



Shire of Wyndham East Kimberley
Council Policy Manual
OSH 2

POLICY No:	OSH 2
DIVISION:	Occupational Safety and Health
SUBJECT:	Occupational Safety and Health Committee
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

Council is committed to ensuring that the Occupational Safety and Health (OS&H) Committee functions in accordance with the Occupational Safety and Health Act 1984, amendments and associated Regulations.

POLICY:

OS&H representatives shall be elected, registered, trained and shall function in accordance with procedures detailed below.

Composition

The composition of the Safety and Health Committee shall be as follows;

- Secretary – Safety Representative
- Chairperson; and
- At least five employee Representatives

If any of the aforementioned persons is unable to attend, a ‘substitute’ must be arranged.

Functions

The functions of the OS&H Committee are:

- To facilitate consultation and co-operation between Council and its employees by initiating, developing and implementing measures designed to ensure the safety and health of employees at the workplace;
- To keep itself informed as to safety and health standards generally recommended in workplaces of a comparable nature, and to review and make recommendations to the employer on rules, and procedures at the workplace relating to the safety and health of employees;



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- To recommend to the employer and employee the establishment, maintenance and monitoring of programs, measures and procedures at the workplace relating to the safety and health of the employees;
- To keep readily available information provided by the employer regarding the hazards to persons that may arise at the workplace;
- To consider and make recommendations to the employer in respect of any changes or intended changes to or at the workplace that may reasonably be expected to affect the safety or health of employees at the workplace;
- To consider all matters referred to the committee by safety and health representatives;
- To perform other functions as prescribed in the regulations or given to the committee with its consent, by the employer.

Role of the Secretary – Safety Representative:

- Ensure meeting are adequately chaired;
- Report status of previous decisions and recommendations;
- Co-ordinate OS&H Meeting (compile agenda, advise of dates and venues, send out Safety Audit Checklist, take and distribute minutes, provide background information as required).

Role of Chairperson:

- Advise on policies, legislation and procedures relating to OS&H issues;
- Make financial decisions – within budgetary constraints;
- Ensure that regular Safety Audit Checklists are compiled;
- Report to CEO/Executive Manager if major funding is required;
- Follow up to ensure that issues raised at meetings receive necessary consideration.

Role of the Occupational Safety and Health Committee Members is to:

- Ensure meetings are conducted;
- Recommend financial decisions within budgetary constraints;
- Report to the employees regarding issues of concern or matters discussed;
- Report status of previous decisions and recommendations to other employees;
- Advise on safety issues within the constraints of the Act;
- Follow up to ensure that issues raised at meetings receive necessary consideration;
- Table items of concern raised by employees at all meetings;
- Display a work ethic conducive to safe work practices;
- Listen to any concerns raised by employees in a compassionate, caring and accepting manner, whilst ensuring to take notes and ask appropriate questions;
- Report any unsafe work practices to the manager or supervisor; and
- Notify the manager or supervisor of any occupational safety and health concerns of employees as soon as practicable.



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All Occupational Safety and Health representatives shall be required to undergo occupational health and safety training by a training provider accredited by the Training Accreditation Council.

Council is committed to continually reviewing and considering all relevant information produced by the Worksafe directorate of the Department of Consumer and Employment Protection in order to keep up-to-date regarding relevant issues. Where Council discovers an issue that is relevant to the Shire or an existing issue, a copy of the findings shall be distributed at the OS&H Committee meetings.



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SAMPLE ONLY

SHIRE OF WYNDHAM EAST KIMBERLEY SAFETY COMMITTEE

**MEETING TO BE HELD ON THURSDAY 2 APRIL 2005
AT THE KUNUNURRA COUNCIL CHAMBERS AT 9.00AM**

Copies to Committee Members:

Safety Coordinator, Executive Managers, Safety Representatives, Fire Wardens, Managers, Payroll, Senior Finance Officer, Depot Representatives and Chief Executive Officer

1. Attendance

2. Apologies

3. Confirmation of Minutes

The Minutes of the Safety Meeting held on Thursday 2 January 2005 in the Council Chamber shall be confirmed.

Moved.....2nd

4. Issues arising from previous minutes

- 4.1 Discuss appointment of First Aid Officer, numbers required per local.
- 4.2 *OSH Audit* – Discuss issues arising from audit of all workplaces conducted by Grahame and Leslie. Formulate an implementation plan to present to Council.
- 4.3 *Fire Safety* – Discuss Fire Drill conducted Friday 11 March 2005
- 4.4 Safety Videos – Discuss the showing of Safety videos to all staff, particularly as part of the induction process.

5. Workers Compensation

Discuss status of Shire's current open workers compensation claims.

6. Review of Accidents/Incidents/Near Misses that have occurred in the past 3 months

- Ranger attempted to impound a stray dog 28/12/2003. Was bitten, resulting in large puncture to skin and other minor cuts. Not a LTI.
- Town Mtc employee cut left hand little finger (across knuckle) – hacksaw slipped whilst cutting PVC Pipe. Accident occurred on 23/12/03. Not a LTI.
- Town Mtc employee was pruning a date palm on 11/11/2003. Spike approx 2 inches long puncture arm. Not LTI.

7. General Business

7.1 Hep B and Tetanus immunisation

Shire does offer this for at risk employees. It should be noted that Hep B is not a one off visit to the doctor. Supervisors are to ensure that those who may elect to



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have immunisation are informed of the procedures i.e. if 'boosters' are required at specific times then employee must return to the doctor. Failure to do so renders the immunisation ineffective.

7.2 Site Safety Checks

How are small quantities of lawn mower fuel being stored? Is it possible to have separate storage of fuel and mowers? Refer to OS&H Bulletin sent to XES, Payroll (more copies are available)

7.3 OS&H Safety Handbook and training of safety representatives

Road Maintenance Supervisor wishes to discuss these items.

8. Incoming Correspondence

9. Closure

The meeting was declared closed by the Chair at 10.30am