



Health and Safety Committee – Formation Policy

1 Document Information

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Author	Risk Management Coordinator
Owner <i>(Relevant director)</i>	Director Finance and Corporate Services
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2 Summary

Determines membership of Council's Health and Safety Committee.

3 Approvals

Title	Date Approved	Signature
Director of Finance & Corporate Services		

4 History

Minute No.	Summary of Changes	New Version Date
4520/3		15/08/83
93/7/110-3	Reviewed by RMO October 2010	19/07/93
10/11/11	Adopted by Council at November Meeting	15 November 2010
11/12/26	Reviewed by RMO December 2011	19 December 2011
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018

5 Reason

The Work Health and Safety Act 2011 and associated Regulations identify the need for consultation on WHS matters within an organisation. For Council to comply with the new raft of consultative measures, the Cabonne Council Health and Safety Committee has been formed to address WHS issues in the workplace.

6 Scope

Cabonne Council must identify the Management appointed staff and the representatives of the salaried and wages staff.

7 Associated Legislation

Work Health and Safety Act 2011 (WHS Act)

Work Health and Safety Regulation (WHS Regs)

Code of Practice Work Health and Safety Consultation Cooperation and Coordination

8 Definitions

WHS consultation arrangements – **A person conducting a business or undertaking** must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter (Section 47 WHS Act).

Other agreed arrangements – flexible alternatives for establishing agreed consultation arrangements that meet the business needs and improve decision making.

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

9.3 Supervisors

Provide employee representatives on the WHS Committee with the necessary time to undertake their WHS duties and attend meetings.

9.4 Employees

Employee representatives actively participate in the consultation process and attend WHS Committee meetings.

10 Related Documents

Document Name	Document Location
Cabonne Council Health and Safety Committee Constitution	

11 Policy Statement

Council's Health and Safety Committee shall comprise of the Director of Engineering & Technical Services, Operations Manager and the Plant and Depot Coordinator, as well as one (1) indoor staff representative and three (3) wages staff representatives. The Risk Management Coordinator will prepare Agendas, take Minutes and be the WHS Committee's liaison officer.