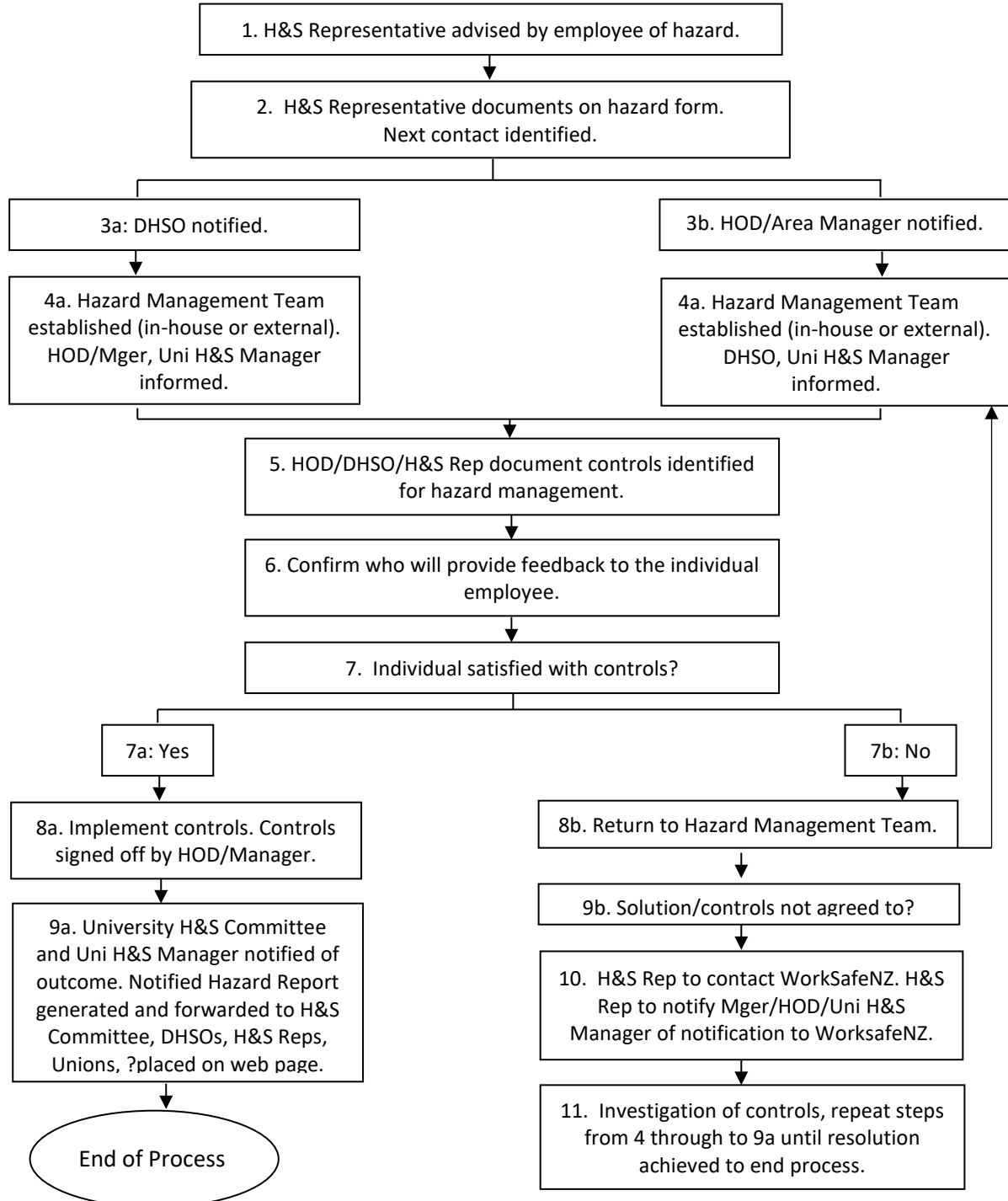


OHS Issue Resolution



Written by:	Andrea McMillan	Date Instituted:	1 August 2022
Approved by:	Reference Group	Revision No.:	V1
Person Responsible:	Director, Health and Safety	Supersedes:	N/A
Author date:	1 August 2022	Review date:	1 August 2024
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**TITLE:** OHSMS Issue Resolution Flowchart**OHSMS REF:** Communications and Worker Participation**Key Notes:**

1. Individual notifier to remain confidential to H&S Representative.
2. Individual notifier to agree with H&S Rep most appropriate contact to refer hazard on to.
3. Hazard Investigation Team may access any resources to identify solution, including WorkSafeNZ.
4. Formal Hazard Notices raised to WorkSafeNZ through an elected and trained Health and Safety Representative.
5. University H&S Manager and HOD/Manager must be aware of the notification.
6. University H&S Manager and H&S Committee must be informed of process and outcome.
7. Individual is able to contact Union at any stage of the process.

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**University of Otago****ISO45001 Occupational Health and Safety Management System****TITLE:** OHSMS Issue Resolution Flowchart**OHSMS REF:** Communications and Worker Participation

Amendment	Change	Date	Who	Version	Approval
1	New Document	1 Aug 2022	Director, H&S	V1	Director, H&S

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