This resolution flow chart applies to resolving health and safety issues—that are not an immediate risk to the health & safety of workers, students or others.

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.

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

Note:
- The issue must be reported in the FlinSafe system by a worker or the HSR.
- Once reported, the WHS unit will investigate, consulting with the workers and their HSR, 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 Worker or HSR reasonably believes a risk to health and safety still exists, move to Stage 2.

Safety issues, not resolved by Stage 1, should be raised to the relevant Senior Manager (Director College Services (DoC) or Portfolio Head) for consideration and response.

Note:
- Additional advice may be sought from the WHS Unit
- If it cannot be resolved by the Senior Manager then the issue should be escalated to the relevant Portfolio Head or Vice President Executive Dean of College.
- The issue should be referred to the next College/Portfolios Health and Safety Committee meeting.

Note -Either party (i.e. Management or worker) may make a request to SafeWork SA for advice.

Should the actions taken not resolve the safety issue and the worker or HSR reasonably believes a serious risk to health and safety still exists, move to Stage 3.

Serious Safety issue/s, not resolved by Stage 2, should be raised with the HSR (if not already involved) for resolution by raising the issue for consideration and response by:

- Escalating to the University Health & Safety Committee
- Escalating to the Vice President (Corporate Services) (VPCS).

Note
- The Health & Safety Committee or VPCS will advise the HSR of their decisions and any subsequent actions in writing.
- A trained HSR has the option of issuing a Provisional Improvement Notice and requesting further investigation by the relevant Regulator (e.g. SafeWorkSA, WorkSafeNT).