



**TRANSPORT WORKERS UNION OF AUSTRALIA**  
**VICTORIAN/TASMANIAN BRANCH**  
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**TWU – VIC/TAS**

Jan 2009

## **OHS GUIDANCE NOTE - No. 7**

### **“OH&S INSPECTION & ISSUE RAISING PROCEDURES”**

How are we expected to raise issues correctly as per our employee obligations?

The Company and the Union agree it is in the interests of all workers to have high standards of occupational health & safety in all workplace activities. This procedure is designed to assist the workplace in raising and having health & safety issues addressed.

1. If any issue concerning OH&S arises, advise your elected Health & Safety Representative (HSR) and contact your direct supervising company representative (i.e. leading hand, supervisor, manager etc)
2. If the issue is not immediately resolved then the elected HSR and the nominated Company Representative shall consult/discuss this issue
3. If there is a general issue of Health & Safety the elected HSR and the Nominated Company Representative shall attempt to resolve the issue and agree to the process undertaken within an agreed time frame(period)
4. If there is an immediate threat to a person(s) Health & Safety and the degree of that threat is serious, the HSR shall order or direct the work action to immediately cease, without prior consultation to the employers representation
5. NOTE: The HSR may decide whether the issue should be raised with a Fleet (Ops) Manager, Supervisor or General Manager given the nature of the issue, or where the Employer Representative is not available
6. The Employer and the Union agree it is best practice for the elected HSR to inspect the workplace at any time, and after giving reasonable notice to the employer. Also the employer agrees to provide reasonable facilities and resources to the elected HSR.
7. Where the HSR is of the opinion that a breach or contravention has occurred or is likely to occur, he/she shall consult with the employer, and if necessary issue a Provisional Improvement Notice (PIN)

The TWU Vic/Tas Branch (OH&S section) formulated this code. It is offered as a broad guide to assist with members. Further information regarding “Consultation” in the workplace is available for Members who can contact the *TWU Health and Safety Section* or the TWU Member Assist Officer for a copy the Union’s Policy.

Contact us on -

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