
Parent Policy(s): [Occupational Health and Safety and Injury Management Policy](#)

1 PURPOSE

On occasion during conducting the business of the Corporation, issues may arise that will potentially impact upon the health and wellbeing of employees, contractors, customers or the public. It is important that these OH&S issues are managed and resolved as quickly as possible and that the **health and** safety of all concerned **is** preserved.

2 SCOPE

The following procedure aims to achieve the most timeliness and effective resolution of all health and safety issues, as and when they arise.

3 RESPONSIBILITES

It is the responsibility of all management levels and employees to work together to resolve **health and safety** issues in their workplace. This procedure is applicable to all employees in the Corporation.

4 METHOD

- a) Occupational Health and Safety issue identified of an issue with potential to affect health and safety.
- b) The employee shall notify their immediate supervisor who shall notify the Health and Safety Representative of the relevant Designated Work Group
- c) The employee, Supervisor, Health & Safety Representative and other **Management** representatives as required (ie. Regional Manager, OH&S Officer) shall discuss the issue and attempt to reach agreement on its resolution
- d) **The employee shall log an incident or hazard report, relevant to the issue being raised, which will then ensure further consultation is conducted at the relevant safety committee meetings**
- e) If the issue cannot be resolved through discussions with the parties, the Health & Safety Representative **may** issue a Corrective Action Request (CAR).
- f) If the issue is not resolved following issue of a CAR, the Health & Safety Representative may issue a provisional improvement notice (PIN) and/or request a WorkSafe Inspector to review the issue. The WorkSafe Inspector may then assist to resolve the issue, issue a PIN or a prohibition notice.
NB: An employer representative can also request a WorkSafe Inspector to review the issue.

- g) If in the opinion of the Manager, Supervisor, OH&S Officer or the Health and Safety Representative there is a clear and immediate risk to the health and safety of staff, contractors or others the associated work shall cease immediately

5 DOCUMENTATION

5.1 References

- a) [CMS/379 Hazard Management Procedure](#)
- b) *Victorian Occupational Health and Safety Act 2004*
- c) [CMS/179 Corrective Action Report Form](#)
- d) [CMS/356 Health & Safety Issues Resolution - Safe Work Instruction](#)
- e) [CMS/357 Incident-Accident Reporting and Investigation - Safe Work Instruction](#)
- f) [CMS/301 Hazard Reporting Procedure](#)

5.2 Records

- a) Diary Notes
- b) Incident/ Accident Report
- c) CAR
- d) Hazard Report
- e) Continuous improvement alert
- f) OHS Committee Meeting Minutes

6 DEFINITIONS

6.1 Inspectors

An Inspector is a person appointed by Worksafe for the purposes of the Act with the following powers:

- a) Enter inspect and examine at all reasonable times by day or night any workplace which the inspector considers necessary
- b) Enter any workplace at any time when the inspector is requested or required to attend the workplace
- c) Take such equipment or materials as may be required
- d) Make such examination and inquiry as may be necessary to ascertain whether or not this Act or the regulations have been complied with
- e) Examine any plant substance or other thing whatsoever at the workplace
- f) Take or remove without payment such samples of any such substance or thing as may be required for analysis
- g) Take photographs or measurements or make sketches or recordings
- h) Require the production of examine and take copies of any document or any part of any document
- i) Direct that the workplace or any part of the workplace be left undisturbed for as long as the inspector considers necessary
- j) Exercise such other powers as may be necessary or as conferred upon the inspector by this Act or the regulations.

6.2 Corrective Action Request (CAR)

A Health and Safety Representative may issue a CAR if he or she is of the opinion that there is a contravention of the Act or its Regulations and that such contravention is likely to continue or be repeated.

- a) The CAR requires the Corporation to remedy the contravention or the activities and circumstances leading to the contravention within the time specified. The CAR must allow the Corporation at least seven days to remedy the contravention.
- b) A Health and Safety Representative shall issue a CAR providing notice to the person to whom the notice is to be issued.

The reader is directed to the corporation's [standard definitions](#).