



Australian Government

AFTRS

AFTRS

Work Groups Policy

Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer on recommendation from the Occupational Health and Safety Committee
Effective Date	5 th September 2008 Reviewed 6 th August 2011 Reviewed 1 st January 2012
Associated Documents	<i>Work Health and Safety Act 2011</i> Health and Safety Management Arrangements Work Group Procedure Health and Safety Committee Policy and Procedures Health and Safety Representative Policy and Procedures

1. Policy Name

The AFTRS Work Group Policy

2. Preamble

Part 5 Division 3 Subdivision 2 Clauses 51-54 of the *Work Health and Safety Act 2011* outlines the provisions relating to the establishment of Work Groups. All workers should belong to a WG.

3. Policy Scope

This policy enables the establishment and variation of Work Groups.

4. Definitions

Work Group (WG) is a group of workers undertaking work for the same employer who can be represented by health and safety representatives in relation to health and safety matters affecting workers at work.

Health and Safety Representatives (HSR) represent the health and safety interests of workers in a WG.

Health and Safety Committee is the Committee established under the legislation and the AFTRS Health and Safety Committee Policy.

5. Policy Statement

AFTRS shall establish WGs which satisfy the legislative requirements, are based on the recommendation of the Health and Safety Committee, and following consultation with workers. The aim is to group workers in a manner that best enables their interests relating to health and safety to be represented and safeguarded.

There must be at least one WG and every worker should be included within a WG. A worker will be included in the WG that includes their desk or normal area of work. A worker may only be included in one WG.

Workers, their chosen representatives, or AFTRS management may request the establishment or variation of a WG and management must, within 14 days of receiving or making the request, enter into consultation and negotiations. Workers in the group must be advised of the outcome of negotiations as soon as practicable after their conclusion. Consultation will be with the Health and Safety Committee.

If agreement on a variation or establishment of a work group cannot be achieved any person who is party to the negotiations may ask the regulator to appoint an inspector to decide the matter.

AFTRS must keep and internally publish up to date lists of all WGs and describing the categories of the workers included in each WG.

6. Review

As required by legislative or Australian Government policy changes or as part of the Health and Safety Committee's review of the AFTRS Health and Safety Management Arrangements.