



Australian Government

AFTRS

AFTRS

Health and Safety Committee Procedure

Linked Policy	This procedure details the processes pursuant to the Health and Safety Committee Policy.
Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer following recommendation by 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 Policy A guide for Health and Safety Committee Members Work Group Policy and Procedures Health and Safety Representative Policy and Procedures

1. Procedures Name

The AFTRS Health and Safety Committee Procedures.

2. Preamble

Division 4, Clauses 75 to 70 of the *Work Health and Safety Act 2011* (the Act) 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.

The terms of reference applying to the Committee are established through the legislation and the AFTRS Health and Safety Committee Policy.

3. Scope

These procedures establish the composition of the Committee and method of selecting members, address operational matters, outline authority, reflect reporting and communication processes, and describe the responsibilities of AFTRS towards the Committee membership. The Committee may add to or amend these procedures

at anytime subject to consensus or majority vote. provided any amendments continue to meet the legislative requirements

4. Definitions

Work Group (WG) is a group of workers who carry out work for the same employer and who can be represented by health and safety representatives in relation to health and safety matters affecting workers. All workers in an organisation should be members of a WG.

Health and Safety Representative (HSR) represent the health and safety interests of workers in a WG. They have broad powers under the legislation to promote the health and safety at work of workers including investigation, representation and initiating emergency stop work procedures where there is an immediate threat to health or safety.

Chief Executive Officer (CEO) – Director of the Australian Film, Television and Radio School as outlined in the *Australian Film, Television and Radio School Act 1973*.

5. Procedures

I. Membership

The Committee will consist of management representatives and worker representatives of WGs.

The management representatives will be the Head of Human Resources (or equivalent) who will also chair the Committee, the Head of Production Technology (or equivalent), the Production Supervisor (or equivalent) and the Facilities and Services Manager (or equivalent) who will also provide a secretariat service. In addition a member of the AFTRS Executive will generally be included in the Committee.

There will be at least 5 worker representatives All HSRs are automatically members of the Committee, but the Committee may also include Deputy HSRs and other interested workers. Worker representatives will be appointed for a period of 2 years and will be eligible for reappointment.

When there is a need to select a new worker representative the Committee Secretariat will seek nominations from workers working within the relevant WG/s, usually through the HSR nomination process. Depending on the method of election agreed by the WG, should more than one nomination be received the Secretariat will hold elections by secret ballot. Should no nominations be received the Secretariat may seek nominations from workers in other WGs. Only members of the WG to be represented may vote in the ballot. Eligibility for a WG will be determined by where the worker's desk or normal area of work is. Each worker may only be part of 1 WG.

II. Authority

The Committee has the power and authority to do all things necessary or convenient in order to exercise its functions under the Regulations

Management and worker representatives will take all reasonable steps to ensure appropriate consultation prior to the meetings so as to facilitate timely agreement on matters but acknowledge it may be necessary for additional consultation with their constituency.

The Committee may appoint sub-committees for specific purposes who will report back to the main Committee.

III. Decisions and Disputes

Wherever possible Committee decisions shall be on the basis of consensus. Where no consensus exists a decision will be made by majority vote. A quorum will exist where at least 2 management representatives and 2 worker representatives are in attendance. Where required by delegation limitations the Chair of the Committee will forward the Committee's recommendations to the Director, Corporate Services for a final decision.

Where the Committee is unable to reach agreement on any item the matter will be referred to the Chief Executive Officer.

Should the matter remain unresolved the provisions of Division 5, clauses 80-82 of the Act allow for any party to the issue to ask an inspector to attend the workplace to assist in resolving the issue. An inspector may exercise their compliance powers under the Act.

IV. Frequency of Meetings

Meetings will be held quarterly. The Chair may call additional meetings when requested by members or in response to an emergency situation, and will convene an additional meeting if requested by at least half of the committee members.

V. Attendance of Non-members

Workers who have health and safety related responsibilities including, but not limited to, Senior First Aid Officers and Emergency Wardens, may attend meetings in the capacity of non-voting consultants.

Any member of the Committee may invite an observer/s or expert/s to attend the meeting. They may only address the Committee if previously agreed by the Committee. Any cost involved in such attendance will require prior approval by the appropriate Corporate delegate.

VI. Agendas and Papers

The Committee may determine standing agenda items.

The Secretariat shall request Committee members to provide any agenda items for discussion at least 3 days prior to the scheduled meeting.

The Secretariat will, as far as practicable, give all workers an opportunity to raise issues for discussion at the meeting prior to the scheduled meeting.

All reasonable efforts will be made by the Secretariat to issue a formal agenda and relevant papers to Committee members at least 3 days prior to the scheduled meeting.

Information relating to risks to health and safety in the workplace will be made available to the Committee as required. Confidentiality and privacy provisions must be adhered to.

VII. Minutes, Records and Reporting

The minutes will record any decisions taken, a summary of the major issues discussed, any undertakings made and any items for action raised at the meeting.

Draft minutes will be forwarded to Committee members within 2 weeks after each meeting. Comments should be returned to the Secretariat within 1 week. The final minutes will then be circulated to members and made available to workers by the Secretariat.

Minutes will be considered for formal acceptance at the next Committee meeting.

Committee minutes will be retained for not less than 5 years.

All reviewed meeting minutes will be provided to the Director, Corporate Services for tabling at the next available AFTRS Executive meeting.

The Chair of the Committee will, on behalf of the Committee, summarise its activities for inclusion in the AFTRS Annual Report and other governance reports as required.

6. Review

This procedure will be reviewed as part of the Committee's responsibility to review the Health and Safety Management Arrangements.