



# OHS Issue Resolution Flowchart

*The following flowchart should be used for the resolution of workplace occupational health and safety (OHS) issues, providing an agreed process does not already exist.*

*This flowchart or the agreed process should be communicated to all employees and displayed in a prominent position in the workplace including on the OHS Notice Board.*

**The Health and Safety Representative is:**

OHS ISSUE

Issue resolved?

NO

YES

YES

NO

Immediate threat?

YES

NO

NO

YES

YES

1. Record resolution
2. Report to staff meeting or Health and   
   Safety Committee   
   (if established)
3. Inform affected employees of outcome

HSR may choose to Issue a   
Provisional Improvement Notice (PIN)

If so, Principal or delegate notifies regional office

Stop-work direction disputed by Principal?

Contact WorkSafe

NO

Issue resolved?

Principal or delegate notifies regional office

Stop work direction by HSR and/or Principal

Agenda item for staff meeting   
or Health and Safety Committee   
or for further advice, contact:

Melbourne Archdiocese Catholic Schools

OHS Team, Tel: 9267 0431

Notify HSR.

HSR informs relevant management to discuss issue.

Employees nominate a representative to discuss issue with relevant management.

Is there a Health & Safety Representative (HSR)?