



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

TERMS OF REFERENCE FOR SAFE@WORK REPRESENTATIVES

Contents

1	Background.....	3
2	Appointment of a Safe@Work Representative	3
3	Functions of a Safe@Work Representative.....	3
4	Training Requirements for SWR's	4
5	Related Documentation	4
6	Version Control Table	4

1 Background

In some cases the utilisation of a Safe@Work Representative to act as a formal consultation mechanism for WHS matters may be preferred instead of establishing a Safe@Work Committee especially for small or low risk areas.

2 Appointment of a Safe@Work Representative

Portfolios of the University that will have a nominated Safe@Work Representative (SWR) for consulting on WHS matters include (this may be reviewed by the WHS Committee as necessary):

- Chief Operating Officer (COO)
- Deputy Vice Chancellor Global Strategy (DVCGS)
- Deputy Vice Chancellor Health & Communities (DVCHC)
- Deputy Vice Chancellor Research and Innovation (DVCRI).

Other SWR appointments may occur when the need is identified via consultation with the WHS Committee e.g. a new unit not covered by a Safe@Work Committee is established, or a portfolio or work unit requiring a SWR is large or spread across multiple campuses.

Expressions of interest for a SWR role can be called via the WHS Committee and UOW communication channels such as Universe, email and the Safe@Work Newsletter. Expressions of interest are to be sent to the Chair of the WHS Committee to help determine suitability and appointment using Section 3 as selection criteria. Where more than one nomination is received the role may be shared.

3 Functions of a Safe@Work Representative

A SWR will serve as an easily identifiable contact for workers to provide input about WHS matters in their area or to raise issues that remain unresolved at a local level. They act as direct link between workers and the University WHS Committee.

Key functions of SWR are:

- raising relevant items from the University WHS committee meeting with management e.g staff mental health and wellbeing topics or initiatives
- raising WHS issues with their area management on behalf of the workers they represent
- ensuring that they discuss issues and concerns raised by workers they represent at the WHS Committee and provide feedback to those employees on outcomes from the meeting.

SWRs shall have access to adequate and appropriate resources to enable and support their consultation duties. Resources may include:

- meeting room or other venue
- stationery
- computer including network access
- electronic media
- telephone
- printer/photocopier, or
- other required facilities.

4 Training Requirements for SWR's

SWR's are required to be qualified and competent to perform their allocated roles and responsibilities. It is a requirement that all SWRs complete the following consultation training courses as offered by the University within six months of appointment:

- [Module 1: WHS Principles](#), and
- [Module 2: Addressing Hazards and Risks in the Workplace](#).

5 Related Documentation

- [WHS Act 2011](#)
- [WHS Regulation 2017](#)
- [UOW WHS Policy](#)
- [UOW WHS Consultation Statement](#)
- [UOW WHS Committee Constitution](#)

6 Version Control Table

Version Control	Date Released	Approved By	Amendment
1	August 2017	Manager WHS	New Document
2	February 2020	Manager WHS	Document updated to include reference of mental health in functions of a Safe@Work Representative section. Updated CAO and CFO to COO and added DVCHC as per organisation change.