

Tabor Adelaide Work Health & Safety Committee – Terms of Reference

1. Title

The name of the Committee shall be the Tabor Adelaide Work Health & Safety (WHS) Committee

2. Purpose

To provide a consultative forum that can effectively address the health and safety matters arising in Tabor Adelaide with particular reference to the requirements of the Work Health and Safety Act, 2012.

3. Membership

3.1 The Committee shall consist of elected employee (worker) representatives from each workgroup and employer (PCBU) representatives appointed by the President.

3.2 At least half of the members of the Committee must be workers who are not nominated by Tabor Adelaide.

3.3 Employee representatives (WHS Officers) will be elected to the position by the workgroup they represent (WHS Act 2012, Clause 61), and will serve a term of 3 years (WHS Act 2012, Clause 64), or until one of the events described in Clause 3.8 of these TOR. The WHS Officer will be eligible for re-election to serve consecutive terms.

3.4 If the required numbers of employee representatives is not gained through an election, the Committee may co-opt additional representatives by invitation.

3.5 A quorum will consist of more than half the membership and must include a majority of employee representatives.

3.6 Internal or external persons may be invited to attend the meetings at the request of the Chair 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 Chair.

3.7 Decisions will be made by voting via show of hands, a simple majority to pass the proposal.

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

- Resign from the committee
- Fail to attend 3 consecutive meetings without providing apologies to the Chair.
- Resign from their employment.
- Breach confidentiality.

4. Terms of Reference

The WHS Committee shall:

4.1 Facilitate co-operation between Tabor Adelaide and its workers in instigating, developing and carrying out measures designed to ensure a safe and healthy working environments for College employees, students and visitors to the College premises (WHS Act 2012, Clause 77).

- 4.2 Assist in developing standards, rules and procedures relating to health and safety that are followed or complied with at the workplace (WHS Act 2012, Clause 77).
- 4.3 Perform any other functions prescribed by the WHS Regulations or agreed between Tabor Adelaide and the Committee (WHS Act 2012, Clause 77).
- 4.4 Ensure that all employees have, through elected representatives, the right to consult with and receive information from senior management representatives on all matters relating to Workplace Health and Safety.
- 4.5 All committee members shall receive appropriate WHS Committee training as soon as possible after their appointment to the Committee. This training will assist members to fulfil their role and functions.

5. Meeting Schedules

- 5.1 Meetings shall be held four (4) times per year and at least once every 3 months, except under special circumstances and at times as decided by the Chair and Secretary to deal with extraordinary matters.
- 5.2 Members will be allowed reasonable time off during working hours to attend and prepare for meetings.