



WORK HEALTH & SAFETY FACTSHEET

FACTSHEET 2 – Representation & Participation

Work Groups	WHS Regulations Chapter 2
<p>Work groups can be negotiated and determined with the assistance of the union that represents the workers.</p> <p>Matters to consider in the negotiation of work groups include:</p> <ul style="list-style-type: none">• Number of workers;• Views of workers regarding determination and variation of workgroups• Number/grouping of workers doing similar work;• How much workers move between work activities;• Areas or places work is undertaken;• Views of workers regarding determination and variation of workgroups• Nature of workplace hazards;• Diversity of workers;• Nature of risk at the workplace;• Nature of engagement e.g. as a contractor;• Nature of each type of work;• Pattern of work e.g. full-time, casual;• Times when work is carried out; and• Arrangements for overtime or shift work• Number of workers;	
Health and Safety Representatives	WHS Regulations Chapter 2
<p>The PCBU must, if requested by a HSR, allow the HSR to attend a 5 day course within 3 months of the request:</p> <ul style="list-style-type: none">• approved by the regulator and chosen by the HSR in consultation with the PCBU. <p>If an agreement on training is not reached, an inspector can be requested to assist and the decision must be complied with.</p> <p>HSRs are also entitled to attend an annual refresher course.</p>	
Default Issue Resolution Procedures	WHS Regulations Chapter 2
<p>Minimum requirements of issue resolution procedures are that they:</p> <ul style="list-style-type: none">• Include the steps described in the default procedure of the WHS Regulations;• Are set out in writing; and• Are communicated to all workers to whom the procedures apply. <p>The default procedure requires all relevant matters to be taken into account including:</p> <ul style="list-style-type: none">• The degree of immediacy and risk to workers and others involved in the issue;• Number and location of workers and others affected;• The measures both temporary and permanent that must be implemented to resolve the issue; and• Who is responsible for implementing the resolution measures.	
WHS Entry Permits	WHS Regulations Chapter 2
<p>A WHS entry permit must include:</p> <ul style="list-style-type: none">• the section of the WHS Act under which the permit was issued;• the WHS entry permit holder's name, the union they are entitled to represent and signature;• statement of entitlement of the entry holder to exercise their rights;• date of issue and expiry date; and• any conditions on the WHS entry permit. <p>Notice of entry - additional information requirements:</p> <ul style="list-style-type: none">• declaration from the union stating their entitlement to entry and to represent workers;• the provision in the union's rules that entitles them to represent the worker; and• that the suspected contravention relates to or affects the worker.	