4.04 Resolving OHS Issues

Overview

In accordance with NSW OHS Legislation, the University is required to provide adequate systems to ensure that when matters with OHS implications are presented in the workplace, they are managed in an effective and timely manner. The NSW OHS legislation specifies when consultation must take place and provides guidelines on consultation structures. UNE has a consultative structure consisting of OHS representatives, OHS Working groups and an OHS Strategic Committee.

At UNE it is recommended that staff members who identify a safety concern, discuss their concerns with their supervisor.

In most cases, after consulting with staff that are affected by the OHS implications of new systems or modifications to existing systems, there is agreement with staff to the application of risk control measures.

However, it can be expected that from time to time there will be strong conflicting views between staff members on how an OHS matter should be managed. When this occurs, these guidelines will be applied to ensure it is resolved in an equitable and timely fashion.

Scope

4.04.1 These guidelines apply to the management of OHS matters, where a safety matter needs to be addressed or where there is a disagreement between any two or more staff members on a matter with OHS implications.

4.04.2 It is not to be used, or seen to be, under any circumstances, a method for settling grievances.

4.04.3 Staff members reserve the option of consulting with, or being represented an authorised officer, however the Authorised officer must act in accordance of these guidelines .

Process

4.04.4 Staff members who identify a safety concern need to discuss their concerns with their supervisor.

4.04.5 If the supervisor is not available, it is recommended that the staff member contacts other line management or the OHS Unit.

4.04.6 If the concern is related to maintenance the staff member may telephone Facilities Management Services or email ef-maint@une.edu.au

4.04.7 OHS matters shall be managed appropriately depending on the significance of the risk of harm and urgency in resolving the matter.

4.04.8 An “issue” is considered “not resolved” when a staff member(s) that is affected by the OHS implications of a matter is not satisfied that the management of the risk(s) are appropriate.

Procedures

4.04.9 In resolving an OHS issue, the attached flow chart (**4.04.12**) will be followed, with the following considerations:

4.04.10 Where an Employee OHS representative that represents the staff member is not available, the matter will be directly referred to the OHS Officer, or if not available, the Director, HRS.

4.04.11 Where the Chair of the Working Group Committee ,is not available, the matter shall be referred to the Deputy-Chair, of the Working Group .OHS Committee. If both the Chair and Deputy-Chair are not available, the matter may be referred to any Employee OHS representative.

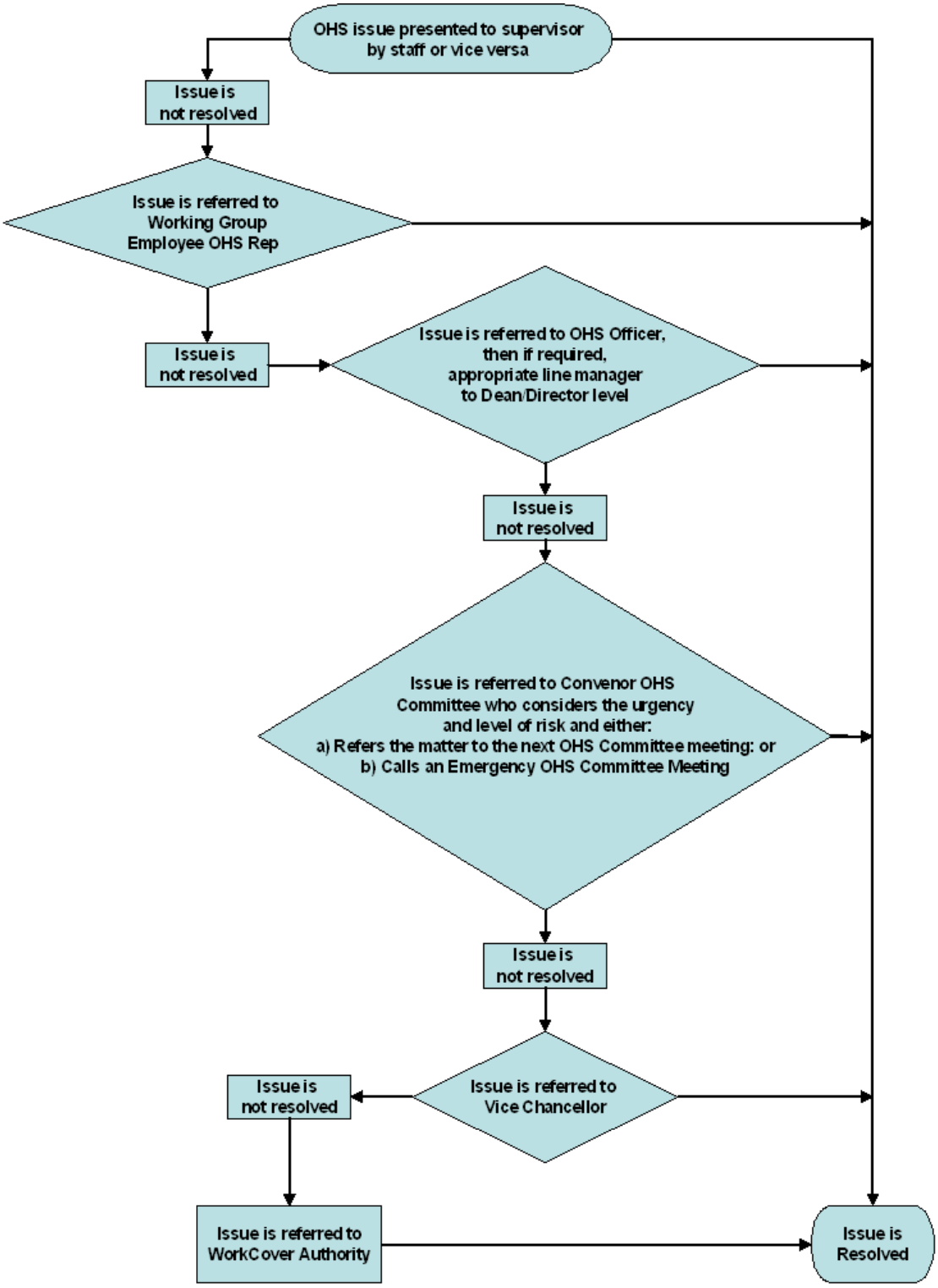
4.04.12 When an issue is referred to the OHS Working Group Committee, the Committee will in accordance with the decision-making procedures of the Committee’s Constitution determine the most appropriate course of action in managing the matter.

4.04.13 If the issue can not resolved the Working group may refer the matter to the OHS Strategic Committee for resolution.

4.04.14 Only when there are clearly strong conflicting views between the OHS Strategic Committee’s Health and Safety representatives (HSR) Employee OHS representatives and Management representatives shall the matter be referred to the Vice-Chancellor.

4.04.15 The Vice Chancellor shall make a decision on the matter. Where the OHS Strategic Committee HSR are not satisfied with the response provided by the Vice-Chancellor, the OHS Strategic Committee Chair may contact the NSW WorkCover Authority to have the matter resolved. The OHS Strategic Committee Chair shall advise the Vice-Chancellor of the decision prior to contacting the NSW WorkCover Authority.

4.04.16 Flow-Chart procedure for resolving OHS Issues.



Further Information

Occupational Health and Safety Unit

Human Resource Services ext. 3232

E-mail: ohs@pobox.une.edu.au

References

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

RMO Document No. D08/94408 amend

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