OHS Issue Resolution Flowchart

Unresolved or outstanding OHS issue raised

- Inform Manager, Supervisor or Safety Officer and/or HSR and consult on issue (3.1.2).

Believed to be an immediate risk issue? (3.2.2)

- Yes
  - Cease work and inform HSA, Safety Officer or Manager responsible for the work activity (3.2.2).
  - Manager, Supervisor or Safety officer must notify OHS of cease work order and ensure work does not recommence (3.2.3).
  - Work to resolve issue in consultation with and to the satisfaction of all parties affected.

  Has an agreed resolution been reached?

  - Yes
    - Re-assign issue with next level management and continue towards issue resolution (3.1.5).
  - No
    - If required, engage OHS, Internal or external MUS subject matter expertise to assist (3.1.6).

  - Has an agreed resolution been reached?

    - Yes
      - Any party may request attendance by WorkSafe Inspector to assist with resolving issue (3.1.7).
      - Inspector meets with affected parties and issues a direction for actions to be taken.
      - Take action in accordance with the WorkSafe requirements.

    - No
      - Raise issue with next level management and continue towards issue resolution (3.1.5).

  - Assign employer representative to oversee completion of actions to resolve issue (3.1.8).

  Document the issue, the agreed resolution steps and time frames in SAIRAH (3.1.9).

  If relevant, report outcomes to the local OHS Committee (3.1.10).

  Raise issue at the Monash University OHS Committee (MUCHSC).

  Is the issue common across the University?

    - Yes
      - Issue Resolved
    - No
      - Is the issue

Health and safety issues should be first raised with the relevant Manager, Supervisor or Safety Officer, either directly or through (when available) the areas Health and Safety Representative (HSR). If this concern is addressed to the satisfaction of all parties, there is no need to follow the formal issue resolution process outlined in this flowchart.

For the latest version of this document please go to: [http://www.monash.edu.au/ohs](http://www.monash.edu.au/ohs)