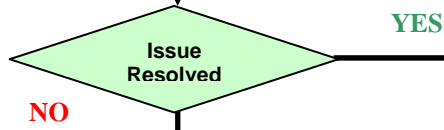


Victoria Police Health & Safety Issue Resolution Procedure

Occupational Health & Safety Issue Identified

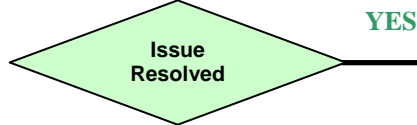
Affected Employee(s) discuss matter with Direct Line Supervisor and the relevant Health & Safety Representative (HSR). If the HSR is not able to be present, the Direct Line Supervisor must notify the HSR of the issue and the resolution (if any).



Control measures identified and the highest level control implemented from the Hierarchy of Controls in accordance with Section 4 of the Act. **Outcomes recorded** and reported to employees by a copy of the resolution being displayed on the notice board.

Designated Management Representative (DMR) is contacted by either party to assist in resolving the issue. The parties should meet as soon as possible to consider the issue and possible solutions. Solution or interim control measures should be agreed in consultation

Risk Assessment by Direct line Supervisor in consultation with HSR and other employees no later than 7 days after issue identified



If the nature and degree of risk of the health and safety issue is such that it poses an immediate threat to the health and safety of any person, after consultation, the Employer and/or the HSR may agree to direct that work ceases. (Section 74)

HSR may issue Provisional Improvement Notice (PIN). Employer must notify affected employees and display PIN in workplace. **(7)**

YES

NO

Management Representative notifies Industrial Relations (IR) & OHS Units of Cease Work

Employer has the option of calling in a WorkSafe Inspector if required

Work Safe Inspector may cancel, Cease Work or may issue Improvement or Prohibition notice(s).

Employers may ask for WorkSafe Inspectors to attend workplace & review PIN. (Section 75)

WorkSafe Inspector adjudicates. Affirms or modifies PIN, issues own Improvement Notice (IN) or Prohibition Notice(s) (PN)

Management, HSRs and/or affected employees may request an internal review by WorkSafe of the Inspector's decision. Either party may further appeal the decision to the Victorian Civil & Administrative Tribunal (VCAT) with respect to an IN or PN.

WorkSafe or VCAT determines direction for IN or PIN

Management complies with requirements of Notices

Control measures identified and the highest level control implemented from the Hierarchy of Controls in accordance with Section 4 of the Act. **Outcomes recorded** and reported to employees by a copy of the resolution being displayed on the notice board. OH&S Committee informed of resolution and details recorded in the Resolution of Health & Safety Issues register and in the minutes.