**WORK HEALTH & SAFETY COMMITTEE**

**TERMS OF REFERENCE**

1. Purpose

To act as a forum for health, safety and wellbeing consultative processes and lead the direction for managing health, safety and wellbeing issues as well as addressing operational matters where appropriate.

1. Membership

The committee group will comprise:

Chairperson – will be appointed annually from within the existing committee

Secretary – will be appointed annually from within the existing committee

Members – 50% of membership is representation from workers who are not nominated by the PCBU

HSR – if he/she consents, is a member of the committee

Vacancies will be filled as needed.

1. Roles and Responsibilities

 *Examples are outlined below but should be discussed with the Committee*

The role of the Chairperson is to:

* Maintain control of meetings
* Report any matters of urgency and act in conjunction with the Secretary and any HSR
* Be an ex-officio member of all sub-committees appointed by the committee; and
* Only have a casting vote.

The role of the Secretary is to:

* Prepare a meeting Agenda in consultation with the Chairperson, and distribute at least five days before the meeting
* One week prior to the meeting follow up those persons responsible for action items from previous minutes
* Record the proceedings of the meeting
* Attend to and keep a copy of all correspondence
* Maintain custody of minutes of all meetings and records of other business transacted by the Committee. These minutes must be retained for a period of (7) seven years.
* Distribute copies of minutes and pertinent information to the Committee members, place on WHS Notice Board maintaining confidentiality at all time and a copy to the HSR.

The role of the Committee is:

* Promote safe working practices and environments throughout the workplace
* Review health, safety and wellbeing matters by applying a sound risk management process including:
* identification of hazards
* assessment of risks
* determination of appropriate control measures
* implementation of control measures
* monitioring and review effectiveness of such measures taken.
* Utilize the above process for the prioritization and management of workplace health, safety and wellbeing issues
* To submit any Agenda items to the WHS coordinator/Secretary at least 10 days prior to a meeting, however late items may be accepted at the meeting
* To represent the views of their work group/area as well as their own views at meetings and should provide feedback to all members of the workgroup/area.
1. Committee Meeting Protocols
* Frequency – the committee will meet quarterly; the exact date of these meetings will be determined by the Chair. The committee may meet more frequently on an as needs basis.
* Quorum – if a quorum is not attained then with agreement of the committee members an informal meeting may be held. Any decisions/action will be held over for ratification until the next meeting.
* Proxies and observers – A committee member may send a proxy if they are unable to attend a meeting but they may not vote. However, this is based on the principle that good governance requires continuity and as such members are encouraged to attend all meetings where possible. The Chair may invite non-members to attend a meeting to provide specific advice to the committee.

**CONFIDENTIALITY**

Matters of a personal nature in relation to an employee’s health should not be discussed by the committee unless approval has been previously sought from the relevant employee and all matters discussed about an employee’s health are to remain strictly confidential within the Committee.

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Chairperson Signature Date / /

Review Date / /