***SECTION 3*** *Framework for Health and Safety Management*

HEALTH AND SAFETY COMMITTEES AND REPRESENTATIVES PROCEDURE

PURPOSE

To provide information and guidance for the establishment and function of Health and Safety Committees and the selection and training of health and safety representatives.

GENERAL REQUIREMENTS

### PURPOSE OF HEALTH AND SAFETY COMMITTEE

Health and Safety Committees (HSC) are an established mechanism to ensure a functional connection between workers and management. They are a primary method of consultation and engagement and meet requirements to have practices that give workers reasonable opportunities to participate effectively in improving health and safety.

### LEGAL OBLIGATIONS TO ESTABLISH HEALTH AND SAFETY COMMITTEES

The organisation must consider forming an HSC if it receives a request from five or more workers or a Health and Safety Representative. If the organisation is satisfied that existing

consultation and engagement processes are effective and meet the requirements of the HSWA 2015 then it does not have to proceed with the establishment of HSCs. Information relating to consultation and engagement mechanisms can be found in the Health and Safety Consultation and Communication Procedure.

If a HSC is established then the organisation must ensure that it:

 Consults with the HCS about health and safety matters

 Allows 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

 Provides the HSC with the necessary information to perform its functions, including information relating to hazards and the health and safety of workers at the workplace.

Organisations may voluntarily establish HSCs of their own accord.

ESTABLISHMENT OF HEALTH AND SAFETY COMMITTEE

### FUNCTION OF HEALTH AND SAFETY COMMITTEES

Health and Safety Committees are an established mechanism for management and workers to cooperate and enable the effective:

***PROCEDURE***

 Development of health and safety procedures, policies and requirements

 Review of incident investigations and tracking of agreed corrective actions

 Development of major initiatives and programmes to improve health and safety that can be presented to the Health and Safety Strategic Group

 Communication between different work locations/ environments and teams

 Representation of workers in health and safety decisions making processes

### COMMITTEE ESTABLISHMENT

Organisations shall establish a Health and Safety Committee that includes representation from all functions, including (but not limited to):

 Administration and Corporate Support Services

 Treatment plant operations

 Asset maintenance and field service operations

 Workshop and mechanical servicing operations

If required, or as appropriate to the size of the organisation, sub committees may be established for the identified functional areas. In such instances, the organisation shall ensure that sub committees are formed to represent workers with common activities and risks and that the sub committees represent a sufficiently large group of workers to allow effective election of representatives.

The sub committees shall reflect the workgroups that the organisation has established. Workgroups will vary from organisation to organisation, depending on their size, nature of operations and location of workers.

Where workgroups are established an elected health and safety representative must be available for workers to access.

#### Schematic Example of Health and Safety Committee (HSC) Structure

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|  | | | | | **ORGANISATIONAL HSC** | | | |  | | | | |
|  | | | | | | |  | | | | | | |
|  |  | | |  | | | | | |  | | |  |
| **SUPPORTING SERVICES HSC** | |  | **FIELD OPERATIONS HSC** | | |  | | **TREATMENT PLANT OPERATIONS HSC** | | |  | **MAINTENANCE & MECHANICAL HSC** | |

### COMMITTEE MEMBERSHIP

***PROCEDURE***

The Organisational HSC shall be comprised of a mix of management and workers’ health and safety representatives. The composition of the committee shall be balanced to ensure that there is equal representation of workers and management.

Where the organisation has established a structure of sub- committees the organisational committee shall be comprised of management and worker representatives from each of the sub committees.

### COMMITTEE MEETINGS

The organisational HSC shall meet as a minimum every 3 months. The meetings shall be arranged by the HS Manager (or equivalent) and appointments sent to members at least a week prior to the meeting.

The agenda shall be prepared and distributed at least a week prior to the meeting. A Model agenda template is provided as attachment 1 to this procedure.

HSC meetings must have a quorum of at least 6 members (3 management and 3 worker representatives) to meet. Meetings may proceed where there are greater numbers of worker representatives than management representatives, but not vice versa.

HEALTH AND SAFETY REPRESENTATIVES

### ELECTION OF HEALTH AND SAFETY REPRESENTATIVES

Health and Safety Representatives (HSRs) will need to be elected to represent the workgroups the organisation has established. Any worker can nominate for election providing they:

 are a worker and a member of the work group electing an HSR

 are willing to act as an HSR, and

 work regularly and for enough hours to act effectively as an HSR

#### The election processes follows the processes below:

**CALL FOR NOMINATIONS FOR HSRS**

**NOMINATIONS RECEIVED FROM POTENTIAL HSRS**

**ELECTION CONDUCTED TO DETERMINE HSR FOR WORKGROUP**

**NOTIFICATION TO SUCCESSFUL CANDIDATE AND WORKGROUP**

### ELECTION FORMAT

Unless a candidate, a member of the work group’ or management requests to have a secret ballot, an election can take any form that is agreed with workers and is appropriate for the organisation.

The election can be run by management, a worker or groups of workers or an established worker representative like a union representative.

If there is only one nomination for the HSR position, then no election needs to be undertaken.

### TRAINING OF HEALTH AND SAFETY REPRESENTATIVES

The organisation shall ensure that elected HSRs receive appropriate training in accordance with regulated requirements. If HSRs do not receive recognised training they may still act as

HSRs, but will not be able to exercise full powers, such as to issue Provisional Improvement Notices.

Full details of training requirements, payment and time allowances can be found on the Health and Safety Representatives section of the WorkSafe NZ website:

[*http://www.worksafe.govt.nz/worksafe/hswa/working-together/*](http://www.worksafe.govt.nz/worksafe/hswa/working-together/representation/health-and-safety-representatives-hsrs/training-requirements)[*representation/health-and-safety-representatives-hsrs/training-*](http://www.worksafe.govt.nz/worksafe/hswa/working-together/representation/health-and-safety-representatives-hsrs/training-requirements)[*requirements*](http://www.worksafe.govt.nz/worksafe/hswa/working-together/representation/health-and-safety-representatives-hsrs/training-requirements)

ATTACHMENTS

Attachment 1 - Model HS Committee Agenda

REFERENCES

### WATER NEW ZEALAND PROCEDURES & GUIDELINES:

#### Health and Safety Procedures:

 Health and Safety Communication and Consultation

### LEGISLATION, REGULATION AND STANDARDS

***SECTION 3*** *Framework for Health and Safety Management*

 Health and Safety at Work Act 2015

 Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

***PROCEDURE***

 Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016

 AS4801:2001, Clause 4.4.3