**NOTICE TO THE PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU)**

**AUTHORISATION OF THE UNION TO REPRESENT WORKERS IN NEGOTIATIONS FOR WORK GROUPS**

*[Sections 52 & 56 Work Health and Safety Act (Qld)]*

Organisation/Workplace Name ………………………………………………………………………..

Workplace Address …………………………………………………………………………………..

1. We, the undersigned, request that [INSERT NAME OF UNION] represents workers to negotiate for an agreement around work groups for the election of Health and Safety Representatives and Deputy Health and Safety Representatives.

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| **Full Name** | **Signature** | **Date of Signing** |
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**Notes**

1. Section 52(5) and 56(5) provide that a Person Conducting a Business or Undertaking (a PCBU) must negotiate with a union to determine an agreement of work groups if requested to do so by a worker(s).
2. Negotiations include the number and composition of work groups, the number of health and safety representatives (HSRs) and deputy health and safety representatives to be elected, the workplace or workplaces to which the work groups will apply, and the business or undertakings to which the work groups will apply.
3. The PCBU must take all reasonable steps to commence negotiations with the workers and their union within 14 days after a request is made.
4. Section 16 of the Work Health and Safety Regulation provides that negotiations for and determination of work groups and variations of work groups must be directed at ensuring that the workers are grouped in a way that—
5. most effectively and conveniently enables the interests of the workers, in relation to work health and safety, to be represented; and
6. has regard to the need for a health and safety representative for the work group to be readily accessible to each worker in the work group.
7. Section 17 of the Work Health and Safety Regulation also provides that negotiations for and determination of work groups and variation of work groups must take into account all relevant matters including the following—
8. the number of workers;
9. the views of workers in relation to the determination and variation of work groups;
10. the nature of each type of work carried out by the workers;
11. the number and grouping of workers who carry out the same or similar types of work;
12. the areas or places where each type of work is carried out;
13. the extent to which any worker must move from place to place while at work;
14. the diversity of workers and their work;
15. the nature of any hazards at the workplace or workplaces;
16. the nature of any risks to health and safety at the workplace or workplaces;
17. the nature of the engagement of each worker, for example as an employee or as a contractor;
18. the pattern of work carried out by workers, for example whether the work is full-time, part-time, casual or short-term;
19. the times at which work is carried out;
20. any arrangements at the workplace or workplaces relating to overtime or shift work.