



Waratah Respice Services
Flexible Respice Options

Work Health and Safety Committee Policy

ACQS 1, 2, 3, 4, 5, 7, 8

Policy

In order to ensure that clients are provided with safe, effective and quality services, Waratah Respice Services (WRS) aims to promote and maintain the highest degree of wellbeing for all people in the workplace. A crucial element to achieving this is the adherence to staff (paid and volunteer) welfare and safety under the *Work Health and Safety Act 2011*.

WRS's Work Health and Safety General Policy states that the Management Committee of WRS recognises its primary duty of care under the *Work Health and Safety Act 2011* to ensure, as far as is reasonably practicable, the health and safety of staff (paid and volunteers) and is strongly committed to providing a safe and healthy place of work for its workers.

WRS aims to enable consultative and co-operative relations between management and staff and to further manage risk through the establishment of a workplace committee to be known as the Work Health and Safety (WHS) Committee.

Whilst primary responsibility for ensuring that risk management is integrated into the continuous improvement process has been assigned to the Leadership Group the WHS Committee will add value to the effort by providing a formal avenue for all staff to have input into the decisions made by management in relation to workplace health and safety matters.

WHS Committee membership

The WHS Committee consists of staff members from each work area:

- Corporate Services
- Residential Services
- Social Support Services
- Volunteer/Student Support
- Seagulls service

Members shall only serve until the end of the current 1 year term (the end of January), but may re-nominate.

Any person can nominate to be on the Committee and nominations will be called in January each year to commence on the Committee in February.



Waratah Respite Services
Flexible Respite Options

A work area may choose to seek alternate nominees for appointment as their representative on the WHS Committee in the following circumstances:

1. a representative is ineffective as he / she fails to attend three (3) consecutive meetings without prior apology and justifiable excuse
2. a representative formally resigns from the position by giving one (1) months written notice to the next nominated chairperson
3. a representative is no employed by WRS
4. a representative breaches confidentiality on topics discussed at the Committee meetings

Specific responsibilities of the WHS Committee

The WHS Committee will meet monthly and provide input to the Manager in the development of specific risk management plans for matters that present a high risk to the organisation. The WHS Committee will also act as a conduit of information flowing between staff and Management.

In particular the WHS Committee is responsible for:

- providing advice on matters of work health and safety to the Leadership Group and Manager
- keeping up to date with any changes to WHS related legislation or regulations, through training and WHS industry alerts
- informing the Manager immediately of any critical WHS issue
- the dissemination of information about WHS to all staff
- regular discussion about WHS issues at staff meetings
- representing staff from their work stream in relation to WHS issues.
- making representations to management and reporting back to staff on any matter relating to WHS
- maintaining a register of accidents and injuries, and using this information to identify risk and strategies to reduce this risk
- reviewing proposed policy relating to workplace health and safety matters
- undertaking regular workplace inspections, audits and incident / accident investigation
- undertaking risk assessments
- receiving and reviewing all hazard and incident reports and using this information to identify risk and strategies to reduce this risk
- identifying and recommending any specific training required for eliminating, controlling or minimising those identified areas of risk
- assisting in prompting adherence to health and safety policies and procedures
- assisting in the resolution of WHS disputes
- as a minimum once every three years, formally reviewing the WRS Emergency RED BOOK in consultation with the Manager and making recommendations on changes or improvements required.

See also Work Health and Safety Policy and Procedures



Waratah Respite Services
Flexible Respite Options

Duties of Members

The duties of the Chairperson and the Minute taker are set out in the WHS Committee Terms of Reference.

The Chairperson and Minute taker positions will be determined each year in February at the first WHS Committee meeting with new Committee members, through a nomination and voting process.

Attendance and Meeting

All representatives on the WHS Committee are expected to attend each meeting with a view to reaching consensus on all aspects of the organisation's work health and safety policy, procedures and program.

A quorum of members must be present before a meeting can proceed.

1. A quorum shall consist of at least half the members plus one, with a minimum of two (2) workers
2. The Chairperson will be considered as a member in a quorum count

Meetings are to be held monthly on the third Thursday of the month, 1.30pm – 2.30pm immediately before the full staff meeting and will be facilitated by the Chairperson.

Special or extra ordinary meetings may be called at any reasonable time at the request of at least half the members of the Committee.

Decisions will be made either by reaching a consensus or a voting majority.

Agenda

The Chairperson is responsible for preparing the draft agenda for the following meeting. The draft agenda shall be distributed 7 days prior to the meeting taking place by the nominated minute taker, so that all members have the opportunity to nominate additional agenda items prior to the preparation of the final agenda. The nomination of additional agenda items must reach the Chairperson by close of business on the Tuesday before the meeting.

Final Agenda

A copy of the final agenda with new business briefing papers attached shall be provided to all members of the committee on the day of the meeting or circulated upon request no later than one day before the date of the meeting.

Minutes

Minutes of the meeting are to be prepared by the nominated Minute taker.

The Minutes are to be provided to the Leadership group before their next meeting.

Minutes of the meetings will be on display saved in the Shared Data drive, which is accessible to all paid staff members within five (5) days prior to the meeting.



Waratah Respite Services
Flexible Respite Options

Major issues from the minutes will also be communicated to the staff at each staff meeting or through memos if more urgent.

Observers and Guests

- Approval for individuals, including union representatives, to observe whole or part of a meeting may be granted by the Committee
- Observers must request approval to attend a meeting in writing to the Chairperson
- The Chairperson must put the request for an observer to speak on a specific agenda item to the decision of the Committee
- Guests with relevant expertise may be invited to attend specific meetings
- An observer or guest has No right to debate or vote on any Committee matter

Work Health and Safety Policies and Procedures

Relevant policies and procedures are located on the shared drive and can be printed off as required.

Emergency RED Book

The WHS Committee in will as a minimum once three years formally review the Emergency RED BOOK and make recommendations on changes or improvements required.

As a minimum the Emergency RED BOOK is to be located next to the phone in all work areas and will contain the following information

- delegated responsibilities for safety management
- location of fire extinguishers and fire blankets at each worksite
- a fire extinguisher selection guide
- incident reporting procedures

The Emergency RED BOOK will also contain emergency response procedures for the following events

- medical emergencies
- accidents
- missing residents /clients
- smoke / fire
- chemical spills and explosions
- bomb threats
- threatening phone calls and threatening behaviour
- invasion / robbery
- flood, storm, cyclone
- travel during high fire danger
- bushfires
- disruption to services



Waratah Respite Services
Flexible Respite Options

References

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Safe Work Australia Guide to the Work Health and Safety Act 2012
- NSW WorkCover Work Health and Safety Consultation, Co-operation and Coordination Code of Practice December 2011
- Institute of Company Directors WHS policies and resource information

Related Policies and Procedures

- WRS Health and Safety
- Risk Management
- Incident reporting
- Discrimination, Harassment and Bullying
- Work Health and Safety Committee Terms of Reference

Related Forms

- Meeting agenda
- Meeting minutes

Version Number	Reviewed By	Review Date	Modifications Made	New Review Date
1	C Murray, WHS Committee, Leadership Group, Approved by Management Committee	Jul 2014 26 Aug 2014	Created	Jul 2017
2	C Murray	Apr 2016	Reviewed	April 2019
3	J Bartholomew, WHS Committee, Leadership Group Approved by Management Committee	Aug 2019		Aug 2019