**For everyone’s safety, work safely. #SafeWorkMonth**

**Who needs to read this**?

All Curtin University Staff and Contractors

**Background**

Welcome to the fourth and final week of National SafeWork Month.   This week’s focus is “Working together to ensure a safe and healthy workplace.”

**Information**

This theme highlights the essential role of our Health and Safety Representatives (HSR’s) in the workplace. As a vital link in our safety chain, our HSR’s have the following key functions:

* To consult with management and workers about health and safety matters
* To issue provisional improvement notices where necessary
* To direct workers to stop unsafe work

Duties of an HSR at Curtin include the completion of scheduled workplace inspections, consulting with workers and management on health and safety matters, attendance at H&S Committee Meetings and providing assistance to the area manager with low to medium level incident and hazard investigations.

**Key Messages**

* All eligible workers at Curtin are encouraged to nominate for the position of HSR within their work area when nominations are called.
* As HSR you are entitled to attend the 5 day HSR training course, adequate time to perform your duties and your usual wage during this time.
* Curtin provides the added bonus of an allowance and an HSR induction to assist you with your duties in the role.

**Who do you call with questions?**

If you have any queries, please contact Health and Safety on 9266 4900 or email [healthandsafety@curtin.edu.au](mailto:healthandsafety@curtin.edu.au).

**References**

[Health and Safety Representative powers, functions and rights](https://www.commerce.wa.gov.au/worksafe/health-and-safety-representative-powers-functions-and-rights)

[Health and Safety Representatives (HSR’s)](http://www.curtin.edu.au/healthandsafety/risk-assessments/general/)

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