

# Single Employer Designated Work Group Record



## PART A - NEGOTIATIONS

### 1 REQUEST TO ESTABLISH MADE *s43(1) or s43(4)*

WHO

DATE

### 2 NEGOTIATIONS STARTED *(must be within 14 days of request)*

DATE

### 3 EMPLOYEES REQUESTED REPRESENTATION *s44(5)*

YES *(describe who and attach evidence of authorisation to act)*

NO

### 4 PARTIES TO THE NEGOTIATION

REPRESENTING EMPLOYEES

REPRESENTING EMPLOYERS

### 5 FACTORS CONSIDERED

*What best & most conveniently represents the OHS interests of workers to be represented & safeguarded? s.44(1)(a)(i)*

MATTERS TO BE TAKEN INTO ACCOUNT *s.46*

NOTES *(write N/A if this factor is not applicable to your workplace)*

*(a) the number of employees at the workplace or workplaces*

*(b) the nature of each type of work performed at the workplace or workplaces*

MATTERS TO BE TAKEN INTO ACCOUNT	NOTES
<i>(c) the number and grouping of employees who perform the same or similar types of work or who work under the same or similar arrangements</i>	
<i>(d) the areas at the workplace or workplaces where each type of work is performed</i>	
<i>(e) the nature of any hazards at the workplace or workplaces</i>	
<i>(f) any overtime or shift working arrangements at the workplace or workplaces</i>	
<i>(g) whether other languages are spoken by the employees</i>	
<i>Other factors considered</i>	

**6 ARE ARRANGEMENTS NEEDED IF THE HSR TAKES A PERIOD OF EXTENDED LEAVE?**

YES (please describe)

NO

**7 INSPECTOR CALLED TO DETERMINE UNRESOLVED PARTICULARS s45(1) s45(2)**

YES (attach copy of inspection report)

NO

## PART B - AGREEMENT

NOTE: COMPLETE A NEW PART B FOR EACH DWG NEGOTIATED

### 1 AGREED DESIGNATED WORKGROUP NAME

### 2 DESCRIPTION OF WORKERS COVERED BY DESIGNATED WORK GROUP

*e.g. "teaching and support staff from the primary school campus" or  
"all non-managerial staff working on the shop floor, receivables and on registers"*

### 3 NUMBER OF HEALTH & SAFETY REPRESENTATIVES *s.44 (b)*:

### 4 NUMBER OF DEPUTY HEALTH & SAFETY REPRESENTATIVES (IF ANY) *s.44 (c)*:

### 5 LENGTH OF OFFICE (MAXIMUM OF 3 YEARS) *s.44 (d)*:

### 6 AUTHORISATION TO HSR TO REPRESENT INDEPENDENT CONTRACTORS WHO WORK AT THE DESIGNATED WORK GROUP WORKPLACE *s.44 (d)*:

YES

NO

### 7 NOTICE OF ESTABLISHMENT OF DESIGNATED WORK GROUP *s.44 (2) (3) (4)*

WRITTEN NOTICE GIVEN BY EMPLOYER AFTER AGREEING ON CONDITIONS TO ESTABLISH THE DWG

YES (Attach copy of the notice, including any following variation agreed)

NO

COPIES OF THIS DOCUMENT ARE TO BE KEPT ON FILE, DISTRIBUTED TO ALL PARTIES OF THE NEGOTIATION OUTLINED IN PART A, AND MADE AVAILABLE UPON REQUEST TO RELEVANT HSRs.