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Enquiries: Labour Relations Adviser  
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CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 5 OF 2013

**ENTITLEMENTS OF HEALTH AND SAFETY REPRESENTATIVES WHO ATTEND COURSES UNDER OCCUPATIONAL SAFETY AND HEALTH REGULATIONS**

This Circular replaces Circular to Departments and Authorities 2 of 1991 Entitlements of Health and Safety Representatives who attend courses under Occupational Health, Safety and Welfare Regulations. Regulations referred to in the previous Circular have been replaced by the *Occupational Safety and Health Regulations* 1996. The following provisions apply to Safety and Health Representatives who attend introductory and transitional courses:

**1. ROSTERED DAYS OFF**

Where a health and safety representative attends a training course under Regulation 2.2 on a day which would ordinarily have been rostered as a day off had they worked their scheduled work time, that health and safety representative is entitled to time off in lieu equivalent to the rostered day which was forgone as a result of attending the course or where agreed by the employer and employee, the representative shall be entitled to payment as if it were time worked, with payment at ordinary time rates.

**2. SHIFT EMPLOYEES**

The entitlements specified under point one above, similarly apply to a health and safety representative who ordinarily works a shift arrangement and attends a training course under Regulation 2.2 on a day/s which would ordinarily have been rostered as a shift day/s off had the health and safety representative worked their scheduled work time.

**3. PART TIME**

Where a health and safety representative is a part time employee and attends a training course under Regulation 2.2, that health and safety representative is entitled to pay, calculated at their ordinary rate of pay, for such time as they attend the course.

Notwithstanding these entitlements, nothing excludes a health and safety representative's entitlements to additional payments or alternative conditions that may be prescribed in an applicable award, order, or industrial agreement or agreed between the employer and health and safety representatives as being applicable.

Kristin Berger  
for **BOB HORSTMAN**  
**EXECUTIVE DIRECTOR**  
**LABOUR RELATIONS**

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