

WHS REPRESENTATIVES PROCEDURE

OVERVIEW

This procedure outlines the responsibilities, actions, methodologies and support required for Perkins Builders to meet its legislative obligations relating to Workplace Health and Safety (WHS) Representatives, including the process for the election of WHS Representatives where requested or where it is considered beneficial to support continual improvement of WHS management and performance.

RESPONSIBILITIES

Directors / Senior Management	Ensure compliance with WHS legislative requirements relating to WHS Representatives. Support the establishment of WHS Representatives and Safety Committees where required or beneficial. Provide adequate resources for elections, training and participation.
HSE Team	Ensure compliance with WHS legislative requirements relating to WHS Representatives. Manage WHS Representative elections, notifications and records. Coordinate required training and provide ongoing support.
Managers / Supervisors	Consult with WHS Representatives and address WHS issues raised.
HR	Process and maintain training records.
WHS Representatives / Safety Committee Members	Represent workers, participate in WHS activities, and report hazards. Perform functions in line with the WHS Act.
Workers	Participate in elections and raise WHS concerns through representatives.

1. ELECTION OF WHS REPRESENTATIVES

Procedure:

Electing WHS Representatives is required when:

- An employee requests that an WHS representative be appointed.
- An employer requests one to be appointed.
- The local state authority (WorkSafe) instructs the appointment.

The process for electing an WHS representative is:

- The HSE Team will call for interested candidates.
- All candidates will be employees.
- If there is more than one interested candidate an election shall be held by secret ballot.
- If there is only one candidate, then an election is not required.
- Within 5 working days of election the HSE Team is to notify WorkSafe WA of the Safety and Health Representative's appointment.
- Safety committee representatives shall be communicated to all relevant stake holders including employees and management.

2. TRAINING FOR ELECTED WHS REPRESENTATIVES / SAFETY COMMITTEE MEMBERS

Procedure:

Safety Committee Member

Internal training will be provided for Safety Committee members and will be conducted within 4 weeks of election.

Training will be organised at a time suitable to the organisation but within 4 weeks of being elected.

A [Training Request \(Form 806\)](#) will be completed by the HSE Team and forwarded to the HR Department for processing in accordance with the [Human Resources Procedure \(Procedure 80\)](#).

Internal training provided will comprise of the following:

- Maintaining & Improving site standards
- Perform internal audits
- Provide expert advice
- Reporting

Safety & Health Representatives

Training will be organised at a time suitable to the organisation but within three months of being elected.

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A [Training Request \(Form 806\)](#) will be completed by the HSE Team and forwarded to the HR Department for processing in accordance with the [Human Resources Procedure \(Procedure 80\)](#)

Training will be provided by a registered training organisation (RTO) / VET in accordance with the Workplace Health and Safety Act 2020.

3. RESPONSIBILITIES OF ELECTED SAFETY & HEALTH REPRESENTATIVES

Procedure:

The following is a list of functions of the WHS Representatives:

- Inspect the workplace in consultation with the employer.
- Keep informed of the latest safety and health information supplied by the employer.
- Assist in accident, incident and hazard investigations where required and safe to do so.
- Provide WHS information to employees when requested.
- Report any potential accident, incident or hazard which any person may be exposed to using the appropriate documentation.
- Attend the safety committee meetings and refer matters which need, to be considered to the committee.
- Consult and cooperate with department management on all safety and health matters.
- Issue provisional improvement notices.
- Accompany a work authority inspector if requested.

4. PROVISIONAL IMPROVEMENT NOTICE

Procedure:

A qualified WHS Representative may issue a provisional improvement notice when they believe that a person has breached his/her obligations under the Act.

Provisional improvement notice may only be issued:

- In relation to a workplace that is represented by the safety and health representative.
- After the WHS Representative has consulted with the person who will receive the notice and with other WHS Representatives if they are available.

5. RECORDS

Procedure:

The HSE Team is responsible for maintaining a record of all requests, nominations and committee meetings documentation.

LINK TO SUPPORTING DOCUMENTS

- [Training Request \(Form 806\)](#)
- [Human Resources Procedure \(Procedure 80\)](#)

REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety Regulations 2022