

Information for Local Health and Safety Contacts

Congratulations on undertaking the important role of Local Health and Safety Contact (LHSC) as nominated by your element management.

Managing health and safety is a responsibility of every person and your role is to assist in building internal competence by providing advice and direction. You have the support of your element Health and Safety Advisor or Health and Safety Practitioner.

LHSC ROLE STATEMENT

- Initial local health and safety point of contact for fellow staff/students
- In consultation with Element management and Health and Safety Advisers, some of the tasks you may be asked to assist with include:
 - The completion of incident reports into GSafe
 - the completion of local staff inductions
 - completing risk assessments
 - local incident investigations
 - the maintenance, monitoring and reviewing of local risk registers;
 - the coordination of, and where required, completion of local workplace inspections
- Provide advice on local health and safety practices, including provision of relevant information and resources available on the Health and Safety website.
- Report on health and safety status and issues to Element/School meetings or to relevant managers
- Provide input to local Health and Safety Committees:
- Where required, maintain the local ChemWatch database
- Maintain appropriate health and safety competencies through attendance at relevant information sessions

TRAINING

All nominated LHSCs are expected to undertake the following online training courses, available through Learning@Griffith.

- Health and Safety Induction
- Annual Fire Safety Training
- Manual Tasks and Office Ergonomics
- Practical Hazard and Incident Management
- Laboratory and Workshop Safety (only if required)
- Wellbeing for Work and Life

The LHSC are also required to show a level of competency in the following in order to obtain a certificate, this is completed with the Health and Safety Adviser.

- LHSC Core Induction and information session
- Mentoring and demonstration of competency for completing an inspection and a risk assessment
- Where required by the Element/School, mentoring/completion of ergonomic workstation assessment
- Where required by the Element/School, assisting in an incident investigation

Your point of contact for specific advice and further information is the Health and Safety Adviser for your Element or your Health and Safety Practitioner. These people can provide you with additional information, arrange for further mentoring and face to face support as required.

WEB LISTING

LHSCs are listed in the phonebook on the Griffith Portal. Please check that your listing is correct and contact safety@griffith.edu.au if amendments are required

ADDITIONAL RESOURCES

Online resources can be found on the [Health and Safety at Griffith](#) website.