

Health & Safety Resolution Flow Chart

This resolution flow chart applies to resolving health and safety issues – that are not an immediate risk to the health & safety of workers, students or others.

For issues not an immediate risk to health and safety, the resolution of the issue requires a worker or HSR¹ to consult, as per this process.

Stage 1

Safety issues of concern identified should be raised with the relevant supervisor/manager for consideration and response. Where a supervisor is not able to resolve the issue then the following should occur;

- ☐ The issue to be reported in the [FlinSafe system](#)² or other relevant reporting mechanism if a [psychosocial](#)³ issue by a worker or the HSR.
- ☐ Once reported, the WHS Unit or relevant P&C Business Partner will investigate if sufficient information⁴ is provided, consulting with the workers and their HSR (where appropriate) and provide recommendations to the relevant supervisor/manager to eliminate or minimize the risk from the identified hazard/s.

Should the actions taken by the supervisor/manager not resolve the safety issue and the Worker or HSR reasonably believes a risk to health and safety still exists, move to Stage 2.

Stage 2

Safety issue/s, not resolved by Stage 1, should be raised to the relevant Senior Manager (Director College Services (DoC) or Portfolio Director) for consideration and response.

Note:

- ☐ Additional advice may be sought from the WHS Unit or the P&C Unit.
- ☐ If it cannot be resolved by the Senior Manager then the issue should be escalated to the relevant Portfolio Head or Vice President Executive Dean of College.
- ☐ The issue should be referred to the next College/Portfolios Health and Safety Committee meeting.

Note - Either party (i.e. Management or worker) may make a request to SafeWork SA for advice at any time.

Should the actions taken not resolve the safety issue and the Worker or HSR reasonably believes a serious risk to health and safety still exists, move to Stage 3.

Stage 3

Serious safety issue/s, not resolved by Stage 2, should be raised with the HSR (if not already involved and the worker has given permission) for resolution by raising the issue for consideration and response by:

- ☐ Escalating to the University Health & Safety Committee
- ☐ Escalating to the Vice President (Corporate Services) (VPCS).

Note

- ☐ The Health & Safety Committee or VPCS will advise the HSR of their decisions and any subsequent actions in writing.
- **A trained HSR has the option of issuing a Provisional Improvement Notice and requesting further investigation by the relevant Regulator once consultation has been reasonably attempted within internal University channels (e.g. SafeWorkSA, WorkSafeNT).**

Health & Safety Issue Resolved

¹ - Note: An elected and trained HSR may exercise their powers in accordance with the [WHS Act 2012](#) at any time (including contacting SafeWork SA to seek advice and guidance on the matter, issue a Provisional Improvement Notice (PIN) or direct the cessation of unsafe work). In exercising these powers they should where possible attempt to consult first.

² – Noting FlinSafe is not a confidential system.

³ - Psychosocial Hazard - reporting options

- [Reporting Psychosocial hazards](#)
- [P&C Business Partners](#)
- [Grievance Procedure](#)
- [Bullying Prevention and Management](#)
- [Equal opportunity and diversity - Flinders University Staff](#)
- [Safety on campus - Flinders University Staff](#)

⁴ - If insufficient evidence is provided it is unlikely that any investigation will be able to occur to substantiate the report.

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