APPENDIX B. WHS ISSUE RESOLUTION PROCESS

RESOLUTION OF SAFETY AND HEALTH ISSUES

Section 81 of the Work Health and Safety Act 2020 requires that there be a process agreed between parties.

WORKER

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

SCHOOLS AND REGIONAL OFFICES

PRINCIPAL, HSR AND WORKER

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

OTHER WORKPLACES

LINE MANAGER, HSR AND

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

ENGAGEMENT CENTRES

PROGRAM COORDINATOR, HSR

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

ASSOCIATE PRINCIPAL

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

PRINCIPAL

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

DIRECTOR

Director works with Principal, AP, PC and HSR 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.

DIRECTOR OF EDUCATION

Director of Education works with principal and HSR 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 GENERAL STUDENT ACHIEVEMENT

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

DIRECTOR

Director works with line manager and HSR 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.

WORKSAFE WA INSPECTOR

At any point in the process a party to an issue may ask WorkSafe WA to appoint an inspector to make a decision resolving the issue.