



## New South Wales Teachers Federation

a branch of the Australian Education Union  
AEU NSW Teachers Federation Branch ABN 86 600 150 697



### WORK HEALTH AND SAFETY OFFICER (1)

The Work, Health and Safety Officer will have responsibility to:

- a. Develop a thorough working knowledge of relevant Industrial, Work Health and Safety, and Workers Compensation laws and delegated legislation (including but not limited to the Work Health and Safety Act 2011, Workers Compensation Act 1987, Workplace Injury Management and Workers Compensation Act 1998, Industrial Relations Act 1996, and Fair Work Act 2009 (Cth)), and other related legislative and regulatory provisions;
- b. Liaise with, provide advice and support to, other Officers (including Organisers, Professional Support Officers and Research/Industrial Officers) about member and workplace issues related to Work, Health and Safety;
- c. In consultation with the Deputy Secretary (Research, Industrial and Professional Support) visit schools and Associations as appropriate to investigate breaches and to further the union's policy in these areas;
- d. Research, prepare, present and advocate in collective disputes and individual disputes concerned with Work Health and Safety and Workers Compensation before relevant industrial and other tribunals;
- e. Where appropriate, brief legal counsel on matters pertaining to Work Health and Safety and Workers Compensation, including matters which are being considered for referral to the Industrial Relations Commission, the Fair Work Commission or other relevant tribunals/bodies.;
- f. Prepare surveys and/or provide analysis of local, interstate and overseas reports on Work Health and Safety;
- g. Provide appropriate support for Federation's involvement in Work Health and Safety matters. This is to include the conduct of research, preparation of background papers, development of policy proposals and submissions in consultation with Senior Officers and appropriate Federation bodies, and liaison with members;
- h. Be responsible for the development, creation and maintenance of information leaflets for members about Work Health and Safety, and provide assistance to the Officers responsible for other information leaflets on elements associated with Work Health and Safety;
- i. Assist with the training of Officers and members on work health and safety matters, including in work, health and safety campaigns in consultation with the appropriate Deputy Secretaries;
- j. Assist the General Secretary with regard to the union's compliance with work, health and safety and other related legislation as it affects the union as an employer; and
- k. Represent the Federation on committees and forums, including with Unions NSW, the AEU and ACTU, which pertain to Work Health and Safety and Workers Compensation;
- l. Research, prepare, present and negotiate with employers, other unions and the NSW Government, on industrial arrangements which pertain to Work Health and Safety and Workers Compensation, in consultation with Senior Officers;

While the section maintains specialist Officer Positions, the Deputy Secretary (Research/Industrial and Professional Support) may allocate to the WHS Officer other duties applicable to Research/Industrial Officers.

Research and preparation of materials relating to Work Health and Safety as they pertain to Women, People with Disability, Aboriginal and Torres Islanders, and people from multicultural backgrounds, and the integration of this material within the mainstream activities of the Federation will be done in collaboration with the Women's Officer, Disability Officer, Aboriginal Education Officer and Multicultural Officer/Organiser.

While Officers are generally elected to specialised positions, Officers may be required to undertake other duties as requested by the General Secretary. Professional Officers and Officers under the Act are expected to understand the major campaigns being pursued by the various sectors of the union from time to time. All Officers are expected to be able to assist members to obtain information or services from the union and to have a working knowledge of the major awards, agreements, determinations and regulations that cover the membership of Federation.

Professional Officers and Officers under the Act may be required to work hours that take into account the extended hours of operation of some work sites.

Recruitment of members is a priority for the Federation and a responsibility of all Officers.

Federation recognises its obligation to ensure that information is available and that Officers are trained in order to achieve this requirement.

The General Secretary position and the four Deputy Secretary positions are Officers under the Act and the Rules of the organisation and their election is undertaken by the Australian Electoral Commission.

#### **Duties common to all Professional Officers (2025–2026)**

As Professional Officers are elected by Branch Council and responsible to the General Secretary for the implementation of the decisions of Branch Conference, Branch Council and Branch Executive, all Officers are required to:

- a. Attend Branch Conference, Branch Council and Officers' meetings, whenever not prevented by carrying out other duties, and attend Branch Executive when possible and appropriate, to provide reports and advice to the Branch Executive;
- b. Participate in campaigns;
- c. Maintain close relationships with the membership and assist them with issues related to their employment. This will include participation in rosters as negotiated, including phone duties, where Officers may be required to participate at least four hours per fortnight (Professional Support Officers are exempt from the phone duty roster);
- d. Recruit new members as a continuous part of their work;
- e. Address school, college and Association meetings when required by the General Secretary;
- f. Irrespective of the elected area of responsibility, the General Secretary may require an Officer to service any other area as the need arises;
- g. Be assigned to assist the activities of a Committee or Special Interest Group within the Federation by attending its meetings and providing liaison between the Committee/SIG and the Federation office;
- h. Address the demands of the priority campaigns of Federation. All Officers may, from time to time, be required by the General Secretary to work outside the duties specified in the duty statement for the position held. For a specified period of time, this may involve performing duties outlined in the duty statements of other Officers;
- i. Comply with NESA accreditation requirements for officers in the general division;
- j. Engage with a negotiated performance and development process over time.