

Managers checklist to support health and safety representatives

Queensland public sector managers have legal obligations under the [Work Health and Safety Act 2011](#) and the [Work Health and Safety Regulation 2011](#) to consult, represent and participate in work health and safety. As well as facilitating effective employee engagement, managers must support health and safety representatives (HSRs) to perform their role.

Use this checklist to facilitate discussion with your HSR and ensure appropriate support is in place.

Balancing workloads	Resources, facilities, equipment and technology
<ul style="list-style-type: none"> <p>Reach agreement about how workloads will be managed.</p> <p>Duties may need to be re-assessed and changes negotiated to ensure work demands are managed and employee wellbeing is considered. How does your HSR want to be involved? Does work need to be re-organised to allow time to be given to the HSR function?</p> <p>Support participation in formal and informal consultation processes.</p> <p>Identify together where additional time or resources may be required to support HSR participation in consultation processes such as communities of practice, committees, working groups and training.</p> <p>Agree on communication practices.</p> <p>How will you ensure effective communication to ensure you are kept informed of important health and safety issues or activities, and any impacts to service delivery? Put in place regular check-ins.</p> <p>Set a review period and check in regularly to make sure agreed arrangements are working.</p> <p>If not, discuss what adjustments might be needed. Come from a position of 'how can we make this work?'</p> 	<ul style="list-style-type: none"> <p>Decide together if the right support is in place.</p> <p>Consider the work environment and needs of the work group. What is already in place? Here's a list of what may constitute a reasonable request to support the HSR in performing their role:</p> <ul style="list-style-type: none"> – Computer with internet and email access. – Access to telephone or similar software for calls and meetings. – Access to a private room for discussions or interviews. – Access to a room for work group meetings. – Facilities for photocopying and secure filing, including access to lockable cabinet or secure file location if needed. – Access to noticeboards, digital noticeboards or other relevant communication platforms. – Access to transport or travel expenses to commute between workplaces when performing the HSR function if required. – Other considerations to support delivery of the HSR role.

Other considerations and support

- **Support prescribed training.**

HSRs must complete prescribed training within three months of their appointment. Discuss when this will occur to best suit the team and the HSR. Support time off work to attend training and development and arrange for your agency to pay training fees and other reasonable costs associated with attending the training.

- **Support performance development.**

Support your HSR to develop in the role through positive management conversations and processes.

- **Encourage networking.**

Support connection with other HSR representatives, committee members and those with a role in the safety management system to support a sense of purpose, and to facilitate sharing of information and best practice.

- **Discuss how information will be shared.**

Discuss and reach agreement on how the HSR will be visible in the workplace. How will health and safety, and their role be promoted? What opportunities are there to build positive working relationships with the work group and management?

- **Ensure you are aware of relevant policies and procedures.**

Managers and HSRs must be aware of the relevant policies and procedures in your agency, including any procedures for consultation, governance arrangements and how to escalate issues. Document this and ensure it is communicated within your work group.

- **Ensure you understand the role of unions.**

Unions can have an additional role in the HSR consultation model, including work group negotiation, assisting a HSR in the workplace, and issue and dispute resolution. Discuss what this looks like for your work group and worker rights to be represented in health and safety.
