
Policy Title:	Health and Safety Committee Constitution
Policy No:	253
Policy Subject:	Work Health and Safety
Directorate:	Corporate Services
Department:	Work Health and Safety
Responsible Officer:	Director of Corporate Services
Authorised by:	North Burnett Regional Council
Adopted Date:	Policy & Planning Meeting – 05/03/2013
Review Date:	05/03/2015
Authorities:	<i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulation 2011</i>

INTRODUCTION

It is the policy of the North Burnett Regional Council to establish a Health and Safety (H&S) Committee according to the requirements of the *Work Health and Safety Act 2011*.

The title of the committee shall be North Burnett Regional Council Health and Safety Committee.

OBJECTIVES

The functions, aims and objectives of the Health and Safety Committee are to:

1. facilitate cooperation between North Burnett Regional Council and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work; and
2. assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace; and
3. carry out any other functions prescribed under a regulation or agreed between North Burnett Regional Council and the committee.

This may be achieved by:

- a) Act in an advisory capacity on health and safety matters to management.
- b) Recommend actions for the implementation of SafePlan and monitor the progress of SafePlan.
- c) Consider all matters related to employee health and safety and help in the resolution of those matters.
- d) Encouraging and maintaining an active interest in workplace health and safety throughout the workplaces and assist in reducing work injuries and illness.
- e) Considering measures for training and educating persons at the workplace about workplace health and safety;
- f) Telling workers about control measures (policies, procedures, inspection, audits, etc.) for workplace health and safety;
- g) Reviewing the circumstances surrounding workplace incidents injuries, illness, accidents and dangerous occurrences.
- h) Advising the employer or principal contractor of the results of the review and making recommendations.
- i) Discuss and make recommendations on the management of hazards and risks at the workplaces.
- j) Helping in the resolution of issues about workplace health and safety at the workplace.
- k) Review statistics and performance indicators to monitor and advise on the safety performance of the organisation.
- l) Keep records of the meeting including any recommendations made.
- m) Conducting a formal review of the Health and Safety Committee operations to actually identify if the committee is working effectively.

SCOPE OF THE COMMITTEE

The scope of the committee will be contained to health and safety issues and concerns. Other matters including industrial relations and human resource issues are deemed to be outside the scope of the committee.

Establishment of the Health and Safety Committee does not relieve other persons of their duties and responsibilities.

Thus, management retains the overall responsibility for workplace health and safety, Supervisors retain responsibility for the staff and work areas under their supervision and workers are responsible for working in a healthy and safe manner by not placing themselves or others at risk.

DECISION MAKING PROCESS

The Chairperson is empowered by the Chief Executive Officer to initiate actions that are of a routine nature, which arises from the committee recommendations.

Any contentious issues must be approved by the Chief Executive Officer before actions is taken. Such actions or recommendations are to be decided by a majority of votes of the members present.

MEMBERSHIP

Equal representation (as deemed possible) from management and workers.

Employer Representatives

The following persons have been elected by management to a position on the Health and Safety Advisory Committee.

- Chairperson – Delegated Chief Executive Officer, Director or Manager
- Secretary – Work Health and Safety Administration Assistant
- Safety Advisor(s)
- Representative(s) for Management

Employee Representatives

The Health and Safety Committee shall comprise of the following:

Chief Executive Officer

Director of Corporate Services

Work Health and Safety Officer

Work Health and Safety Administration Officer

1 x Health and Safety Representative from each community.

Nomination of Candidates for Election

Candidates for election as an employee representative may submit their own nominations or be nominated by another worker. (To instigate this committee the existing employee representatives may be asked to continue in this role)

Rights of Employee Representatives

An elected employee representative may communicate with the workers represented prior to the meeting on agenda items and after the meeting, on the events that were discussed and recommended at the meeting.

TERM OF APPOINTMENT

A member of the committee when appointed, nominated or voted into office, holds that office for a term of not longer than three (3) years. An existing member may if re-nominated continue in that office for a further term.

A member of the committee may at any time resign the office by signing a written letter of resignation to the Chairperson, or in the absence of the Chairperson the Chief Executive Officer.

A committee member shall be taken to have vacated the member's office:

1. In the event of the member's resignation; or
2. In the event of the members absence without notifying the committee for 3 consecutive meetings; or
3. The member is not in a position of performing duties of a member.

MEETINGS

Frequency of Meetings

The committee shall meet at least once every three (3) months. At the conclusion of each meeting the date of the next meeting will be noted in the minutes.

Time of Meetings

Meetings are to be held in normal working hours at a time, which is mutually acceptable to the majority of the committee's work commitments.

Duration of Meetings

The Committee should endeavour to limit the time spend in meetings and for the purpose of this meeting an hours duration should be maximum.

Quorum

At least one-half of the committee members shall be deemed as an acceptable quorum to conduct the meeting.

Method of Notification

The Work Health and Safety Administration Officer is to remind members at least three (3) weeks in advance of every quarterly meeting.

Voting - Motions

Motions of meetings will be by asking for a Mover, Seconder, and a raise of hands in favour of 'Yes' or 'No'.

Agendas

All committee members are to provide items for the agenda by their own initiatives or by discussing issues with the workers they represent. Such items should be forwarded to the Secretary in sufficient time for the agendas to be prepared and distributed to committee members.

MINUTES

Minutes of each meeting are to be taken by the secretary and these minutes are to be kept.

Distribution of Minutes

After authorisation from the Chief Executive Officer the minutes will be distributed to each committee member within ten (10) working days of the meeting. Minutes are to be displayed on noticeboards in relevant areas.

RIGHTS OF MEMBERS

Committee members have right of access to the workers they represent; however the relevant Managers or Supervisors are to be consulted so that work duties are not disrupted.

INSPECTION OF WORKPLACES

Workplace inspections are an important component of the accident prevention program. The Health and Safety Representatives or the Safety Advisor will normally carry out inspections, however, where no Health and Safety Representatives have been officially elected and appointed, interim committee members, Supervisors, managers or delegated workers may be called up to conduct these inspections.

Frequency of Inspections

Workplace inspections may be conducted at intervals to be determined by the Safety Advisor, The Health and Safety Committee or other intervals agreed upon between management and workers.

OBSERVERS AND GUESTS

These may include other management, workers, union officials, or representatives of safety organisations.

The Chairperson must be notified prior to the meeting in order for time to be allocated for them to address the meeting.

Observers and guests have no right to debate or vote on committee issues.

REVIEW

The committee shall review its constitution and rules at least annually. 80% of Members are required to attend to affect change.