

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 30 – OHS&R Committees

1. PURPOSE

This procedure sets out the requirements for establishment, administration and functioning of QSCU's means for consultation, resolution and communication of relevant OHS&R issues / information i.e. OHS&R Committees, OHS&R Representatives or other agreed arrangements.

2. MANDATORY REQUIREMENTS

1. The company shall establish a team and a forum for representation of its operational OHS&R needs. The team shall receive and discuss relevant OHS&R issues / information and have the authority to resolve, communicate and implement, with consultation from appropriate employee representation, the necessary actions to address such needs.
2. The OHS&R Team shall include representatives from both management and employee representatives from the workgroups representative of its operations.
3. The terms of reference for the OHS&R Team shall be defined.
4. OHS&R Team representatives shall be trained in their roles i.e. the expectations and responsibilities of OHS&R Team membership.
5. The OHS&R Team shall convene on a regular basis preferably monthly to discuss, resolve and communicate relevant OHS&R issues / information.
6. OHS&R Team members shall be granted sufficient time to devote to matters relevant to the Team responsibilities.
7. Agendas shall be established and minutes shall be taken for each meeting and where agreed, relevant information shall be communicated to all employees.
8. All training provided to Team members shall be conducted by a person who has the relevant responsibility, and or qualifications / knowledge / experience as deemed appropriate.
9. OHS&R training, agenda and minute records shall be retained indefinitely.
10. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance to the requirements as described in this procedure.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION