	ANC Foster Pty Ltd Safety Management System	Doc No:	OHSC
		Initial Issue Date:	27 Apr 2010
COMMUNICATION		Revision Date:	Initial Version
		Revision No.:	0
		Next Revision Date:	27 Apr 2011
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Purpose

- To create a standardized approach in the establishment of an Occupational Health and Safety Committee (OSHC).
- To ensure the effectiveness of the Occupational Health and Safety Committee.
- To reduce the frequency and severity of incidents through the successful operation of the Occupational Health and Safety Committee.
- To comply with applicable legislation.
- To create standardized reporting and communication for the Occupational Health and Safety Committee.

Commitment and Scope

ANC Foster is committed to protecting the health and safety of all our employees. Injury and illness is needless, costly and preventable.

ANC Foster will consult our employees in implementing safety practices and systems that will ensure the health, safety and welfare of our employees. Employee involvement at all levels is critical for ensuring a safe workplace.

An OHS Committee and OHS Representatives will be established to promote safety and health in the workplace.

This procedure applies to all operations under the auspices of ANC Foster.

The WorkCover Code of Practice No 311 (OHS Consultation) will be used as guide for ANC Foster when required.

Key Responsibilities

Site Manager and Supervisors

- Ensure time and facilities are available for the OSH Committee to function successfully.


Consultation Requirements

Consultation requires:

- The sharing of relevant information about occupational health, safety and welfare with employees;
- That employees be given the opportunity to express their views and to contribute in a timely fashion to the resolution of occupational health, safety and welfare issues at their place of work; and
- That the views of employees are valued and taken into account by ANC Foster.

Consultation is required:

- When risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed;
- When decisions are made about the measures to be taken to eliminate or control those risks;
- When introducing or altering the procedures for monitoring those risks (including health surveillance procedures);
- When decisions are made about the adequacy of facilities for the welfare of employees; and

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- When changes that may affect health, safety or welfare are proposed to the premises where persons work, to the systems or methods of work or to the plant or substances used for work.

Consultation may be undertaken by any one or more of the following means:

- Consultation may be undertaken with an occupational health and safety committee or committees established by ANC Foster and employees for the place of work or ANC Foster undertaking (an OHS committee);
- Consultation may be undertaken with an occupational health and safety representative or representatives elected by the employees to represent them (an OHS representative); or
- Consultation may be undertaken in accordance with other arrangements agreed by ANC Foster and the employees.

Function of the Committee

An OHS committee or an OHS representative has the following functions:

- To keep under review the measures taken to ensure the health, safety and welfare of persons at the place of work;
- To investigate any matter that may be a risk to health and safety at the place of work;
- To attempt to resolve the matter but, if unable to do so, to request an investigation by an inspector for that purpose; and
- Such other functions as are prescribed by the regulations.

An inspector who is proposing to undertake an inspection of a place of work with respect to a matter that may affect the health, safety or welfare of employees at the place of work must, to the extent that it is practicable, consult a representative of the employees or an industrial organisation of employees whose members are employed at the place of work, and must, if requested to do so by the representative, take the representative on any such inspection.

There is legislation that prohibits unauthorised disclosure of confidential manufacturing or commercial secrets or working processes by any member of a committee or representative.

Structure of the Committee


Requirement

An OHSC is to be established for the purposes of consultation if ANC Foster employs 20 or more persons in its' undertaking and a majority of those employees request the establishment of the committee or if WorkCover so directs.

More than one committee is to be established if a majority of those employees request their establishment and ANC Foster agrees or if WorkCover so directs. Refer also to the WorkCover Code of Practice No 311 OHS Consultation for additional information if needed.

Establishment Elements

The procedures with respect to the establishment and composition of OHS committees must comply with the following requirements:

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- The employee representatives on a committee must be elected by and from the employees in the relevant workgroup the committee represents;
- An election for those representatives must be conducted in a manner that is consistent with recognised democratic principles;
- An election may be conducted by a Federal or State industrial organisation of employees if a majority of the employees concerned request the organisation to conduct the election;
- The number of employer representatives on a committee must not exceed the number of elected employee representatives on the committee;
- The chairperson of a committee is not to be an employer representative;
- A person who is elected as an OHS representative for a workgroup may be an employee representative on a committee that relates to the workgroup;
- A person who is elected as an employee representative on a committee may be an employee representative on another related committee;
- An employee representative on a committee is to be elected for a maximum period of 2 years;
- A person elected as an employee representative on a committee is eligible for re-election; and
- A person is not eligible to be an employer representative on a committee unless the person has authority.

Occupational Health and Safety Representative

An OHS representative is to be elected for the purposes of consultation if at least one of the persons employed by ANC Foster requests the election of the representative or if WorkCover so directs.

The employees may elect more than one OHS representative if ANC Foster agrees or if WorkCover so directs.


The procedures with respect to the election of OHS representatives (as required by clause 16(b) of the Act) must comply with the following requirements:

- The OHS representative must be elected by and from the employees in the relevant workgroup the person represents;
- The election must be conducted in a manner that is consistent with recognized democratic principles;
- The election may be conducted by a Federal or State industrial organization of employees if a majority of the employees concerned request the organization to conduct the election;
- An OHS representative is to be elected for a maximum period of 2 years (but the term of office may be shortened in connection with a change in OHS consultation arrangements); and
- A person elected as an OHS representative is eligible for re-election

Issue Resolution Procedure

It is a function of an OHS committee or an OHS representative under section 18 (c) of the OHS Act to attempt to resolve a matter that may be a risk to health and safety at the place of work but, if unable to do so, to request an investigation by an inspector to resolve the matter. For the purpose of resolving the matter:

- The applicable OHS consultative arrangements are to be used;
- The matter must be formally referred to ANC Foster; and
- ANC Foster is to consider the matter and respond in a timely manner.

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If the matter is not resolved after ANC Foster has been given a reasonable opportunity to consider and respond to the matter, the OHS committee or OHS representative may request an investigation of the matter by an inspector. Such a request by an OHS committee is to be made through the chairperson of the committee. The committee may make arrangements for the making of such requests by the chairperson without a formal meeting of the committee being convened to authorise the making of each particular request.

Training

Each member of an OHS committee and each OHS representative must undertake a course of training as soon as practicable after the person is first appointed as a member of the committee or first elected as a representative (unless the person has previously undertaken an approved course of training).

The course of training must be provided by:

- A trainer who is accredited by WorkCover to provide that course of training; or
- A registered training organisation, (within the meaning of the Vocational Education and Training Act 2005) whose registration extends to providing a course of OHS consultation training.

An application by an individual to be accredited as a trainer:

- Is to be in the form, and accompanied by the particulars, approved by WorkCover; and
- Is to be accompanied by such application fee as WorkCover determines to cover the expenses in dealing with the application.

Records must be maintained of the training undertaken by the OHS committee and each OHS representative until at least 3 years after the person ceases to be an employee of, or associated with the employer.