



Work health and safety (WHS) Site Officer

Background

A WHS Site Officer provides and coordinates certain WHS tasks at their site(s) of employment, performing essential functions that cannot be conducted off-site or remotely.

Selecting a WHS Site Officer

A parliamentarian must nominate a WHS Site Officer when the position of WHS Site Officer becomes vacant in their office. A parliamentarian nominates a MOP(S) Act employee for the role by completing a [Corporate Responsibility Roles nomination Form](#).

The nominated WHS Site Officer must:

- have completed, or be prepared to complete, WHS Site Officer training
- spend most of their working hours on site
- be capable of performing the inherent requirements of the role
- agree to undertake the role.

It is preferable, but not essential, that the employee has existing skills, training, experience and interest in carrying out the WHS duties.

Responsibilities of WHS Site Officer

The responsibilities of the appointed WHS Site Officer will vary slightly depending on the nature of the office in which they work. However, irrespective of their individual circumstances, each WHS Site Officer must:

- undertake relevant training identified by the PWSS to fulfil the role
- provide new MOP(S) Act employees and volunteers working at their office with a WHS induction into their office environment
- conduct six-monthly WHS inspections for the site, and submit inspection reports no more than two weeks following the end of each six months (i.e. 31 December and 30 June)
- assist fellow MOP(S) Act employees to report hazards
- assist fellow MOP(S) Act employees to notify health and safety related incidents
- assist with any incident investigations and unresolved WHS issues at the site
- promote good WHS practice within the site.

Training for WHS Site Officers

All WHS Site Officers will receive training to assist them to fulfil the requirements of the role.

Resources available to WHS Site Officers

Forms and checklists

The following documents are provided to assist WHS Site Officers to perform their role:

- [Incident investigation form](#)
- [Induction checklist](#)
- [WHS risk assessment and control template](#)
- [Workplace inspection checklist and action plan](#)
- [WHS contacts list](#)
- [WHS officer poster](#).

Corporate Responsibility Allowance

WHS Site Officers will receive payment of corporate responsibility allowance (CRA) in accordance with the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#) once they have completed their WHS Site Officer training.

The continued payment of CRA requires WHS Site Officers to fulfil the duties as outlined in the responsibilities of a WHS Site Officer. This includes the submission of inspection reports within the timeframes specified. In accordance with paragraph 8 of the CRA Guideline, WHS Site Officers who do not submit regular inspection reports will have their CRA payment withheld.

If a parliamentarian nominates a new WHS Site Officer, payment of CRA to the existing WHS Site Officer will cease from the date that the new WHS Site Officer completes his or her training.

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