1 Name of Committee

[Insert name of DEECD workplace] Health and Safety Committee.

2 Purpose:

To provide a forum for consultation and dissemination of information on matters which are likely to affect the health, safety and welfare of [insert name of DEECD workplace] in accordance with the requirements of the Occupational Health and Safety Act 2004 (OHSA 2004).

3 Definitions:

Deputy Health and Safety Representative (DHSR): An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to occupational health and safety (OHS) in the absence of the Health and Safety Representative (HSR).

Designated Work Group (DWG): A group of employees in the workplace who share similar workplace health and safety concerns and conditions.

Health and Safety Committee: A cooperative forum for employers and employees to work together on OHS issues.

Health and Safety Representative (HSR): An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to OHS.

Management OHS Nominee: A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

Workplace Manager: The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

4 Functions

The functions of the Committee are to:

- Review measures taken to ensure the health, safety and welfare of persons at [insert name of DEECD workplace]
- Investigate any matter that may be a risk to the health, safety and welfare of persons at [insert name of DEECD workplace]
- Ensure that information pertaining to the function and role of the Committee is formulated, reviewed and disseminated to all employees (in other languages if appropriate) at [insert name of DEECD workplace].

5 Scope

The scope of the Committee involves:

- OHS training and education of employees, Committee members, HSR and DHSR
- Monitoring and review of workplace inspections, workplace hazards, incidents, injuries and investigations
- Developing and reviewing risk assessments and risk controls
- Reviewing safe work procedures (SWP)
- Reviewing any purchasing checklists/guidance for items with OHS implications

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Developing safety rules and information
Reviewing emergency procedures and drills.

6 Decision making procedures
The Committee has the power to make recommendations to the workplace management relating to any matters listed under Scope above or any other matters set out in the OHS legislation.
The Committee does not have the power to implement those recommendations. Should a Committee recommendation be rejected by the Workplace Manager the Committee may elect to follow the workplace’s agreed OHS Issue Resolution Process.

7 Membership
It is a requirement under the OHSA 2004 that there be at least equal numbers of employees to representatives of management. Management representation will be appointed by the Workplace Manager and/or the Management OHS Nominee.
The Committee comprises:
- [Insert number] employee representatives as elected by the work group, and
- [Insert number] employer representatives as nominated by the Workplace Manager and/or the Management OHS Nominee.
The term of office for employee Committee members is one year.
Employee representatives may resign from the Committee at any time. Resignation must be by written notification to the Chair of the Committee.
Management representatives may request to resign from the Committee by written application to the Workplace Manager and/or the Management OHS Nominee. The Workplace Manager and/or the OHS Management Nominee shall decide to accept the resignation and appoint a new representative or to reject the resignation.
Any Committee member who resigns from [insert name of DEECD workplace] will automatically be removed from the Committee.

7 Office-Holders of the Committee
The Chairperson, Deputy Chairperson and Secretary will be elected by the Committee. In the absence of the Chairperson, the Deputy Chair must act as the Chairperson.
In the absence of the Secretary, another Committee member may act as the Secretary.
Chairperson responsibilities include:
- Chairing Committee meetings
- Referring recommendations made by the Committee to management for consideration and reporting the outcomes of such deliberations back to the Committee
- Ensuring that actions arising are aligned to a responsible person within an agreed timeframe
- Ensuring that any actions are finalised and signed off in a timely fashion
- Reviewing and signing off on meeting minutes before distribution.
Secretary responsibilities include:
- Scheduling the meeting times and locations and notifying Committee members of the schedule
8 Attendance of Committee members
Committee members will cease to be a member of the Committee if they:
- Resign from the Committee (subject to the guidance above)
- Fail to attend [insert number] consecutive meetings without providing apologies to the Chairperson
- Resign from DEECD employment.

9 Quorum:
A quorum of members must be present before the meeting can proceed. A minimum of [insert number] employee representatives and [insert number] management representatives must be present to make up a quorum for the meeting to proceed.

10 Meetings
Meetings shall be held at [insert time] in the [insert location] on the [insert meeting day – e.g. 2nd Wednesday of every month].
If a vote is necessary for matters that cannot be resolved by discussion in the Committee, each member may cast one vote and the matter will be resolved according to the majority vote. In the event of a tie, the Chairperson will cast the deciding vote.
An extraordinary meeting may be called by:
- Committee Chairperson
- Half of the Committee members
- The Workplace Manager and/or the Management OHS Nominee.

11 Attendance of Non Members at Committee Meeting
Any person with special knowledge of a particular matter or supervisor in charge of a particular area may attend by invitation from the Chairperson or by request to the Chairperson in writing as an invited guest. An invited guest does not have voting rights on the Committee and may be requested to leave at any time by the Committee Chair.
Observers, such as employees from the DWG?, may attend at the discretion of the Committee as invited guests.

12 Procedure for changing the Charter
The Committee Charter shall be reviewed annually from the date of approval.
Any proposal to amend or change the Committee Charter must be tabled at the Committee meeting with agreement of the majority committee members.

This Committee Charter has been agreed to by:
Workplace Manager and/or Management OHS Nominee

Chairperson (on behalf of the Health and Safety Committee)

Date [insert date]

13 Version Control

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<thead>
<tr>
<th>Version</th>
<th>Section Amended</th>
<th>Amendment</th>
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<tr>
<td>2</td>
<td>All</td>
<td>Two yearly review as per OHSMS requirements</td>
<td>April 2011</td>
<td>EHU</td>
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<tr>
<td>3</td>
<td>All</td>
<td>Two yearly review as per OHSMS requirements. Term of office for Committee members changed to one year to align with the annual review of the Charter.</td>
<td>March 2013</td>
<td>ESWB</td>
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