



Occupational Safety and Health Committee

*Appointed in accordance with Section 19(1) (c) of the
Occupational Safety & Health Act 1984*

THIS DOCUMENT IS IN DRAFT FORM ONLY

TERMS OF REFERENCE

1. TITLE

The committee shall be known as the Bunbury Harvey Regional Council Occupational Safety and Health Committee (*'the Committee'*).

2. OBJECTIVES

In accordance with Section 40 of the Occupational Health and Safety Act 1984 (*the OSH Act*) the functions for the safety and health committee to carry out with respect to safety and health at the workplace(s) for which it was formed are to:

- enable and assist consultation and cooperation between the employer and employees in initiating, developing and implementing safety and health measures
- keep itself informed on safety and health standards, including those at similar workplaces, and make recommendations to the employer
- make recommendations to the employer and employees on safety and health programmes, measures and procedures
- ensure information relating to relevant hazards is kept in a readily accessible form and place for employees at the workplace
- consider and make recommendations on changes (or intended ones) that may affect the safety and health of employees
- consider matters referred to it by safety and health representatives
- perform other functions prescribed in the OSH Regulations or given to it, with its consent, by the employer

The specific functions are not designed to limit the operation of a safety and health committee, as it can be agreed its functions extend to other areas to better suit the needs of the workplace. However, any additional functions do not amend the safety and health committee's various responsibilities under the OSH Act as applicable.

3. SCOPE

With regard to workplace safety and health, the committee may deal with:

- policy development
- monitoring programs
- emergency procedures
- training and supervision
- trends in accident and illness reports
- resolution of safety and health issues

4. MEMBERSHIP OF THE SAFETY AND HEALTH COMMITTEE

At least half of the committee must be representatives of employees and may agree these members can be either safety and health representatives or other workplace employee representatives, or any combination of these two. There is no restriction on the remaining members of the committee. They can be made up of the employer(s) and/or their representative(s).

Consideration should be given to including on the committee:

- members familiar with the various workplace activities and hazard identification for them
- members with an understanding of the safety and health legislation
- members who are able to facilitate implementation of amended workplace safety and health policies and procedures when recommendations are developed
- safety and health representatives, given their complementary role at the workplace and training in safety and health where they have completed an accredited introductory training course and, in some instances, a post-introductory training course

It is planned the safety and health committee is to carry out functions for more than one workplace, so the following people must be invited to join the consulting parties in their discussions:

- employee representatives selected to represent employees in each workplace
- safety and health representatives from each workplace

There shall be five (5) Representatives as follows:

- One (1) shall be the BHRC Chief Executive Officer
- One (1) shall be the OSH Advisor
- One (1) shall be an employee representative from Administration
- One (1) shall be an employee representative from Banksia Road Organics Processing Facility
- One (1) shall be an employee representative from Stanley Road Waste Management Facility

5. ROLE OF COMMITTEE MEMBERS

5.1 Safety & Health Representatives

Safety & Health Representatives are nominated and elected by BHRC employees and are required to complete registered Safety & Health Representative training and register with WorkSafe WA.

Functions and powers of Safety & Health Representatives are in accordance with Section 33 of the OSH Act.

Safety Representatives are appointed for a term of two (2) years and are required to notify BHRC and WorkSafe WA in writing if they are resigning or vacating their position.

5.2 Supervisory Representatives

The Supervisory Representatives from each of the work areas are in attendance to assist with providing specific information and guidance from their work areas.

5.3 Management Representative

The CEO is appointed with the responsibility to carry out the 'Duties of Employer' functions, in accordance with Section 19 of the Act.

The functions of the CEO on the Committee are to:

- Represent and make decisions in the best interests of BHRC as an employer and an organisation
- Provide information and advice, based on their specific areas of skill and expertise

5.4 Others

Person (s) that could provide information, services or support, may be invited to attend OSH Committee meetings at the request of the Committee, such as safety consultants or union representatives.

6. OFFICE BEARERS/SPECIFIC DUTIES

6.1 Chair

All members are to vote on Chair Person. The duties of the Chair are to:

- Direct the flow of business and discussion at meetings
- Preview Meeting Minutes
- Approve meeting times and venue
- Notify members of meetings
- Monitor the attendance of Committee members
- Ensure all agenda items are discussed, and end with a definite outcome

- Ensure all committee members have the opportunity to participate at meetings
- Seek advice or assistance from the Senior HR / OSH Officer on relevant matters
- Nominating a person to chair the meeting in their absence

6.2 Minute Taker Secretary

The Committee will also need to appoint a Secretary to:

- Prepare the agendas and issue notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda
- Distributing the Agenda one week prior to the meeting
- Take notes of proceedings
- Distribute the minutes to all committee members one week after the meeting and have it made available to all staff.

The minutes shall be checked by the CEO and accepted by committee members as a true and accurate record at the commencement of the next meeting.

6.3 Quorum and Decision Making

A quorum of at least the Chair and three (3) other members must be in attendance for a Committee meeting to proceed.

All decisions made at the meeting must be agreed by all and have appointed:

- Who is to resolve the issue
- Date it should be completed

6.4 Minutes

A copy of the minutes should be provided to each committee member as soon as possible after the meeting. Copies of the minutes will also be displayed, or made available by other means, for employees' information.

7. COMMITTEE MEETING SCHEDULE

Ordinary Committee Meetings will be held every 2 months on day agreed by the committee. As per Section 24 of the OSH Act, additional meetings may be called when:

- a serious incident has occurred
- the presence and severity of particular hazards at the workplace has been identified

8. COMMITTEE AGENDA

The Committee agenda will contain as a minimum the following headings:

1. Attendance and apologies
2. Review of previous minutes
3. Matters arising from previous minutes
4. General Business
5. Accidents / Incidents since last meeting
6. Policy / Procedure Development
7. Training Requirements
8. Issues raised by staff
9. New business

9. Review of Committee

The committee shall review on an annual basis its effectiveness using the following as a guide:

- Are the objectives of the committee being met
- Is the committee effective in improving the safety of all at BHRC
- Are all members in attendance

Terms of Reference to be reviewed at this meeting and amended if required.

This document was reviewed and adopted by the Bunbury Harvey Regional Council Occupational Safety and Health Committee at the meeting on:

>Insert Date Here

Endorsed by Tony Battersby

Chief Executive Officer

Bunbury Harvey Regional Council

>Insert Date Here

Terms of Reference