**HSR Time Allocation**

#### **Instruction for use**

The Senior Leader is to allow a HSR to spend a reasonable amount of time as deemed necessary to carry out their HSR duties. The amount of time allocated for a HSR to perform their role will vary between workplaces, however, a minimum time allocation in a range between 28 hours to 32 hours per calendar year is required to enable attendance at:

• Quarterly H&S committee meetings (2 hours per meeting x 4 meetings per annum);

• Quarterly inspections (2 hours – 3 hours per meeting x 4 meetings per annum); and

• Monthly meeting (1 hour per meeting x 12 meetings per annum).

The HSR and the Senior Leader are to discuss and agree on the estimated amount of any other working time in addition to the minimum allocation (as identified above), needed to perform any anticipated HSR functions.

Given the nature of the role of a HSR there maybe times that a HSR is required to perform tasks that are over and above the time allocation, The HSR must discuss these situations with their leader to ensure they are able to fulfill the role as per legislative requirements.

The Senior Leader and HSR should use the table below to record the above and sign-off on the HSR Time Allocation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Time *(estimated in minutes)*** | **Number *(estimated)*** | **Frequency *(estimated)*** | **Total Time *(estimated)*** |
| H&S Committee meetings |  |  |  |  |
| Workplace Inspections |  |  |  |  |
| Work Area meetings |  |  |  |  |
| Risk Assessments |  |  |  |  |
| Audit participation |  |  |  |  |
| HSW / GSM Document Reviews |  |  |  |  |
| HSR training |  |  |  |  |
| HSW Issue Resolution matters |  |  |  |  |
| HSW Incident Investigation(s) |  |  |  |  |
| *<add additional as required>* |  |  |  |  |
| *<add additional as required>* |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Designated Work Group** | Name: |  | | | | |
| **Authorising Manager** | Name: |  | Signature: |  | Date: |  |
| **Nominated HSR** | Name: |  | Signature: |  | Date: |  |