

[Insert Name of Committee]

Terms of Reference

1. TITLE

The name of the Committee shall be

2. PURPOSE

To provide a consultative forum that can effectively address the Health and Safety matters arising in [insert name of organisation] with particular reference to the requirements of the Occupational Health Safety and Welfare Act, 1986.

3. MEMBERSHIP

3.1 Employees must have equal or greater representation than the Employer.

Management representatives will be appointed by the employer. The composition of management representation shall be:

- Insert areas or nominate positions

Employee representatives shall be nominated and elected from the following areas:

- Insert area / department

The health and safety co-ordinator attends meetings as an advisor to committee members and has no voting rights.

3.2 A quorum of members must be present before a meeting can proceed. At least [insert number] employee representatives and [insert number] management representative must be present for the meeting to proceed.

3.3 Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the chairperson.

3.4 Decisions will be made by:
[nominate how the committee will make decisions. For example, by consensus, voting etc.]

3.5 Committee members will cease to be a member of the if they:

- resign from the committee
- fail to attend 3 consecutive meetings without providing apologies to the chairperson
- resign from their employment
- breach confidentiality

4. VACANT POSITIONS

Any vacant positions will be filled on a casual basis until the term of office has expired.

5. CHAIRPERSON

The Chairperson shall be elected by the committee for a period of 12 months. Their responsibilities include:

- Scheduling meetings and notifying committee members;
- Inviting specialists to attend meetings when required by the committee;
- Guiding the meeting according to the agenda and time available;

- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review and approve the draft minutes before distribution;

6. MINUTE TAKER SECRETARY

The role of the minute taker is to:

- 6.1 Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda.
- 6.2 Distributing the Agenda one week prior to the meeting
- 6.3 Taking notes of proceedings and preparing minutes of meeting.
- 6.4 Distributing the minutes to all committee members one week after the meeting and be made available to all staff.
- 6.5 The minutes shall be checked by the chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting.

7. DURATION OF MEETINGS

Meetings shall be held [insert day and time] of the month for a period of [insert number] hour(s). A special or extraordinary meeting may be called by:

- half the committee members;
- an elected health and safety representative; or
- the employer

8. FUNCTIONS

8.1 Functions of Health and Safety Committees

1. The functions of a Health and safety Committee are;

- a) To facilitate co-operation between an employer and the employees of the employer in initiating, developing, carrying out and monitoring measures designed to ensure the health, safety and welfare at work of the employees;
- b) To assist in the resolution of issues relating to occupational health, safety or welfare that arise at any relevant workplace;
- c) To assist in the development, review and distribution of occupational health, safety and welfare practices, procedures and policies to employees within the workplace;
- d) To consult with the employer on any proposed changes to occupational health, safety or welfare practices, procedures or policies;
- e) To keep under review:
 - i) developments in the field of rehabilitation of employees who suffer work-related injuries;
 - ii) the employment of employees who suffer from any form of disability;
- f) To assist;
 - i) in the return to work of employees who have suffered work-related injuries;

ii) in the employment of employees-who suffer from any form of disability:
and

- g) Such other functions as are prescribed or agreed upon by the employer and the health and safety committee.
- 2. A health and safety committee may establish such sub-committees to provide advice or to assist it in the performance of its functions.
- 3. A health and safety committee may delegate any of its functions to a subcommittee established under subsection (2).

8.2 To assist in the formulation and dissemination (in appropriate languages) of policies, practices and procedures.

9. AMENDMENTS

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority of employer and employee representatives.

The above Terms of Reference for [insert name of organisation] have been agreed to:

Responsible Officer

Chairperson of the OHS Committee

OHS Coordinator

Employee Representative