

Safety Committees

This half-day course is intended to provide committee members with the necessary skills and knowledge to be an effective member of the Safety and Health Committee.

A workplace Safety and Health Committee should consist of members elected by the employees (Safety and Health Representatives) and members nominated by management. This Committee provides a forum for management and employees to get together to discuss safety and health problems. The Committee can discuss, research and prioritise action on issues referred to them by the Safety and Health Representatives. An active role of the Committee is to develop and implement occupational safety and health programs and procedures and make recommendations to all staff regarding occupational safety and health matters.

Course Content

- Relevant OSH legislation
- Terms of reference of an OSH Committee
- Membership of the OSH Committee
- Roles and functions of the OSH Committee
- Running a Committee meeting
- OSH Committee records
- Resolution of issues procedures

Learning Outcomes

When participants have completed the course they will be able to:

- Describe the legislation relevant to the roles and functions of the Committee;
- Participate in and be an effective OSH Committee member;
- Consider matters referred to it by Occupational Safety and Health Representatives;
- Make recommendations to establish occupational safety and health programmes, policies and procedures;
- Regularly review the accident and near miss incidents register and statistics to identify trends and make recommendations on preventive measures ;
- Develop sources of information which the Committee members and employees can use;
- Monitor and review the occupational safety and health programmes, policies and procedures used in the workplace;
- Review work practices in response to intended workplace changes; and
- Develop programmes to assist with training employees in occupational safety and health.