**OHS Issue Resolution Flowchart**

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

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.**

|  |  |  |
| --- | --- | --- |
| **Principal** | **Principal Delegate** | **Health and Safety Representative** |
| Name: | Name: | Name: |
| Phone: | Phone: | Phone: |

**Notify HSR.**

**HSR informs principal and/or their delegate to discuss issue**

**NO**

**Issue Resolved?**

**Contact WorkSafe**

**NO**

**YES**

**Issue Resolved?**

**Issue Resolved?**

**NO**

**Employees nominate representative to discuss issue with management and/or in OHS working group or establish HSR election process**

**YES**

**YES**

**HSR issues a Provisional Improvement Notice (PIN)**

**NO**

**YES**

1. **Record Resolution**
2. **Report to staff meeting or Health and Safety Committee (if established)**
3. **Inform affected employees of outcome**

**Contact DET OHS Advisory Service 1300 074 715**

**or**

**Agenda item for Staff meeting or Health and Safety Committee**

**Is there a Health and Safety Representative (HSR)?**

**OHS Issue**