

## **FAQ for H&S Representative Process**

Unitec is committed to ensuring staff participation and engagement in how our workplace functions. In line with this, we are calling for Health and Safety (H&S) Representatives to serve on our H&S Committee.

If you believe that you will be effective in this role, please send through your expression of interest by Friday 9<sup>th</sup> July 2021 at 4:30pm.

Please find below the FAQs to help with any questions you may have or receive.

**Q. Who can send through an expression and what does it involve?**

- A. Any person permanently employed by Unitec is eligible to send an expression of interest for the vacancies in their designated work areas. To be considered as a representative, you must work for a sufficient amount of time to carry out the assigned duties.

You need to be a champion of safety, act responsibly and safely in all workplace activities and set a good example. You will want to educate and communicate to staff about personal safety and awareness of appropriate safe behaviours and expectations. We want you to proactively raise issues, concerns, and opportunities for improvement with your line managers, this also involves looking for practical solutions and outcomes.

Our H&S Committee meets monthly.

**Q. If I am already a H&S Representative do I need to send through my expression of interest?**

- A. Yes, please follow the expression process.

**Q. How does the expression process work?**

- A. An expression of interest must be sent through by the staff member who wishes to put their name forward as a H&S Representative.

**Q. What happens if only one person submits interest for a designated School/Support Service?**

- A. If there are less expressions than vacancies for that work area, election will be automatic to the role of H&S representative.

**Q. What happens if there are more expressions than vacancies in my School/Support Service?**

- A. If there are more expressions for each School/Support Service than the number of vacancies, an election will be held. Further details will be provided about the election process.

**Q. Can I send an expression for someone else?**

- A. The staff member who is interested in the H&S Representative role has to send through the expression of interest.

**Q. What is the process?**

- A. Expressions of interest will only be accepted by email to the address indicated and by the date of Friday 9<sup>th</sup> July 2021 at 4:30pm, to be considered.

**Q. What training will I receive to be a representative?**

- A. Training will be provided on Health and Safety policy, practices, and procedures. You will be expected to attend this training and commit to be a representative for your designated School/Support Service.

**Q. Expression process?**

- A. For those staff members that we receive an expression of interest from, this will be considered and we will let you know next steps by Thursday 15<sup>th</sup> July 2021.

For the Schools/Support Services that we receive more than one expression of interest for the positions available, you will be advised of this and an election will be held. Further details will be provided about the election process.

**Q. Time commitment**

- A. We expect you would spend one hour per week (including 1 x 1 hour meeting per month).

**Q. What would I be expected to do as a H&S representative?**

- A. Some examples of the role requirements are below:
- Attend H&S Committee meetings and training sessions.
  - Representing and supporting staff in their School/Department with respect to H&S matters.
  - Investigating complaints about H&S issues in consultation with managers and affected persons.
  - Investigating hazards in the workplace and making recommendations for their management.
  - Monitoring measures taken to manage H&S hazards.
  - Providing feedback to the H&S Advisors/Manager about health and safety compliance.

- Participating in the review of existing or development of new Unitec H&S strategies, policies, procedures, and management systems and training.
- Actively participating in the H&S Representative committee meetings, other health and safety forums, and 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.