**WHS Committee Terms of Reference**

**Instructions on how to develop Terms of Reference**

It is the responsibility of the Officer to consult with workers on the issue of whether or not a Work Health & Safety Committee (WHSC) should be formed or what other consultative arrangements should be made. However, if a WHS Committee has been established, or is being established, the following document provides a set of rules in the form of WHS Committee Terms of Reference covering:

* membership;
* objectives;
* meeting frequency;
* duties of committee members;
* training;
* information to be provided;
* confidentiality.

This document should be tabled at the WHSC Meeting with any proposed amendments to suit the organisation including inserting the organisations name in two places on the first page.

WHS Committee should adopt after due consultation the draft document as amended as its Terms of Reference through a formal motion to the meeting.

Copy to minutes, and make the document available at each meeting. Terms of Reference should only be used if required to solve a dispute or otherwise control the meeting. Normal meeting procedures should apply.

*This document may be used to develop Terms of Reference where a formal WHS Committee exists or a Committee is to be developed*

**WHS Committee Terms of Reference**

**Background**

The SA Work Health & Safety Act and Regulations requires Catholic Church Endowment Society Inc. (CCES) to:

* consult with workers who carry out work for CCES or whose health and safety are likely to be directly affected by work carried out by CCES;
* consult with other duty holders if they have a duty to the same matter under the Act;
* undertake consultation in accordance with Part 5 of the Act.

The Code of Conduct for Self-Insured employers also requires communication and consultation between the Person Conducting a Business or Undertaking and Workers.

**Title**

The name of the Committee will be "The Work Health and Safety Committee" (WHSC).

**Membership**

Consistent with the Work Health and Safety Consultation, Cooperation and Coordination Code of Practice and the Worker Representation and Participation Guide, membership of the WHSC needs to be determined by agreement between management and workers.

* the WHSC will consist of worker and management representatives with at least 50% of the membership being workers (quorum is 50% of members with half being workers). At least one member shall be from senior management. 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;
* as far as possible the committee members will represent the main working groups within their organisation;
* the Chairperson will be elected annually from within the existing Committee;
* the term of office for a committee member is three (3) years. A member may be re-elected at the end of their term of office;
* a secretary will be appointed annually from within the WHSC;
* a non-voting WHS Consultant / Manager;
* Health & Safety Representatives (if they choose to be on the WHSC);
* vacancies will be filled as needed.

**Objectives**

The objectives of the Committee are to:

* facilitate cooperation between management and workers on WHS issues;
* assist management in initiating, developing, carrying out and monitoring WHS arrangements;
* review and evaluate the WHS Action plan and monitor its implementation;
* consult with workers regarding changes to WHS practices, procedures and policies;
* maintain awareness of developments in the field of worker's rehabilitation after injury and to monitor and facilitate the return to work process of injured workers;
* monitor incident/accident/injury records and make appropriate recommendations;
* assist in the adherence to the WHS Act, Regulations and Codes of Practice;
* promote WHS training for staff and management;
* assist in the resolution of WHS issues.

**Meetings**

* meetings will be held no less than once per quarter;
* there will be a published agenda for each meeting;
* accurate minutes will be kept of each meeting and these will be kept for three (3) years. Minutes will be made available to all workers;
* tasks will be allocated evenly among committee members;
* guests may attend the meetings to observe or contribute information but may not vote;
* special meetings may be called at the request of any member.

**Duties**

**WHS Committee** **Chairperson:**

The WHSC Chairperson shall ensure that the WHSC operates in accordance with the requirements of the WHSC Terms of Reference and will only have a casting vote. Specifically, they will:

* ensure an agenda is developed and circulated prior to every meeting;
* allow all WHSC members the opportunity to discuss issues raised at meetings;
* to maintain control of meetings at which the Chairperson presides and to preserve order;
* in all matters of urgency act in conjunction with the Secretary and any Health and Safety Representatives (where applicable). This situation may occur where time constraints prevent the calling of a special meeting. All such actions are to be reported to the next Committee meeting for ratification;
* to be an ex-officio member of all sub-committees appointed by the Committee.

In the absence of the Chairperson, a Deputy Chairperson shall be elected from the members of the Committee who shall have the full powers of the Chairperson for that meeting.

**WHS Committee** **Secretary**:

* prepare a meeting agenda in consultation with the Chairperson, and distribute at least five (5) 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 must be retained for a minimum of three (3) years);
* distribute copies of minutes and pertinent information to the committee members and the workplace, and health and safety representatives not on the Committee.

 **WHS** **Committee Members**:

* to submit any agenda items to the coordinator at least ten (10) days prior to the meeting, however late agenda items may be accepted at the meeting.
* to represent the views of their work group as well as their own views at meetings and should provide feedback to all members of the work group.
* undertake activities as delegated to them by the WHSC Chairperson.

**Training**

Training needs for the WHSC members, including management representatives will be identified by the WHSC themselves and discussed with and approved by their manager.

**Information to be provided to the WHSC**

The Chairperson will nominate a person to ensure that all relevant WHS information is made available to the WHSC. This will include:

* statistical information on work health safety and injury management performance;
* background information on issues which the committee is to consider;
* access to legislation , Codes of Practice and other guidance material.

**Confidentiality**

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

Signed by WHS Committee Chairperson:

Name:

Date: