

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](#) 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](#) 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 2

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.

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).

Health & Safety Issue Resolved