# Safety and health representatives audit Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date conducted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1 Election of safety and health representatives |
| |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Standard** | **Standard met** | **Comments** | | 1.1 | When workers formally request a safety and health representative (SHRep) be elected, the employer has systems, policies and procedures in place to accommodate such nominations by an acknowledged election process. |  |  | | 1.2 | A suitable election process where required has been established to meet the sites needs through a process of consultation by all parties. |  |  | | 1.3 | There was prompt notification by the employer of the election results to the site’s workers, the State Mining Engineer and those successfully elected to the position. |  |  | |
| 2 Training |
| |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Standard** | **Standard met** | **Comments** | | 2.1 | SHReps have attended an accredited training course (designed for SHReps) in the first 12 months, preferably within 3 months of being elected. |  |  | | 2.2 | Re-elected SHReps have attended a refresher training course if mutually agreed upon. |  |  | | 2.3 | SHReps are able to attend an accredited training course at no cost to them or loss of entitlement. |  |  | |
| 3 Role of the safety and health representative |
| |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Standard** | **Standard met** | **Comments** | | 3.1 | SHReps are able to consult with workers and the employer to promote a positive safety culture at the mine. |  |  | | 3.2 | SHReps are able to participate in the site safety and health committee meeting to assist with safety across the entire site. |  |  | |
| 4 Site functions of the safety and health representative |
| |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Standard** | **Standard met** | **Comments** | | 4.1 | SHReps are able to carry out their role and functions on site. |  |  | | 4.2 | The set up and composition of the site’s safety and health committee reflects work groups within the organisation and meets the intent of the legislation. |  |  | | 4.3 | The safety and health committee reviews, recommends and assists the site employer to improve site practices, policies and procedures to reduce injury and disease, control hazards and promoting a positive safety culture. |  |  | |
| 5 Employers duties to safety and health representatives |
| |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Standard** | **Standard met** | **Comments** | | 5.1 | Information relating to hazards at the mine that expose workers to risks is made available to the SHReps. |  |  | | 5.2 | Where practicable, employers are to provide reasonable assistance and facilities to allow the SHRep to perform their duties. |  |  | | 5.3 | A process is in place to inform SHReps of accidents, incidents and dangerous occurrences and allow them to assist with the incident investigation. |  |  | | 5.4 | There is a process in place to ensure SHReps are consulted on mine changes. |  |  | | 5.5 | SHReps are provided the opportunity to accompany mines inspectors who attend site for the purpose of administering the MSIA. |  |  | | 5.6 | SHReps are assisted by a suitably experienced escort when performing an inspection in an area foreign to the SHRep. |  |  | | 5.7 | Upon a worker request, a SHRep is made available during a safety and health related interview with management. |  |  | |
| 6 Discrimination against safety and health representatives in the performance of their functions |
| |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Standard** | **Standard met** | **Comments** | | 6.1 | Workers are not discriminated against or disadvantaged by raising a safety and health issue with the site SHRep, safety and health committee or a mines inspector. |  |  | | 6.2 | There is a process to ensure a SHRep is not disadvantaged by any employer due to the past or present work functions performed as a SHRep. |  |  | |
| 7 Safety and health resolution |
| |  |  |  |  | | --- | --- | --- | --- | | **Point** | **Standard** | **Standard met** | **Comments** | | 7.1 | There is an agreed procedure to resolve any conflicting safety and health issues with the employer or manager of the mine. |  |  | |