



Australian Government

AFTRS

AFTRS

Health and Safety Committee Policy

Responsible Officer	Director, Corporate and Student Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer on recommendation from the Health and Safety Committee
Effective Date	5 th September 2008 Reviewed 6 th August 2011 Reviewed 1 st January 2012
Associated Documents	<i>Work Health and Safety Act 2011</i> Health and Safety Management Arrangements Health and Safety Committee Procedures A Guide for Health and Safety Committee Members Work Group Policy and Procedures Health and Safety Representative Policy and Procedures

1. Policy Name

The AFTRS Health and Safety Committee Policy.

2. Preamble

Clauses 75 to 70 of the *Work Health and Safety Act 2011* prescribe the circumstances under which a Health and Safety Committee (the Committee) should be established and the minimum standards for the operation of the Committee.

3. Policy Scope

This policy enables the establishment of an Health and Safety Committee and provides the Committee with terms of reference.

4. Policy Statement

AFTRS shall establish a Health and Safety Committee which satisfies the legislative requirements and is intended to assist in the promotion of an environment in which management and workers work cooperatively to ensure the health and safety of workers at work. It is

expected that all members will contribute to the Committee on equal terms, openly, honestly and without fear of discrimination. AFTRS will provide sufficient work time for the members of the Committee to perform their function effectively. In addition AFTRS will provide any necessary information concerning hazards or the health and safety of workers to committee members (except personal or medical information concerning a worker without the worker's consent unless it will not lead to the identification of the worker).

5. Implementation

I. Roles and responsibilities

The Committee will consist of:

- four management representatives based on their area of responsibility;
- a member of the AFTRS Executive, and
- at least 5 worker representatives based on designated work groups.

The Committee will be chaired by the Head of Human Resources (or equivalent) and a secretariat service will be provided by Corporate Division.

All Health and Safety Representatives are automatically included as worker representatives on the Committee.

II. Terms of Reference

- a) The Committee will act as the key conduit for consultation with workers on work health and safety matters.
- b) The Committee will facilitate cooperation between AFTRS and workers in relation to health and safety matters.
- c) The Committee will develop, oversee the implementation of, review and update policies and other measures designed to protect the health and safety at work of workers on the basis of relevant legislation, Australian standards, Codes of Practice, and worker consultation.
- d) The Committee will assist in the dissemination of information to workers relating to health and safety at work and in appropriate languages.
- e) The Committee will monitor worker awareness of their rights and responsibilities in relation to health and safety at work.
- f) The Committee will oversee the undertaking of workplace hazard inspections and safety audits.
- g) The Committee will provide feedback to workers on action taken and recommendations made in response to health and safety issues that have been raised.

- h) The Committee will monitor, evaluate and review the AFTRS Health and Safety Management Arrangements.

The Committee has the authority to do all things necessary to comply with the Work Health and Safety Regulations.

6. Review

As required by legislative or policy changes, changes in AFTRS' circumstances, or at least every 5 years.