

## Policy and Procedure Register updates

Summary of changes to:

### Health and safety representatives procedure

<b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>This revision updates the Workplace Health and Safety Representatives (HSR) procedure to ensure legislative accuracy and alignment with the <i>Work Health and Safety Act 2011 (Qld)</i> and <i>Work Health and Safety Regulation 2011 (Qld)</i>.</p> <p>The current published procedure contains outdated legislative references, incorrect statutory timeframes, and superseded responsibilities, creating legal, operational and reputational risk. Updates reflect amendments introduced through the <i>Work Health and Safety and Other Legislation Amendment Act 2024 (WHSOLA)</i> and machinery-of-government changes.</p>		
<b>2. Summary of changes</b>		
<p>Change of title</p> <ul style="list-style-type: none"> <li>Title changed from Workplace health and safety representatives procedure.</li> </ul> <p>Legislative alignment</p> <ul style="list-style-type: none"> <li>Updated statutory timeframes for HSR training, PIN review and dispute resolution.</li> <li>Updated cease-work provisions and terminology aligned with WHSQ.</li> </ul> <p>Removal of outdated references</p> <ul style="list-style-type: none"> <li>Removal of TAFE Queensland references and correction of responsibilities</li> </ul> <p>Clarification of HSR election obligations.</p> <ul style="list-style-type: none"> <li>Principals/Managers must facilitate elections where/when requested by workers.</li> </ul> <p>Clarification of HSR training entitlements</p> <ul style="list-style-type: none"> <li>HSRs must be released to attend approved training within legislative timeframes, with costs covered by the department.</li> </ul> <p>Updated PIN and cease-work processes</p> <ul style="list-style-type: none"> <li>Alignment with updated legislative requirements and simplified flowchart approach</li> <li>Correct PIN review timeframe (3 days) reflected.</li> </ul> <p>Expanded and clarified responsibilities</p> <ul style="list-style-type: none"> <li>Clearer delineation of roles for Principals/Managers, HSRs, Regional HSW staff and committees.</li> </ul>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
<b>Position title</b>	<b>Summary of change</b>	<b>Page#</b>

Principals/Managers (Officers in Charge)	Clarified obligation to facilitate HSR elections upon request, release HSRs for training within legislative timeframes, and manage PIN/cease-work processes in line with updated legislation.	2
Health and Safety Representatives (HSRs)	Updated training timeframe requirements and clearer articulation of powers (PINs, cease work, consultation obligations)	3
Regional Health and Safety staff	Clarified advisory and support role in HSR processes and dispute resolution	4
Health and Safety Committees	Reinforced requirement to include HSR input and maintain oversight of PIN activity	4

#### 4. Communication and support for implementation

Implementation will be supported through established departmental communication and support channels, including:

- ConnectED communications to Principals and Business Managers
- Health, Safety and Wellbeing Committee packs
- Regional Health and Safety Consultant engagement and support
- Updates to the department HSR webpage and supporting resources
- Advice to union organisations

No additional training burden is anticipated as changes reflect existing legislative obligations; improved clarity is expected to reduce enquiries and disputes.

**For further assistance, please contact:**

- Health Safety and Wellbeing Unit, [HSW@qed.qld.gov.au](mailto:HSW@qed.qld.gov.au)