

Use this tool to understand the roles and responsibilities of the health and safety committee and/or representatives.

There is no requirement to have a HSC or a HSR under HSWA. However if you have 20 or more workers and one requests to have a committee you must consider this request and action as appropriate. Note: If you have 20 or less workers you are not required to have a HSC or a HSR even if requested.

Roles of a Health and Safety Committee:

A Health and Safety Committee:

- facilitates co-operation between the board of trustees and school workers in instigating, developing, and carrying out measures designed to ensure the school workers' health and safety at work
- assists in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the school
- makes recommendations to the board of trustees about work health and safety.

Roles of a Health and Safety Representative:

The HSR performs a number of functions including:

- representing school workers generally on health and safety matters
- investigating complaints from school workers about health and safety issues at the school
- representing a school worker on a specific health and safety matter (including a complaint) if asked to do so by that worker
- monitoring health and safety measures taken by the board of trustees and providing feedback to the board about health and safety compliance
- inquiring into anything that appears to be a health and safety risk to school workers arising from the activities of the school and making recommendations to the board of trustees on work health and safety
- promoting the interests of school workers who have been harmed at work, including arrangements for rehabilitation and return to work
- issuing provisional improvement notices in the school workplace
- being able to direct workgroup members (school workers the HSR represents) to cease work

For further information on HSCs and HSRs read the [worker participation factsheet \(part 2\)](#) available on the Ministry of Education's Health and Safety web space.