

OH&S Committee Training

Roles and Responsibilities



In this session participants will work with and understand the organisations *OH&S Committees Structure* in accordance with the OH&S Corporate Procedure which applies to all of the organisations business units and locations. It is recommended that if the committee is already determined, that a committee meeting is held immediately following the training, this provides an opportunity for the facilitator to coach the committee.

This 4 hour session will cover the following topics:

- Legislation (The Work Health Act 2007)
- Common Law and Vicarious Responsibilities
- Employer/Employee Duties/Other Duties
- Consultative Mechanisms
- Establishment of an OH&S Committee
- Dealing with Health and Safety Problems
- How health and safety committees fit in with the overall health and safety program
- Establishing a meeting/location/logistics
- Chairing a meeting
- Forming a quorum
- Taking and distribution of meeting minutes
- Drawing up and managing an agenda
- How will decisions be made?
- Roles and responsibilities of the Chairperson, Secretary
- Making sure the committee works
- How to avoid meetings getting bogged down with issues
- Maintaining direction of the committee
- Managing the committee members that want to take over

All participants will receive a statement of attendance.