

# Role and Responsibilities

## Page Index

[Safety and health representatives handbook](#)

[How to establish a Safety and Health Committee](#)

[Safety and health consultative mechanisms and procedures](#)

## Safety and health representatives handbook

Safety and health representatives play a key role in the promotion of safe work practices within the minerals industry.

Elected safety and health representatives receive a handbook as a day-to-day ready reference guide:

[Safety and health representatives handbook: Cover and table of contents \( PDF 2 MB\)](#)

[Safety and health representatives handbook: Part 1 \(PDF 2.7 MB\)](#)

- [Why safety and health representatives are important](#)
- [The Acts and framework for occupational safety and health law](#)
- [Registration](#)
- [Notification](#)
- [Training](#)
- [Your functions as a safety and health representative](#)
- [Provisional improvement notices](#)

[Safety and health representatives handbook: Part 2 \(PDF 2.7 MB\)](#)

- [Keeping records](#)
- [Employers duties to representatives](#)
- [Discrimination](#)
- [Safety and health committees](#)
- [Resolution of issues](#)

- [Right to refuse unsafe work](#)
- [Disqualification of safety and health representatives](#)
- [Information and support](#)
- [Contacts for further information](#)

See also:

[What does a health and safety representative do? - poster \(PDF 2 MB\)](#)

[Back to top](#)

## How to establish a Safety and Health Committee

The brochure below provides answers to the following questions:

- Why should we set up a Safety and Health Committee?
- What does a Safety and Health Committee do?
- How do we get a Safety and Health Committee?
- Who can be on a Safety and Health Committee?
- What if there is more than one mine in the group?
- What if the Safety and Health Committee is no longer needed?

[How to establish a health and safety committee \(PDF 980 kb\)](#)

[Back to top](#)

## Safety and health consultative mechanisms and procedures

A guidance note issued jointly by WorkSafe and Resources Safety will assist employers and employees understand the various consultative mechanisms and procedures that apply for safety and health representatives, safety and health committees and resolution of safety and health issues, including consultation on PINs.

You can [download the Formal consultative processes at the workplace guidance note from WorkSafe](#) (PDF 746 kb).

[Back to top](#)

Page last modified: 12-May-2009

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