APPENDIX C. ISSUE RESOLUTION PROCESS

OCCUPATIONAL SAFETY AND HEALTH ISSUE RESOLUTION PROCESS

RESOLUTION OF SAFETY AND HEALTH ISSUES

Section 24 of *Occupational Safety and Health Act 1984* requires that there be a process agreed between employer and employees.

EMPLOYEE

Identifies issues and reports to their principal/line manager and/or occupational safety and health (OSH) representative (if one exists).

SCHOOLS AND REGIONAL OFFICES

PRINCIPAL AND OSH REPRESENTATIVE

Attempt to resolve issue. Involve workplace OSH Committee where possible. Principal to provide feedback on the outcomes of investigations and intended action to the person concerned. If required, the OSH representative may issue a Provisional Improvement Notice (PIN) after consultation with the principal and any other workplace OSH representative. OSH representative to feedback to colleagues at all stages of issue resolution. If there is no resolution, either principal or OSH representative may, in the first instance, refer the issue to the OSH Unit. If the matter remains unresolved, it may then be referred to the Regional Executive Director.

DIRECTOR OF EDUCATION

Director of Education works with principal and OSH representative to resolve the issue. If there is no resolution, any of the parties mayrefer the matter to the Deputy Director General Student Achievement.

DEPUTY DIRECTOR SCHOOL ACIEVEMENT

If there is no resolution, any of the above parties may refer the matter to WorkSafe WA.

OTHER WORKSITES

LINE MANAGER AND OSH REPRESENTATIVE

Attempt to resolve issue. Involve workplace OSH Committee where possible. Line manager to provide feedback on the outcomes of investigations and intended action to the person concerned. If required, the OSH representative may issue a Provisional Improvement Notice (PIN) after consultation with the line manager and any other workplace OSH representative. OSH representative to feedback to colleagues at all stages of issue resolution. If there is no resolution, either Line Manager or OSH representative may, in the first instance, refer the issue to the OSH Unit. If the matter remains unresolved, it may then be referred to the Director.

DIRECTOR

Director works with line manager and OSH representative to resolve the issue. If there is no resolution, any of the parties may refer the matter to the relevant Executive Director.

EXECUTIVE DIRECTOR

If there is no resolution, any of the above parties may refer the matter to WorkSafe WA.

ENGAGEMENT CENTRES

PROGRAM COORDINATOR AND OSH REPRESENTATIVE

Attempt to resolve issue. Involve workplace OSH Committee where possible. Program Coordinator (PC) to provide feedback on the outcomes of investigation and intended action to the person concerned. If required, the OSH representative may issue a Provisional Improvement Notice (PIN) after consultation with the PC and any other workplace OSH representative. OSH representative to provide feedback to colleagues at all stages of issue resolution. If there is no resolution, either PC or OSH representative may, in the first instance, refer the issue to the OSH team. If the matter remains unresolved, it may then be referred to the Associate Principal.

ASSOCIATE PRINCIPAL

Associate Principal (AP) works with PC and OSH representative to resolve issue. If no resolution, then it may be referred to the Principal.

PRINCIPAL

Principal works with AP, PC and OSH representative to resolve issue. If no resolution, then it may be referred to the Director.

DIRECTOR

Director works with Principal, AP, PC and OSH representative to resolve issue. If no resolution, then the matter may be referred to the Executive Director.

EXECUTIVE DIRECTOR

Executive Director will review issue with relevant parties. If there is no solution, any of the above parties may refer the matter to WorkSafe WA.

WORKSAFE WA INSPECTOR

If employee, OSH representative or principal/line manager consider the matter to be unresolved or the action taken to address the issue to be inappropriate, they can refer the matter to WorkSafe WA.

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