# HEALTH AND SAFETY COMMITTEE (HSC) TERMS OF REFERENCE

| | | | |
|---|---|---|---|
| **Section** | Safety, Health and Wellbeing | | |
| **Approval Date** | 26.10.2016 | **Approved by** | Directorate |
| **Next Review** | 26.10.2018 | **Responsibility** | Chief Operating Officer |
| **Last Reviewed** | 17.05.2017 | **Key Evaluation Question** | 6 |

## PURPOSE

To bring together workers and management in the development and review of health and safety policies and procedures for the workplace. To enable management and worker representatives to meet regularly and work cooperatively to improve health and safety at work.

## SCOPE

This terms of reference document applies to all Institute workers from all work sites. There will be one HSC for all work i.e. Nelson, Marlborough, Woodbourne and Global Campus.

## DEFINITIONS

| | |
|---|---|
| **Health and Safety at Work Act 2015 (HSWA)** | HSWA is the work health and safety legislation in New Zealand. All work and workplaces are covered by HSWA unless specifically excluded. Part 3 of HSWA covers worker engagement, participation and representation. |
| **Health and Safety Representative (HSR)** | A Health and Safety Representative (HSR) is a worker elected by the members of their work group to represent them in health and safety matters, in accordance with subpart 2 of Part 3 of HSWA. |

## RESPONSIBILITY

| | |
|---|---|
| **Chief Executive** | • Overall responsibility for health and safety within the Institute<br>• Ensure there is appropriate support and resources available for the implementation and management of health and safety within the Institute. |
| **Institute** | • Consult with the HSC about health and safety matters<br>• Allow each member of the HSC to spend as much time as necessary to attend meetings or carry out functions as a member of the committee<br>• Provide the HSC with any necessary information to perform its functions, including information relating to hazards and the health and safety of workers at the workplace |

| | |
|---|---|
| | • Allow HSR training to elected representatives to ensure they are knowledgeable about health and safety legislation and aware of rights and responsibilities<br>• Provide easy access to a list of HSRs |
| **HSC** | • Assist in developing standards, rules, and policies or procedures for work health and safety<br>• Facilitate cooperation between the Institute and team members and students in instigating, developing and carrying out measures designed to ensure workers' health and safety at work.<br>• Make recommendations relating to work health and safety<br>• Assist with reviews to ensure compliance with the Institute's health and safety policies and procedures and agreed industry standards or accredited systems<br>• Facilitate and monitor the implementation of the Institute's objectives and plans in relation to Safety, Health and Wellbeing<br>• Actively promote a culture within the Institute where commitment by all team members to health and safety is evident |
| **HSR** | • Represent workers on health and safety matters<br>• Make recommendations on health and safety<br>• Investigate complaints and risks to worker health and safety<br>• Monitor health and safety measures taken by the Institute<br>• Give feedback to the Institute about the Institute meeting its duty<br>• Give feedback to workers on health and safety activities of the Institute<br>• If requested by a worker, attend interviews concerning work health and safety matters and assist with arrangements for rehabilitation and return to work<br>• If received appropriate HSR training, and after first consulting with the Institute, issue Provisional Improvement Notices (PINs) and direct workers to cease unsafe work |

## MEMBERSHIP

The right mix of members means that the HSC will have the necessary level of decision making, knowledge and expertise about company policy, direction and technical matters. There should be representation for different types of work arrangements, work groups, work sites and work roles.

One of the members of a HSC appointed by the Institute must be authorised to make decisions on behalf of the Institute on health and safety matters.

At least half of the members of a HSC must be elected HSRs and not appointed by the Institute.

Each HSR is eligible to be an HSC member, however numbers in the HSC may be limited so that not all HSRs are members of an HSC.

Worker representatives may come from HSR work groups – see Appendix 1. The work groups will be reviewed annually.

Other members may include:

- Health and Safety Manager
- Health and Safety Administrator
- Representative from People & Organisation Development team
- Representative from Learning and Teaching
- Representative from each union
- Student representative

The HSC may co-opt additional member(s) should a specific need arise or specific skill is required

## APPOINTMENT OF MEMBERS

- Membership will be reviewed annually in November with proposed changes agreed with the COO for the new year
- People & Organisation Development representative to be determined by Manager People & Organisation Development
- Learning and Teaching representative to be appointed by Director of Learning and Teaching
- Union representatives to be appointed by the respective unions and agreed by the COO
- Student representative to be appointed by SANITI
- All HSRs to be appointed through an election process.
- Election process for HSRs steps are:
    - Calling for nominations within the work group (workers can nominate themselves or others within their work group)
    - Candidates must be willing, have a passion for health and safety and work sufficiently regularly and for sufficient duration to enable them to carry out their functions effectively
    - If the number of candidates nominated for a work group is equal to or fewer than the number of vacancies the candidates will be elected unopposed
    - If the number of candidates nominated for a work group is greater than the number of vacancies, an election is held so that workers can choose who they would like to represent them
    - The preferred form of voting for an election is by electronic vote, however other forms of voting are acceptable, (e.g. show of hands, ballot box, secret ballot) and secret ballot must be used if requested by a worker in the work group, or a candidate or the Institute
    - Work group members will be notified of the successful candidate(s)

## PROCEDURE

The Health and Safety Committee will meet once a month except for December.

Six committee members must be present to make up a quorum for meetings.

Committee meeting minutes will be sent to the Safety, Health and Wellbeing Leadership for their receipt and review and be published on the intranet.

## RECORDS

Health and Safety Committee Minutes

## REFERENCES

### INTERNAL

Safety, Health and Wellbeing Policy
Health and Safety Manual
Safety, Health and Wellbeing Leadership Group Terms of Reference
Smokefree Policy

### EXTERNAL

Health and Safety at Work Act 2015
Worker Engagement, Participation and Representation Regulations 2016

## APPENDICES

APPENDIX 1: Work groups for HSR elections

## APPENDIX 1: WORK GROUPS FOR HSR ELECTIONS

HSRs to be elected from the following work groups:

| | |
|---|---|
| **Work group 1**: | Office of CE; Chief Operating Officer; Corporate Services and People and Organisation Development |
| **Work group 2**: | Directorate of Learner Services, Academic and Quality and Māori Education |
| **Work group 3**: | Directorate of Marketing and International Development; and Directorate of Finance and Business Improvement |

Directorate of Learning and Teaching as follows:

| | |
|---|---|
| **Work group 4**: | Applied Business and English Language and Learning Innovation |
| **Work group 5**: | Arts, Media and Digital Technology |
| **Work group 6**: | Health and Fitness |
| **Work group 7**: | Primary Industries, Maritime and Adventure Tourism (one from Maritime and one from Adventure Tourism) |
| **Work group 8**: | Marlborough Campus |
| **Work group 9**: | Social Sciences and Te Toki Pakohe |
| **Work group 10:** | Trades, Engineering and Aviation (one from Aviation, one from Hair, Beauty and Wellbeing, Hotel and Catering, and one from Construction and Engineering) |
| **Work group 11:** | Global Campus |