KING’S BAPTIST GRAMMAR SCHOOL
WORK HEALTH & SAFETY ACT - POLICY 1

TERMS OF REFERENCE FOR THE WORK HEALTH & SAFETY COMMITTEE

1. TITLE

The name of the Committee will be "King’s Baptist Grammar School Work Health & Safety Committee".

2. MEMBERSHIP

2.1 The Committee will consist of the principal/nominee and employees.
2.2 Specialized Areas such as Performing Arts, Science, P.E, Tech Studies, Home Economics, and Visual Arts and the three Sub-Schools (Junior School, Middle School & Senior School) must be represented.
2.3 The Chairperson will be elected annually from within the existing Committee.
2.4 A secretary will be appointed annually from within the existing Committee.
2.5 Vacancies will be filled as needed.

3. AIMS/OBJECTIVES

3.1. The aim of the WH&S Committee is to provide a forum for consultation on the management of WH&S for the whole of the school staff, students, volunteers and contractors.
3.2. The objectives of the Committee are to:
   3.2.1 facilitate cooperation on WH&S issues.
   3.2.2 initiate, develop, carry out and monitor WH&S.
   3.2.3 assist in communicating WH&S information.
   3.2.4 consult regarding changes to WH&S practices, procedures and policies.
   3.2.5 maintain awareness of developments in the field of worker’s rehabilitation after injury and to monitor and facilitate the return to work process of injured workers.
   3.2.6 monitor incident/accident/injury records and make appropriate recommendations.
   3.2.7 assist in the adherence to the WH&S Act, Regulations and Codes of Practice.
   3.2.8 ensure effective distribution of minutes.
   3.2.9 promote WH&S training.

4. MEETINGS

4.1. Meetings will be held no less than once a term.
4.2. There will be a published agenda for each meeting.
4.3. Accurate minutes will be kept of each meeting and these will be kept for three years.
4.4. Guests may attend the meetings to observe or contribute information but may not vote.
4.5. Special meetings may be called at the request of at least 50% of the committee.

Principal

Date / /

WH&S Committee chairperson

Date / /

Date Implemented: 26/02/16    REVIEW Date: 2019