

Hiki cards set 01 (front)

Print this document double-sided and at 100% size.
Use the dashed lines as a guide to cut out each card.



HIKI

Learning cards for
health and safety
representatives

HSR ATTRIBUTE

I help by
speaking for
all workers in
my work group
on health and
safety

WORKSAFE
Mahi Haumarū Aotearoa

Hiki learning cards

WORKSAFE
Mahi Haumarū Aotearoa



HSR ATTRIBUTE

I help by
listening and
representing

HSR ATTRIBUTE

I help by
being
welcoming

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Hiki learning cards

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Hiki cards set 01 (back)

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LET'S WORK TOGETHER

As a result of this, you will see...

...that everyone can hear and see their concerns

As my manager, I'd like you to support me by...

...listening and understanding the concerns and ideas raised by HSRs and helping find solutions

Kia ora!

We're excited that you've requested these Hiki cards! We hope you find them useful and would love your feedback about how you use them and what we can do to improve them.

For feedback and more information for health and safety representatives, scan the QR code or go to: worksafe.govt.nz/hsr

Ngā mihi,
WorkSafe



LET'S WORK TOGETHER

As a result of this, you will see...

...people coming to discuss health and safety

As my manager, I'd like you to support me by...

...giving me time to connect with workers, asking me what I need, and helping follow through with solutions to the issues raised

LET'S WORK TOGETHER

As a result of this, you will see...

...that if something that can be done to make this a safer place to work, I can be a part of the positive change

As my manager, I'd like you to support me by...

...listening and asking what is needed to make the change happen



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HSR ATTRIBUTE

I help by
caring

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HSR ATTRIBUTE

I help by
running
meetings

Hiki learning cards

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HSR ATTRIBUTE

I help by
being inclusive
in all my work

Hiki learning cards

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HSR ATTRIBUTE

I help by
being respected
by my peers

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Hiki cards set 02 (back)

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LET'S WORK TOGETHER

As a result of this, you will see...

...health and safety meetings that stay on time and have clear actions that deliver results

As my manager, I'd like you to support me by...

...allowing me time to attend meetings relevant to my role as a HSR

LET'S WORK TOGETHER

As a result of this, you will see...

...our people working to support each other

As my manager, I'd like you to support me by...

...providing time and resources to support the wellbeing of our team



LET'S WORK TOGETHER

As a result of this, you will see...

...a HSR who acts authentically with integrity and can support positive outcomes

As my manager, I'd like you to support me by...

...allowing me the time and means to maintain good relationships, and help to resolve any concerns raised

LET'S WORK TOGETHER

As a result of this, you will see...

...all staff will feel able to describe and discuss health and safety at work

As my manager, I'd like you to support me by...

modelling inclusive behaviour and providing a range of opportunities for workers to participate in health and safety using different communication methods



Hiki cards set 03 (front)

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HSR ATTRIBUTE

I help by
engaging on
policies and
procedures
from a worker
viewpoint

HSR ATTRIBUTE

I help by
identifying
concerns and
risks across
my work group

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HSR ATTRIBUTE

I help by
being a point
of contact

HSR ATTRIBUTE

I help by
understanding
safety concerns
of our workers

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Hiki cards set 03 (back)

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LET'S WORK TOGETHER

As a result of this, you will see...

...up-to-date health and safety concerns and risks identified by workers

As my manager, I'd like you to support me by...

...providing time to hear and respond to these concerns and risks, as well as the tools to gather, record and present concerns and risks

LET'S WORK TOGETHER

As a result of this, you will see...

...policies and procedures that include the worker and are relevant, up-to-date, and engaging

As my manager, I'd like you to support me by...

...allowing me to contribute at the beginning of the process and giving me time to talk to other workers and hear their views



LET'S WORK TOGETHER

As a result of this, you will see...

...a focus on reviewing practices through worker contributions

As my manager, I'd like you to support me by...

...recognising and rewarding time and effort reviewing health and safety practices

LET'S WORK TOGETHER

As a result of this, you will see...

...me encouraging action to solve longstanding health and safety issues, and relaying information back to my peers

As my manager, I'd like you to support me by...

...helping me gather and contribute ideas to manage organisational risks, and giving me time, resources and assurance



Hiki cards set 04 (front)

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HSR ATTRIBUTE

I help by sharing information with everyone using inclusive processes

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HSR FOUNDATIONAL

DO

Participate in activities you were invited to take part in to represent and provide the voice and experience of workers'

DON'T

Lead activities like audits, compliance checks, and writing operating procedures. Participate when invited but these kinds of tasks need to be led by the business and a health and safety practitioner, and are not the sole responsibility of an HSR'

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HSR FOUNDATIONAL

101 ON BASIC HSR RIGHTS

- You are entitled to two days training every year
- You are allowed to ask for information from the organisation that helps with health and safety
- HSRs and workers can decide how health and safety committees are set up and run, in a way that works for them
- You are entitled to time outside your usual work duties to carry out the HSR role

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HSR FOUNDATIONAL

101 ON THE HSR ROLE

- A reminder that it's a voluntary role, help in the ways that you can
- It's mainly about relationships, the majority of HSR time should be observing, listening and connecting
- You represent the voice of your colleagues, not your organisation's health and safety. Help by getting worker's ideas and concerns heard by those that can make change

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LET'S WORK TOGETHER

As a result of this, you will see...

...workers have the information they need to carry out their role safely and effectively

As my manager, I'd like you to support me by...

...supplying tools and resource to provide inclusive communication resources about health and safety



Hiki cards set 05 (front)

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to support me by...

LET'S WORK TOGETHER

As a result of this, you will see...

As my manager, I'd like you
to support me by...



LET'S WORK TOGETHER

As a result of this, you will see...

As my manager, I'd like you
to support me by...

LET'S WORK TOGETHER

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As my manager, I'd like you
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