

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		OHS - Committee Policy	
Document Classification:		Policy	
Version:	2.2	Date:	2 August 2018

Purpose

This document outlines the function, role and composition of the Health and Safety Committee.

Procedure

Plenty Valley Christian College will establish a Health and Safety Committee in accordance with the OHS Consultative Arrangements Policy.

Function of Committee

The Health and Safety Committee's role is to:

1. Review and approve OH&S (WHS) policies; other than this policy.
2. Facilitate the outworking of the OH&S Policy.
3. Facilitate cooperation between Plenty Valley Christian College and its employees in instigating, developing and carrying out measures designed to ensure the health and safety at work of staff.
4. Formulate, review and disseminate (in such languages as are appropriate) the standards, rules and procedures relating to health and safety which are to be carried out or complied with at Plenty Valley Christian College (the workplace).
5. The committee will not override the direct lines of communication between Executive, employees or health and safety representatives. The Committee will deal with health and safety issues which affect the whole.

Membership

Membership will comprise of competent representatives from the Executive and employees, with at least half the membership being non-executive employees.

The Committee currently consist of the following persons:

Employee Representatives	Management Representatives
College Health and Safety Reps (or deputy where HSR not available)	Business Manager
Up to 3 staff members nominated by the College staff	A staff member appointed by management

The Principal may also attend the Health and Safety Committee. Others may be co-opted on to the committee by the committee.

Tenure

Membership of the Health and Safety Committee shall be for a period of 2 years. Committee members may be re-nominated.

Appointment of Office Bearers

The Office bearers shall be appointed by the OH&S Committee.

Role of office bearers and members

Chairperson	Schedule meetings and inform members Prepare agenda and other documentation relevant to each meeting Invite any advisers, presenters, etc Guide the meeting through the agenda Ensure all have an opportunity to speak Ensure the committee stays within its charter Review and approve minutes of meetings
Deputy Chairperson	Perform the role of Chairperson in their absence
Secretary	Keep committee records Report on the status of recommendations Prepare the minutes and distribute minutes Assist chairperson as required
Committee Member	Perform functions as required by the committee.

Meeting Frequency & Quorum

The Committee will meet at minimum once per term and at least half of its members must be present from both management and employees to form a quorum.

Action

Any recommendation arising from the committee shall be made by consensus of members. Recommendations shall be forwarded to the Principal for action.

Agenda

A meeting agenda will be prepared and sent to members no later than 1 week prior to the meeting. It will list the matters to be discussed, time, date and location of the meeting and have attached any documents to be reviewed prior to the meeting. An example agenda is shown below:

- Apologies
- Review of previous minutes
- Review of Workplace Inspections
- Review of Hazard ID, Risk Assessment & Control Measures
- Review of Incident & Illness Reports
- New Business

Meeting Minutes

Minutes of each meeting will be taken and distributed to all members, employees and made available in the Staff Room within two weeks of the meeting. The Secretary shall arrange for the minutes to be recorded and distributed. The minutes should include the following detail where appropriate:

- College and committee name.
- Meeting time.
- Date and location of meeting.
- Members present and absent.
- Items discussed.
- What action is to be taken by what date and by whom.
- Future meetings schedule
- The minutes must be signed by the Chairperson.

DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document: OHS - Committee Policy
Responsible Officer: Business Manager
Approved by: OHS Committee
Assigned review period: Quadrennial
Date of next review: April 2022
Category: Community

Version Number	Version Date	Responsible Officer	Amendment Details
0.1	01/10/2007		Original Draft
0.2	03/10/2007	Angela Harridge	Review and Reformat
0.3	14/10/2008	Bernie Simmonds	Review and reformat to as a controlled document
.04	22/10/2009	Bernie Simmonds	Changes to composition of committee
1.0	29/03/2010	Bernie Simmonds	Issue as a controlled Document
1.1	28/03/2013	Bernie Simmonds	Changes to function of committee
2.0	19/04/2013	Bernie Simmonds	Add delegation of OHS / WPS policy approval to "Function of the Committee"
2.1	04/09/2014	Bernie Simmonds	Change to assigned review period from Biennial to Quadrennial as per OHS Committee Meeting 07/08/2014
2.2	02/08/2018	Chairperson OHS Committee	Minor amendments Approved by OHS Committee

Approved By:

Date:



23/08/2018

Mr John Metcalfe
Principal