**4. Establishing Consultative Structures**

The OHS Act provides choices on how consultation can occur. An OHS Committee,

OHS Representative or Other Agreed Arrangements may be established. The legislation

allows choice to enable the employer and their employees/ students to adopt the consultative

arrangement which they believe will best ensure effective and meaningful consultation.

An OHS Committee is an option where there is a desire for a representative group to come

together in a co-operative way to improve the employer’s or student’s systems of managing health and safety. An OHS Representative is an option where there would be a benefit from having an individual employee representative for a designated group of workers. Under other agreed arrangements, the employer and their employees may agree on a consultative framework that is different to having an OHS Committee or OHS Representative structure.

**5. Health and Safety Representatives**

Health and safety representatives are employees elected or selected for the role, who represent the health and safety interests of employees within their designated work group in their organization or campus. Simwen views the role HSRs play in developing and maintaining a partnership between managers and students on occupational health and safety issues as a significant contribution and an integral component in maintaining one of Australia’s better known education departments.

Election to the position of health and safety representative is open to all members of staff. The names of the elected health and safety representatives and their deputies are to be displayed prominently on notice boards around the campus.

**5.1 What do they do?**

The steps that an OHS Representative should take to review the measures that are in place to ensure the health and safety of employees/ students include:

* Conducting inspections of their workgroup.
* The Representative and the employer should agree on how the inspection is carried out.
* The frequency of inspections will be determined by the frequency of consultation and or problem solving needs.
* Providing input into the ongoing development and improvement of the employer’s

systems for managing safety, including indicators for measuring OHS performance.

* Providing input and consultation about emergency procedures.
* Providing input and being consulted about the well being of employees.
* To assist in the development of arrangements for recording hazards and

accidents to promote improved health and safety.

* To make recommendations on their training needs as an OHS Representative.
* To make recommendations on the OHS training of employees.