other health and safety forums, and health and safety activities.
- If consent is given by the affected persons to do so, supporting injured staff members in relation to their rehabilitation and return to work.
- Maintaining confidentiality on personal health information in accordance with the Health Information Privacy Code 1994 and not disclosing personal information in accordance with the Privacy Act 1993 and Unitec's Privacy Policy.

If trained at an appropriate level, (either training received under the previous ACT, or trained to NZQA Unit Standard 29315), Health & Safety Representatives have additional powers. These include:

- Issuing Provisional Improvement Notices to line managers to address a health or safety problem
- Directing staff to cease work that would expose them to serious risk arising from an immediate or imminent exposure to a hazard. This supports the existing right for a worker to cease work in this situation.

Health and Safety Representatives Workload

The Head of School/Director/General Manager shall ensure that the Health and Safety Representatives in the School/Department have sufficient time and resources to undertake the role effectively.

Health, Safety and Environmental Improvement Groups

- Health, Safety and Environmental Improvement Groups may be established if required by a School.
- The procedures for these committees will be determined by the members.

- Each Health and safety Representative shall automatically become a member of their Schools Health, Safety and Environment Improvement Group.
- The effective functioning of each Health, Safety, and Environmental Improvement Group relies on:
 - Employee participation, management commitment and participation, and the advice of technical experts on hazard/risk management.
- If a Health and Safety Representative considers a matter has not been effectively attended to, the matter shall be referred in writing firstly to the Director of Infrastructure Operations and then if still unresolved within the agreed timeframes, it will be escalated to the Executive Leadership Team.

Frequency of Meetings

- The Health and Safety Representative Committee shall meet regularly – at least once every three months.
- The Health and Safety Representative Committee shall also meet at any other reasonable time, on the request of a majority of members of the committee.
- An accurate set of minutes is to be provided after each meeting and distributed to all committee members for communication to staff.

Definitions

Term	Means
Worker	<ul style="list-style-type: none">• A worker is an individual who carries out work in any capacity for Unitec.• A worker may be an employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker, (including a homeworker), an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker.• Workers can be at any level, (e.g. managers are workers too).
Health and Safety Representative	<ul style="list-style-type: none">• A person elected to represent the views of employees in relation to health and safety.

Term	Means
Engagement	<ul style="list-style-type: none"> • Effective engagement involves Unitec increasing its workers' awareness of health and safety and drawing on the workers' knowledge and experience of health and safety to make better decisions. Engagement with workers is required in relation to work health and safety matters in the following circumstances: <ul style="list-style-type: none"> ▪ Identifying hazards and assessing risks to work health and safety ▪ Making decisions about ways to eliminate or minimise those risks ▪ Making decisions about the adequacy of facilities for the welfare of workers when proposing changes that may affect the health and safety of workers ▪ Making decisions about procedures for the following: <ul style="list-style-type: none"> ➢ Engaging with workers ➢ Monitoring the health of workers ➢ Monitoring the conditions of workplaces under the management or control of the Board/ECE ➢ Providing information and training for workers ▪ When making decisions about the procedures, (if any), for resolving work health and safety issues ▪ When developing worker participation practices, including determining workgroups • Unitec must give workers a reasonable opportunity to express their views and contribute to the health and safety decision-making processes. The Unitec Council and CEO must take workers' views into account and advise them of relevant outcomes in a timely manner.
The HSW Act	The Health and Safety at Work Act 2015

Reference Documents

- [Unitec's Health and Safety Policy](#)
- [Unitec's Privacy Policy](#)
- [Privacy Act 1993](#)
- [Health and Safety at Work Act 2015](#)
- [Health and Safety at Work \(Worker Engagement Participation and Representation\) Regulations 2016](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)

Approval Details

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