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9(2)(a)



RE Official information request CDHB 10788

I refer to your email dated 16 December 2021 requesting the following information under the Official Information Act from Canterbury DHB. Specifically:

- 1. The name of the Orderly Health and Safety representative as at 26 April 2021, how long they had held that role, and a description of the responsibilities of that role**

Our records show that the Orderly Health and Safety Representative is 9(2)(a) commenced this role in 2017.

The below information about the Health and Safety Representative role is available to all staff on the CDHB Wellbeing Health and Safety SharePoint site:

The Health and Safety Representative role is to:

Work in conjunction with Managers and the Health and Safety Team to develop, implement and measure health and safety initiatives.

- Promote best practice in health and safety.
- Report and discuss the management of hazards with their Line Manager.
- Consult with inspectors on health and safety matters.
- Advocate and support staff particularly those who are returning to work following injury/illness.

A Health and Safety Representative will:

Have an interest and ongoing commitment to health and safety in their workplace.

- Have good communication skills.
- Know where to go for help.
- Commit to the role for a minimum of two years. It is acknowledged that this is a voluntary role and personal/work circumstances may change and require the person to step down.
- Notify their Line Manager if unable to continue, so that they can find a replacement representative.
- Attend monthly or bi-monthly meetings

- Attend relevant training.

Training:

- All Health and Safety Representatives will have the opportunity to attend an accredited Representative Training course co-ordinated by the Health and Safety Team.
- Further training will be given by Safety Advisors at Health and Safety Committee meetings.

Specific Tasks/Activities for the Health and Safety Representative:

Ensure health & safety is an agenda item at workplace team meetings.

- Maintain Health & Safety folder.
- Keep the Health & Safety notice board up to date.
- Carry out Workplace Inspections using the Workplace Inspection Checklist.
- Communicate Health & Safety information.
- Attend Health and Safety Committee meetings.
- Assist line manager with:
 - Workplace audits
 - Induction of new staff using the Wellbeing, Health and Safety Induction Checklist
 - Completion of staff accident notification and investigation
 - Identification and monitoring of hazards
 - Updating hazard register
 - Health and safety education

Dealing with Health and Safety Issues:

When an issue is brought to the attention of a HSR it must be discussed with the Line Manager in the first instance. If this cannot be resolved the issue should be raised at the Health and Safety Committee meeting.

The Health and Safety Team:

- Provide leadership and advice in occupational health and safety to support managers and HSRs.
- Co-ordinates a consistent approach to health and safety across the organisation.

I trust that this satisfies your interest in this matter.

Please note that this response, or an edited version of this response, may be published on the Canterbury DHB and West Coast DHB websites.

Yours sincerely



Tracey Maisey
Executive Director
Planning, Funding & Decision Support