**Policy Rationale**
CCAE seeks to provide a safe and pleasant work environment within which employees can perform their duties and clients can receive the benefits of industry training and education.

**Policy Aims**
- This procedure aims to provide guidance in the implementation of Designated Work Groups [DWG] for CCAE.
- The DWG is to be used for representation of Staff, Students & Contractors in Occupational Health and Safety [OHS] issues.
- The DWG will also provide the framework within which the Health and Safety Representative [HSR] can raise issues and concerns with the CCAE Centre Manager and CCAE Board of Management in an effective and cooperative manner.

**Procedure – Responsibilities**
- CCAE Manager is responsible for implementation of procedures, records, and ensuring that CCAE is OHS compliant by being both pro-active and reactive to identified OHS concerns.
- The Designated Work Group [DSG] Health & Safety Representative [HSR] is responsible for acting on behalf of staff, students and contractors in bringing issues to the attention of the Manager and Board of Management and seeking rectification of OHS concerns.
- The Designated Work Group [DSG] Health & Safety Representative [HSR] is to ensure that OHS Committee meets regularly and that agenda items are minuted and reports are provided at regular staff meetings.

**Procedure – OHS Committee Role**
The OHS committee for CCAE will decide on the grouping of DWG in the college. Considering the following:
- How best to group employee’s in the workplace so that employee’s OHS interests are represented and secured.
- How to best group employee’s so that the HSR will be accessible to each member of the group.
- Number of employee’s.
- Nature of work.
- Types of groupings (Similar tasks, Shifts etc).

Once the DWG’s have been decided the following need to be determined:
- The number of HSR’s for each DWG. (Must be at least one)
- The Number of HRS deputy’s for each DWG (If any)
- The term of office (Not exceeding 3 years)
- Whether the HRS will be authorized to represent Independent contractors.

All conclusions must be communicated to staff in writing and displayed on the OHS section of the notice board located in the main entrance. A copy of this communication must be filed with this procedure in the OHS Management system folder.

**Procedure – Health and Safety Representative [HSR]**
**Step One:** A memo of forthcoming HSR elections is sent to all staff. This memo needs to include:
- The Date, Time and Location the election will be held.
- How to nominate to be elected.
- The process the elections will take.
- Closing date.

**Step Two:** All nominations are to be complied on the Elections record on the next page. If there are more nominations than positions available an election needs to be held. If not please move to step Four

**Step Three:** distribute ballot papers to all staff and ask them to vote for the person they would like to represent them in OHS issues, Count Votes & complete election record.

**Step Four:** Confirm in writing to all staff who the elected HSR’s will be for each DWG and their term in office.

**Step Five:** Display a Name, Photograph & DWG area for each HSR on the OHS section of the Notice board in the main entrance.

**Procedure - Records**
Adoption Date: 20 June 2012
Review Date: 08/06/12
Version Control: V1-01/01/2002 V2-05/08/06 V3-23/04/07 V4-16/08/10 V5-08/06/12
The following records need to be included in the OHS management system folder in the bookcase in the main office.
- The latest version of this procedure
- A copy of the Election Record for each election
- A copy of the memo acknowledging forthcoming elections
- A copy of the letter of notice of new HRS’s

**Evaluation**
This policy will be reviewed bi-annually.

### Election Record

**Date of Elections:**
**Time:**
**Location:**
**Completed By:**

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<tr>
<th>Nominated</th>
<th>By</th>
<th>Number of Votes</th>
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- ☐ Memo sent advising of forthcoming elections
- ☐ Letter of notice of new HRS’s
- ☐ Name, Photograph & DWG area displayed on Notice board.