

10 TIPS FOR HSR's



HSR's
Guide To
Success!



A LITTLE ABOUT ME

WELCOME HSR'S

Welcome to 10 Tips For HSR's,

I have been working in the safety arena for approximately 20 years. From being a Health and Safety Representative (HSR) myself to being a Safety Coordinator for a large Timber manufacturing organisation to coaching and teaching HSR's and safety committees courses, to delivering safety qualifications such as CIV and the Diploma in Work Health and Safety.

I have worked across a range of industries providing safety consultancy and training services to industries such as construction, forestry, manufacturing, retail, banking, food, health, government, electrical, earthmoving, agriculture, and many more.

These 10 tips have been developed with HSR's for HSR's in the workplace and have been tried and tested many times and can assist current and potential HSRs in their roles.

If you are a HSR, thinking of becoming a HSR, or have any interest in safety. These tips are for you!

So my HSR friends, sit back, relax and enjoy your HSR TIPS!

Kylie Dowell

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FIND A HSR FRIEND

FIND ANOTHER HSR

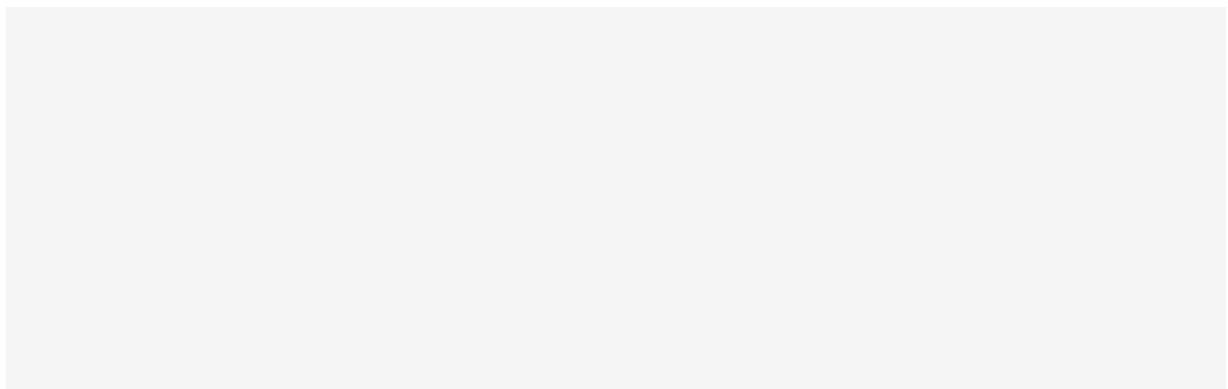
Being a HSR in some cases can be a solo gig. You could be the only HSR in your department or in your workplace. If you are lucky you could be one of many HSR's in your workplace.

Regardless of your situation, My first tip is to identify another current or previous HSR within your department, workplace, industry, professional association, or circle of friends that you feel comfortable with.

This is going to give you someone to discuss and bounce off HSR related ideas with, share experiences, swap ideas, learn from or even gain a second opinion on risk assessments or safety controls.

Building a small network of other like-minded people around you will help you grow your confidence in the safety arena as a HSR.

Notes:





KNOW YOUR ZONE

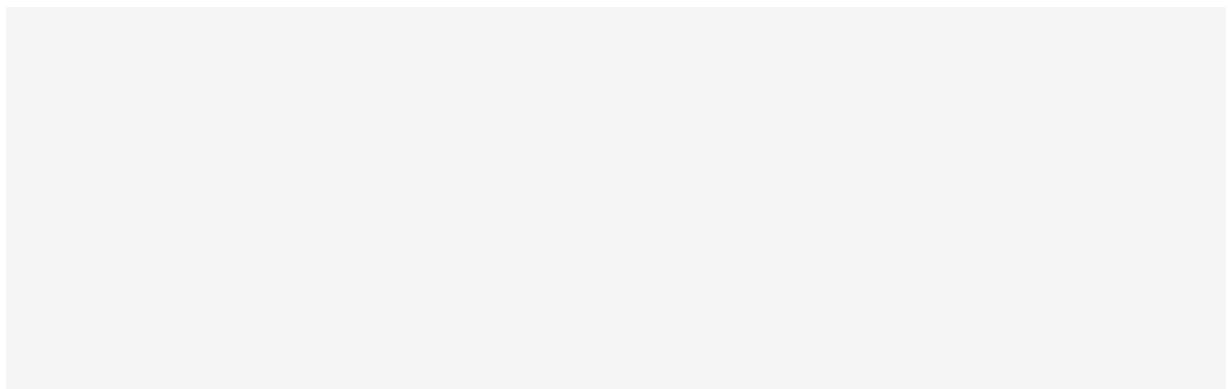
WHO DO YOU REPRESENT?

Do you know what site, section, department, or shift you represent as a HSR? How many people does that include? Are you the only HSR or are there other HSR's?

Knowing your zone or area that you represent is very important as a HSR as many of the functions of a HSR are restricted to the "Work Group" that you represent.

Your workgroup could be an entire organisation, a section, or a shift. However to be effective in the role as a HSR knowing your zone "Work Group" is important.

Notes:





HAZARD VERSUS RISK

ITS IMPORTANT TO KNOW THE DIFFERENCE!

Throughout my safety career, I have seen and heard hundreds of people, organisations, and sadly even trainers use these two terms incorrectly. I've had clients request a risk assessment to be completed when they actually wanted a hazard identification conducted and vice versa.

Understanding the difference between these terms and knowing how and when to apply them is crucial.

HAZARD

A hazard is a situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying, and violence at the workplace.

RISK

The risk is the possibility that harm (death, injury, or illness) might occur when exposed to a hazard.

RISK ASSESSMENT

A risk assessment is considering what could happen if someone is exposed to a hazard and the likelihood of it happening. It can be as simple as a discussion with your workers or involve specific risk analysis tools and techniques recommended by safety professionals such as a risk matrix.

Conducting risk assessments on hazards identified allows us to understand how dangerous the hazard is and assists in prioritizing hazards based on their risks for controls to be implemented..

WHS LEGISLATION

GET THE RELEVANT WHS LEGISLATION

Having access to the relevant WHS Act and Regulations for your state or jurisdiction is important to have for any workplace and is a required resource for HSR's.

Below are links to the current WHS Act and Regulations to support you. There is no cost to access these (unless you get them printed) and they can be downloaded electronically directly to your computer as a PDF.

Additionally, I have included links to Codes of practice as these are also great resources. Please note that I have only included the states and jurisdictions of NSW, ACT, and Commonwealth.

ACT

[WHS Act](#)

[WHS Regulations](#)

[Codes of practice](#)

NSW

[WHS Act](#)

[WHS Regulations](#)

[Codes of practice](#)

Commonwealth

[WHS Act](#)

[WHS Regulations](#)

[Codes of practice](#)



Notes:



YOUR HACK TO INTERPRETING LEGISLATION

READING THE WHS LEGISLATION LIKE IT'S A BEDTIME STORY

Reading any legislation is hard work, then trying to interpret what is said for implementation into the workplace is even harder. No wonder people cringe at the thought of picking up any legislation to use as a resource in the workplace

I was lucky enough to be given this amazing hack from a HSR student about 10 years ago who was at the time studying commercial law. Since learning this hack I have shared it with all of my students even the ones that are not in safety training.

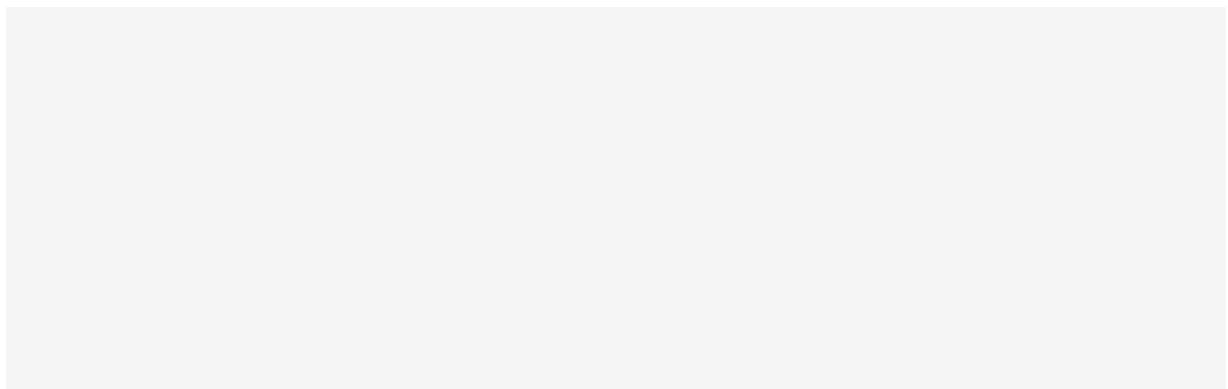
This hack will turn WHS legislation reading from a nightmare to a bedtime story and usually you only get this from me if you are a current or past client.

Today I'm giving this hack away to you for FREE!

This hack is so good that I wish I knew it when I was at university studying hazard management as it would have made my life so much easier.

The great thing about this tip is that it can be used for any legislation, not just WHS.

Notes:



YOUR HACK TO INTERPRETING LEGISLATION CONT...

STEPS TO INTERPRETING WHS LEGISLATION

- STEP 1** Grab yourself a copy of the WHS Act, either hard copy or electronically is fine.
- STEP 2** Go to the index page and locate the page where the clause called "3 Object" is and open that page.
- STEP 3** Get yourself a trusty highlighter or turn your highlighter function on your computer.
- STEP 4** As you start reading, highlight all the "doing" and "descriptive" words (also known as the verbs and adjectives). Doing this will help you understand what the content is saying so you can interpret and apply it easier. See the below for an example.

Division 2 Object

3 Object

- (1) The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces by—
 - (a) protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from specified types of substances or plant, and
 - (b) providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work health and safety, and
 - (c) encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting persons conducting businesses or undertakings and workers to achieve a healthier and safer working environment, and
 - (d) promoting the provision of advice, information, education and training in relation to work health and safety, and
 - (e) securing compliance with this Act through effective and appropriate compliance and enforcement measures, and
 - (f) ensuring appropriate scrutiny and review of actions taken by persons exercising powers and



F IS FOR FIND

SAVE TIME AND LEARN HOW TO USE "CONTROL F"

For those who will be using their WHS legislation electronically in a digital format. I strongly encourage you to learn how to use the find/search functions on your computers for electronic documents such as safety legislation that are usually downloaded as PDF Files.

This function is extremely useful and will save you hours of searching, trying to find the location of a specific topic in the legislation. When you use it you will see the function will locate the word, phrase, or topic (if it exists) within the document and show you where it is and you can then click directly to it.

This process is almost identical between PC and Mac's and I have provided a video link for you to learn how to do it manually for yourself based on your personal needs. Or you can follow the below keyboard shortcuts.

Video

[How to use the find/search functions in a PDF file.](#)

Keyboard Shortcuts

PC = "Ctrl+F"

Mac = "Command + F."

Notes:

GATHERING YOUR TOOLS

LOCATING YOUR WORKPLACES HSR TOOLS

As a HSR there are several workplace tools you are going to need, to ensure you and your HSR's are prepared and ready to function in the HSR Role.

These include, however, are not limited to

- Safety Policy and Procedures
- Forms, such as Hazard Report forms, incident investigation forms
- Or logging into electronic reporting systems
- Safety meeting agendas and documents (if you have a safety committee)
- Workplace safety inspection schedule or roster
- PPE (If required)



Notes:



KEEPING CLEAR OF CONFLICT

LET THE RISK ASSESSMENT HASH IT OUT

As humans, we all have different ideas and opinions. This comes from seeing the word in different ways and is often called "Perception".

Due to our own perceptions and how we personally see things, there are going to be times when we see something as a "Hazard" and others won't. And times when others see something as a "Hazard" and we don't.

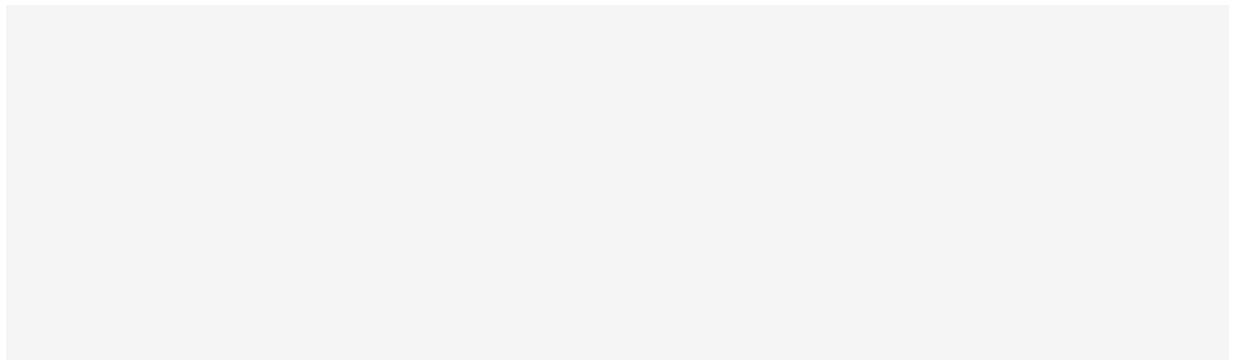
Let me tell you that this is perfectly ok, however, unfortunately, this is often where conflict arises and often opinions and egos get in the way.

When this occurs, keep clear of getting into conflict over if it is or is not a "Hazard" and conduct a **"Risk Assessment"**.

A risk assessment will hash out how dangerous it is and will help you prioritize if you should be dealing with it today, tomorrow, next week, next month or if it's extremely low your workplace may even accept the risk.

When I conduct workplace inspections with others and they raise hazards I may not agree with, I still write them down, and then we do a risk assessment together on it. The risk assessment always hashes it out and reduces emotion and conflict.

Notes:





WHS INSPECTIONS

FIND POSITIVES!

When heading out on your workplace inspections, many will interpret the hazards you find as items that are wrong, more work for them, or even added expenses, and unfortunately, safety ends up with a negative connotation.

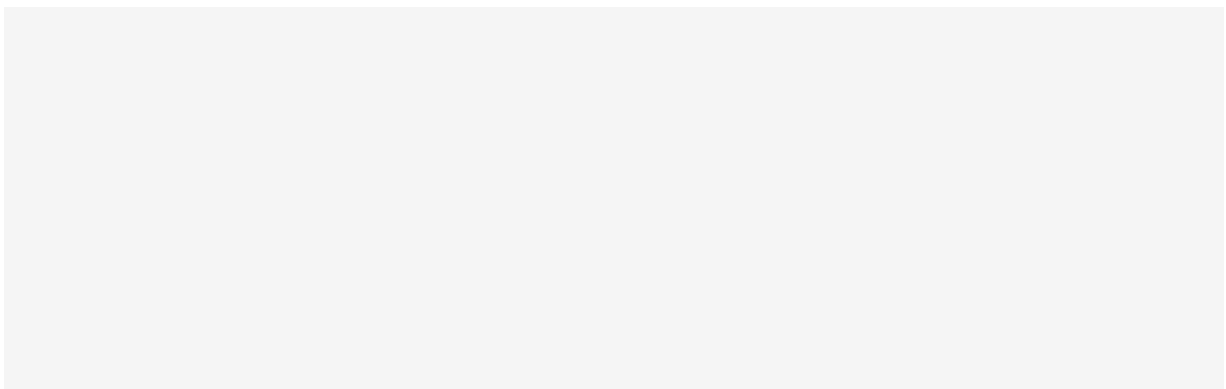
However, finding, listing, and reporting back positive or well done's to the area that you inspected can go a long way to improving safety culture and reducing the negative connotation.

Think about it, how often do we hear about the positives in safety?

That's right, not often enough and in most cases never.

By highlighting the positives you find in your workplace inspections along with the Hazards, over time it can change how people see safety and how they see the role as a HSR.

Notes:





TRAINING

FIND A QUALITY HSR TRAINER

Find yourself some great HSR training to support you in developing your WHS skills and knowledge in WHS legislation, conducting effective and meaningful risk assessment, and incident investigations.

When researching your HSR training provider do some digging and find out about the trainer, their style of training, and their background to make sure you are getting the best possible training experience for you or your HSR's.

The HSR course is five days and with the wrong trainer, it can be dry and boring. Find a trainer who is hands-on, interactive and will offer some type of support to you or your HSR's after the course.

Questions to ask your HSR trainer.

- Are they approved via your state's safety authority? e.g SafeWork NSW, WorkSafe ACT, or Comcare for government
- What is the trainer's industry experience, and how recent is it?
- What qualifications do they hold?
- What support will they provide to your HSR's after the training?

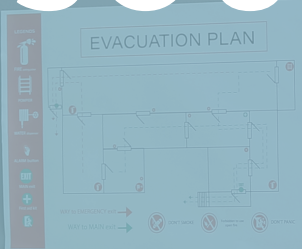
Notes:



HSR CHECKLIST

- ☒ MY HSR FRIEND IS _____
- ☒ MY ZONE IS _____
- ☒ I UNDERSTAND THE DIFFERENCE BETWEEN A HAZARD AND A RISK
- ☒ I HAVE LOCATED COPIES OF THE WHS LEGISLATION
- ☒ PRACTICED THE HACK FOR INTERPRETING LEGISLATION
- ☒ I HAVE PRACTICED OR CAN USE "CONTROL F"
- ☒ TOOLS HAVE BEEN GATHERED
- ☒ DOWNLOADED THE WHS INSPECTION TEMPLATES
- ☒ TRAINING BOOKED

FREE RESOURCE



WHS INSPECTION TEMPLATES



Every workplace needs a good WHS Inspection form to use as a prompt sheet whilst out conducting safety inspections. As part of this guide, we are providing you with two FREE templated forms in word format for you to modify and make relevant for your workplace.

[WHS INSPECTION TEMPLATE LINK](#)



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[DOWELLSOLUTIONS.COM.AU](https://dowellsolutions.com.au)



THANK YOU

Thank you for downloading our FREE 10 Tips for HSR's. I hope the tips, resources, and templates have been of value to you.

Being a HSR can be challenging sometimes, however can also be very rewarding.

I wish you the best of luck with your journey as a HSR. ★

Kylie Dowell

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