**Role Statements: HSR & HSC at St Pius**

**Health and Safety Representative (HSR)** - The role of the HSR at St Pius X HS Adamstown is to facilitate the flow of information about health and safety between the Principal (officer) and the school staff (workers) in our single work group.

The HSR represents workers on health and safety matters through ongoing consultation and cooperation between the workers of our single work group and the officer.

The powers and functions of an HSR are to:

* represent workers in the work group on work health and safety (WHS) matters
* monitor WHS actions taken by the officer or PCBU (CSO/Diocese)
* investigate WHS complaints from workers of the work group
* look into anything that might be a risk to the WHS of the workers they represent.

Our current HSR, Mark Pearce, has completed approved HSR training, and can exercise additional powers:

* to direct unsafe work to stop when they have a reasonable concern that carrying out the work would expose a worker to a serious risk
* to issue a 'Provisional Improvement Notice' (PIN) when they reasonably believe there is a contravention of the *Work Health and Safety Act 2011* (WHS Act).

Here at St Pius, by agreement of workers, officer and current HSR, the HSR manages the WHS Helpdesk and ensures that day-to-day notifications of WHS issues are attended to promptly. We note here that this duty is beyond the usual role description for an HSR and would need to be negotiated with any future HSR.

**Election of HSR**

Election of HSR will occur at the start of each year. Any worker is eligible to put themselves forward or to be nominated for the HSR position.

**Health & Safety Committee (HSC)** – The functions of the HSC under the WHS Act are as follows. The committee should:

1. Facilitate co-operation between the officer & workers to instigate, develop & carry out health & safety measures.
2. Help develop health & safety standards, rules and procedures to be complied with at the workplace.
3. Perform such functions as prescribed by the Regulation or agreed between the officer and the committee.

**Difference Between Roles of HSR and HSC** – The HSR is focussed on dealing with specific health and safety issues relevant to the workgroup they represent – they solve issues as and when they arise. The HSC on the other hand is the forum for consultation on the management of health and safety across the whole workforce. It is a more strategic role to help plan and achieve WHS performance improvements. Note that no training is needed by HSC members. Any member of staff may join the HSC at any time.

The current membership of the HSC is available on the WHS page of the school website in Element 3 Consultation.

Bob Emery

**Principal**