Treasury Precinct and Regional Office OHS Issue Resolution Flowchart

The following flowchart must be utilised for the resolution of workplace occupational health and safety issues providing an agreed process does not already exist.

If an agreed process exists locally, employees and Workplace Managers/Management OHS Nominees should follow the agreed process.

This flowchart or the agreed process must be communicated to all employees and displayed in a prominent position in the workplace including on the OHS Notice Board. Any interested party may seek the assistance of any relevant employee or employer representative organisation at any stage of this process.

**Please Note: This document should be printed in A3 format**

|  |  |
| --- | --- |
| **Management OHS Nominee** | **Health and Safety Representative** |
| Name:  Phone: | Name: |
| Phone: |

OHS hazard/issue

**Note:**

**Employees have the option of contacting their union representative for advice on OHS issues.**



1. Manager to record Resolution i.e. on eduSafe Plus
2. Report to Health and Safety Committee (if established) or Staff meeting
3. Inform affected employees of outcome

**NO**

Contact WorkSafe

**NO**

**NO**

HSR consults with Line Manager/Management OHS Nominee to discuss issue.

**YES**

**YES**

HSR issues a Provisional Improvement Notice (PIN)

**YES**

Contact OHS Advisory Service:

1300 074 715

**NO**

**YES**

Notify the Health and Safety Representative (HSR)

**NO**

**YES**

Has the OHS matter been resolved between the Line Manager and employee within an agreed reasonable time period?

Log hazard/issue into eduSafe Plus

Employee approaches immediate Line Manager to discuss and assess the OHS hazard/issue at the local level