

Doc PHSC 8

|  |
| --- |
| **Health & Safety Resolution Flow Chart** |

**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](https://www.legislation.sa.gov.au/lz/c/a/work%20health%20and%20safety%20act%202012.aspx) 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 should be raised with the relevant supervisor/manager for consideration and response.**

**Note:**

* The issue must be reported in the [FlinSafe system](https://flinsafe.powerappsportals.com/) 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.**

**Stage 3**

**Safety issue/s, 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.**

**Health & Safety Issue Resolved**

**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).**

**Stage 2**