



WHS Site Officer

Background

A WHS Site Officer provides and coordinates certain WHS tasks at their particular site(s) of employment, performing essential functions that cannot be conducted off-site or remotely.

Selecting a WHS Site Officer

A Senator or Member must nominate a WHS Site Officer when the position of WHS Site Officer becomes vacant in their office.

A Senator or Member nominates a MOP(S) Act employee by completing a Work Health and Safety (WHS) Roles Nomination form.

- Refer to Form 144: Work Health and Safety (WHS) Roles Nomination

The nominated WHS Site Officer must:

- have completed, or be prepared to complete, WHS Site Officer training through the contracted service provider
- spend the vast majority of their working hours on site at the office premises
- be capable of performing the inherent requirements of the role
- agree to undertake the role.

It is preferable, but not essential, that the employee has existing skills, training, experience and interest in carrying out the WHS duties.

Responsibilities of WHS Site Officer

The responsibilities of the appointed WHS Site Officer will vary slightly depending on the nature of the office in which they work. However, irrespective of their individual circumstances, each WHS Site Officer must:

- undertake training identified by MaPS to fulfil the role
 - Refer to WHS Training
- provide new MOP(S) Act employees and volunteers working at their office with an induction into WHS in their particular office environment
 - Refer to Employee Induction Checklist

- conduct quarterly WHS inspections for the site, and submit inspection reports to the WHS service provider no more than two weeks following the end of each financial quarter (i.e. 30 September, 31 December, 31 March, and 30 June)
- assist fellow MOP(S) Act employees to report hazards if required
- assist fellow MOP(S) Act employees to notify health and safety related incidents with the contracted WHS and Occupational Rehabilitation Services provider, where required
- assist with any incident investigations and unresolved WHS issues at the site
- promote good WHS practice within the site.

Training for WHS Site Officers

All WHS Site Officers will receive training to assist them to fulfil the requirements of the role.

- Refer to WHS Site Officers training

Resources available to WHS Site Officers

Forms and checklists

The following documents are provided to assist WHS Site Officers to perform their role:

- Incident investigation form
- Induction checklist
- WHS risk assessment and control template
- Workplace inspection checklist and action plan
- WHS contacts poster
- WHS officer poster

These are available on the MaPS website, under nominated WHS roles.

Corporate Responsibility Allowance

WHS Site Officers will receive payment of corporate responsibility allowance (CRA) once they have completed their WHS Site Officer training. The continued payment of CRA requires WHS Site Officers to fulfil the duties as outlined in the responsibilities of a WHS Site Officer. This includes the submission of quarterly inspection reports within the timeframes specified. In accordance with paragraph 5 of the CRA Guideline, WHS Site Officers who do not submit regular quarterly inspection reports will have their CRA payment withheld.

If a senator or member nominates a new WHS Site Officer, payment of CRA to the existing WHS Site Officer will cease from the date that the new WHS Site Officer completes his or her training.