

## Dispute avoidance and settlement procedure for Health & Safety Representatives (HSRs)

Note: An elected and trained HSR may exercise their powers in accordance with the [WHS Act 2012](#) at any time (including contacting SafeWork SA to seek advice and guidance on the matter, issue a Provisional Improvement Notice (PIN) or direct the cessation of unsafe work), however where the exercising of that power requires them to consult, HSRs should attempt Stage 1 of this process.

### Stage 1

Safety issues of concern identified by the HSR should be raised with the relevant supervisor/manager for consideration and response.

**Note:**

- The issue must be reported in the [HSW Online Reporting System](#) by a worker or the HSR
- Once reported, local HSW Officer's investigate, consulting with the workers and their representatives, and provide advice and recommendations to the relevant supervisor/manager to eliminate or minimise the risk from the identified hazard/s.

Should the actions taken by the supervisor/manager not resolve the safety issue and the HSR reasonably believes a risk to health and safety still exists, move to Stage 2.

### Stage 2

Safety issue/s, not resolved by Stage 1, should be raised by the HSR to the relevant Head of School or Branch for consideration and response.

**Note:**

- Additional advice may be sought from competent external persons
- Either party may be assisted or represented by a person nominated by that party
- Either party may make a request to SafeWork SA for advice
- If the Head of School/Area was the supervisor that considered the HSW matter under Stage 1, then move to Stage 3.

Should the actions taken by the Head of School/Branch not resolve the safety issue and the HSR reasonably believes a risk to health and safety still exists, move to Stage 3.

### Stage 3

Safety issue/s, not resolved by Stage 2, should be raised by the HSR to the Executive Dean/Director for final resolution.

**Note:**

- Where requested by the Executive Dean/Director, the issue and all relevant documentation relating to the HSW issue raised will be reviewed by the HSW Central team, relevant parties **consulted**, and a report with recommendations provided for the Executive Dean/Executive Director to consider.

The Executive Dean/Executive Director will advise the HSR of their decisions and any subsequent actions in writing.

## MATTER RESOLVED

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