

QUICK GUIDE

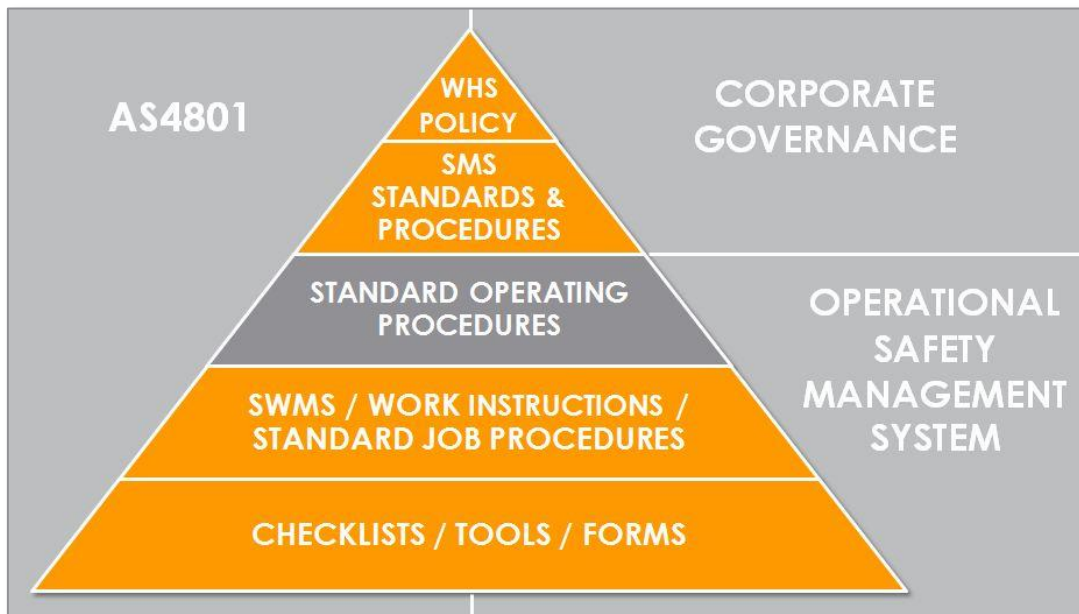
SAFETY Everyone. Everywhere. Every day

HEALTH AND SAFETY COMMITTEES

DOC ID REF240 VERSION 1

DOC OWNER Tom Foster ACTIVE DATE 27/06/14

1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for selecting Health and Safety Committees (HSC), description of the duties of a HSC and the process to be undertaken when issues require escalation.

This quick guide has been developed as information and planning resource only and is not to be used as a WHS inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- QUU Work Health and Safety Policy (POL33)
- QUU WHS Consultation and Communication Standard (STD134)
- WHS Resources, Responsibility and Accountability Standard (STD132)
- QUU WHS Consultation and Communication Procedure (PRO361)

4. FURTHER INFORMATION

For further information, contact the Health and Safety Manager.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. NOMINATION OF HEALTH AND SAFETY COMMITTEE (HSC)	
(a) A Safety Committee structure has been developed	Section 6.6 (PRO361)
2. ROLE OF HEALTH AND SAFETY COMMITTEE (HSC)	
(a) HSC is to provide a forum for QUU management to consult with workers on work health and safety matters including identified hazards and risks, potential changes to work systems, work environments, practices and procedures that may affect workers.	Section 4.7 (PRO361)
3. HEALTH AND SAFETY COMMITTEE MEETINGS	
(a) HSC must meet at least every three months or at any reasonable time at the request of at least half of the members of the HSC.	Section 4.7 (PRO361)
(b) The HSC must consist of 50% of workers and 50% management excluding safety team and chairperson.	Charter
(c) Records of meetings, decisions, discussions and outcomes, including action items are to be kept.	Section 4.7 (PRO361)
(d) Established charter for the HSC.	Section 4.7 (PRO361)
4. ESCALATION OF ISSUES	
(a) WHS issues raised by HSR / workers can be escalated via Line Manager and then General Manager. If no agreement, escalate to QUU Safety Manager and Strategic Safety Group	Section 6.7 (PRO361)
(b) HSR issues Provisional Improvement Notice where QUU may request WHSQ Inspector to attend workplace. PIN is affirmed and complied with or cancelled.	Section 6.7 (PRO361)
(c) Decision relating to the issue is communicated, documented and discussed with the Committee.	Section 6.7 (PRO361)

6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- there is an identified risk to business,
- a significant safety event occurs,
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- there are changes in associated legislation, and
- there is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.