



## Health and Safety Committee Terms of Reference

Reviewed: March 2021

Next Review: March 2022

### Rationale

The Diocese of Ballarat Catholic Education Limited (DOBCEL) Health and Safety Committee (HSC) is an employee/employer representative consultative committee. The purpose of the Committee is to meaningfully consult and effectively address employee health and safety matters arising at DOBCEL work locations, in accordance with the requirements of the Occupational Health and Safety (OHS) Act, 2004 (VIC). All student health, safety and wellbeing issues will be dealt with in accordance with other relevant DOBCEL school policies and procedures.

### Definitions

**Consultation:** Consultation is providing employees with a bona fide opportunity to influence decisions made by Catholic Education Ballarat, as the administrative arm of DOBCEL. While consultation is not joint decision-making, it does allow for decisions to be more informed.

**Designated Work Group (DWG):** A group of employees determined on the basis of location, type of work, number of employees, and the nature of hazards or working arrangements.

**Health and Safety Committee (HSC):** A forum for opening communication between staff and leadership. It allows staff to address concerns related to work health and safety issues.

**Health and Safety Representative (HSR)** is an elected representative of the staff within the DWG. They are elected for a term of three (3) years to represent them in the consultation processes on matters of health and safety.

**Leadership Group:** The Catholic Education Ballarat Leadership Group.

**Manager Representatives:** School Principals and Catholic Education Ballarat Managers/Team Leaders.

**Occupational Health and Safety (OHS)** is the management of risks to health and safety in the workplace. This includes the health and safety of staff, visitors, contractors and students. Matters relating to safeguarding of children and young people, student wellbeing will be managed in accordance with the relevant CEB policy and procedure.

### Terms of Reference

#### Objectives

The objectives of the Committee are:

- to provide advice and make recommendations to the Catholic Education Ballarat Leadership Team relating to the management of Occupational Health and Safety
- to provide System Leadership Directorate with analysis and reporting on OHS performance

- to provide a consultative forum to review and make recommendations to the System Leadership Directorate on the creation and adoption of control documents that are intended to meet the OHS Legislative obligations
- to promote the health and safety of staff, visitors and contractors
- to ensure effective communication channels are in place across DOBCEL for the dissemination of health and safety information
- to develop and implement a strategic OHS plan for DOBCEL work locations which includes, but is not limited to the following core element of workplace safety:

Asbestos Management	Chemical Management	Confined Space Entry
Consultation & Communication	Electrical Safety	Emergency Management
External Provider Management	Environment	First Aid & Infection Control
Hazard ID & Incident Notification	Manual Handling & Ergonomics	OHS Planning
OHS Training	Plant & Equipment	OHS Record Keeping
Risk Management	Safe Working at Heights	Tours & Excursions
Traffic Management		

## Membership

The membership of the DOBCEL Health and Safety Committee (HSC) will be a selection of Management and Employee Representatives from across DOBCEL work locations (Schools and Offices). See Appendix C - *HSC Membership Structure* in this document for details.

**Ex-Officio Members** invited to provide advice to the Committee as required.

- Catholic Education Ballarat - Leadership Team members
- Catholic Education Ballarat - Stewardship Team members
- Other employees at the discretion of the Chairperson

The Committee can, by resolution and with the endorsement of the Chair, decide to invite external people to a Committee meeting.

## Committee Terms

### Composition

At least 50% of the members of the Committee must be employees and, so far as practicable, elected Health and Safety Representatives (HSRs) of Designated Work Groups. The remaining 50% shall be appointed Management representatives.

If a vacancy occurs, the:

- **Management Representatives** will be endorsed by the Executive Director of Catholic Education Ballarat
- **Employee Health and Safety Representatives (HSRs)** will be elected by the employees in the Designated Work Group (DWG)

### Terms of Office

- **HSR:** The Term of Office of the Committee is three (3) years. An HSR may seek re-election and membership of the Committee
- **Chairperson:** The position will be filled by the Catholic Education Ballarat, OHS Coordinator.

Committee members will cease to be a member if they:

- resign from the Committee
- resign from their employment

## Quorum

- A quorum shall be a minimum of 50% of the Management Representatives and 50% employee HSRs

## Member Obligations

- Read reports and briefing materials in advance of meetings and come prepared
- Arrive at meetings on time and stay until the meetings end
- Declare any conflicts of interest
- Ask for more information, if required
- Give each other the opportunity to speak and listen
- Engage in relevant and respectful debate

## Meetings

There will be a minimum of eight (8) meetings per year, at intervals not exceeding two (2) months.

In addition to the regular meetings, an extraordinary meeting may be called at any time by:

- the Chairperson; or
- request of at least half of the Committee members

## Confidentiality

In accordance with the DOBCEL duty of care and risk management obligations and the Occupational Health and Safety Act 2004, the HSC members will ensure that all records relating to injured staff and students will remain confidential and only be used for injury management and injury prevention purposes.

The committee will review and analyse de-identified incident data to assist the committee to understand the nature and cause of incidents. These actions will assist to reduce the risk of future incidents occurring and the severity of injuries.

## HSC Committee Roles and Responsibilities

### The Chairperson

Their responsibilities include:

- ensuring that the agenda items are aligned with the Committee's objectives
- guiding the meeting according to the agenda and time available
- ensuring all agenda items are actioned with definite outcomes, due dates and responsible persons
- providing analysis of hazard reports/ work-related incidents and statistics
- inviting specialists to attend meetings when required by the Committee
- reviewing and approving the draft minutes before distribution; and
- ensuring regular reports are provided to the System Leadership Directorate on actions, planning and progress on the annual OHS Plan

### The Committee Secretary

The responsibilities of the Committee Secretary shall include:

- maintaining a calendar of scheduled meetings and coordination of Committee meetings
- preparing all documentation including agendas, action lists, reports and other attachments
- distributing the agenda at least one (1) week prior to the scheduled meeting
- taking notes of the proceedings and preparing minutes of the meeting
- distributing the minutes to all Committee members, when possible, two weeks after the meeting
- keeping an up to date listing of all HSRs; and

- ensuring that the minutes are checked by the Chairperson and accepted by the Committee as a true and accurate record at the commencement of the next meeting

### **Health and Safety Representatives (HSRs)**

Employee HSR responsibilities include:

- facilitating consultation and provide a crucial link between employees and leadership
- representing the employee perspective on OHS issues
- Investigating or assist with investigating any potential hazard that may represent a risk to the health and safety of employees
- identifying possible solutions and recommending relevant corrective actions on any OHS issues raised
- where possible, resolving any health and safety issue in consultation with their Manager or Team Leader in their DWG
- contributing to the analysis of hazard reports/ work-related incidents and statistics
- assisting in the development of safe work procedures; and
- providing reports to the Committee on issues arising from their DWG

### **Management Representatives**

Manager representatives' responsibilities include:

- listening, acknowledging and considering any issues, concerns and/or suggestions raised in relation to health and safety
- consulting with HSRs and the HSC Committee on any changes in the workplace which may affect the health and safety of staff
- actively working with the HSRs to resolve any health and safety issues; and
- communicating all relevant information to employees and HSRs on safety and safe work practises

### **Further Information**

For further information or advice, please contact the Catholic Education Ballarat, OHS Coordinator on (03) 5337 7183.

### **References**

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulation 2017
- Workplace Injury Rehabilitation (WIRC) Act 2013
- [OHS in Schools – A practical guide for school leaders](#)

### **Supporting Documents**

- Election of representatives for DOBCEL Health and Safety Committee

### **Appendices**

- A. HSC Agenda**
- B. HSC Report Template**
- C. HSC Membership Structure**

## HEALTH & SAFETY COMMITTEE (HSC) MEETING

Venue:

Date:

Time: 8.30 – 09.30am

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Chair: **Grant Victor-Gordon**

Minutes:

Participants:

Apologies:

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1. Welcome and Introductions
2. Minutes / Actions / Business Arising
3. Annual OHS Planning updates
4. Chemical Management
5. Emergency & Critical Incident Management Planning
6. Hazard Identification & Incident Reporting
7. OHS Consultation & Communication
8. OHS Policy & Procedure (Reviews & Endorsement)
9. OHS Compliance Training
10. Other Business

## HEALTH & SAFETY COMMITTEE (HSC) REPORT

CAMPUS/OFFICE LOCATION:

DATE:

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**PREPARED BY:**

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Provide an update on how the Schools or Offices that you manage, represent or engage with are progressing with the following activities:

1. Emergency & Critical Incident Management Planning
2. Hazard Identification & Incident Reporting
3. OHS Compliance Training
4. OHS Consultation & Communication
5. OHS Policy & Procedure reviews & endorsement
6. Other Business

## Appendix C. HSC Membership Structure

