

## Otago Peninsula Biodiversity Group: Elected Employee Health and Safety Representative - Position Description

### Functions of Health and Safety Representative (adapted from the Health and Safety at Work (HSAW) Act 2015 Regulations, Schedule 2, Part 1, Section 1)

The functions of the health and safety representative are:

- a) to represent the OPBG workers in matters relating to health and safety.
- b) to investigate complaints from OPBG workers regarding health and safety.
- c) if requested by a worker, to represent the worker in relation to a matter relating to health and safety (including a complaint).
- d) to monitor the measures taken by OPBG that are relevant to health and safety.
- e) to inquire into anything that appears to be a risk to the health or safety of workers at OPBG arising from the conduct of the business or undertaking.
- f) to make recommendations relating to work health and safety.
- g) to provide feedback to OPBG (through the Otago Peninsula Biodiversity Trust Board) about whether the requirements of the HSAW Act or its regulations are being complied with.
- h) to promote the interests of workers who have been harmed at work, including in relation to arrangements for rehabilitation and return to work.

For the purposes of the OPBT Health and Safety Subcommittee, the functions of the health and safety representative are further defined as:

- i) to work with the Health and Safety Subcommittee to create a positive environment regarding health and safety.
- j) to provide an alternative pathway for other staff and volunteers to raise issues they may have and suggest improvements.
- k) to attend training as agreed between the Health and Safety Subcommittee and the representative.
- l) to include volunteers when the term 'OPBG workers' is used.

The elected Health and Safety Representative may approach the OPBT Health and Safety Subcommittee at any time.

### Knowledge and Experience

- An interest in and awareness of health and safety, including the HSAW Act 2015.
- An understanding of the health and safety challenges within the operations of OPBG.
- To be prepared to undertake appropriate training if required.

### Term

The term of an elected Employee Health and Safety Representative will not exceed three years and a lesser period may be agreed. A Health and Safety Representative may be re-elected for any number of terms. If the OPBT agrees, the Health and Safety

Representative will remain in office until a successor is elected.

A Health and Safety Representative may resign from office at any time by giving notice to the OPBT (through the Health and Safety Subcommittee).

A Health and Safety Representative will cease to hold office if:

- a) he/she ceases to be an employee of the OPBG.
- b) a simple majority of the members of the OPBG workers resolve that the representative should no longer represent them as a group.