



**Emmaus  
Christian  
School**

# **Work Health & Safety Committee Terms of Reference**

**WHS 1-0**

Access Level - Public  
September 2020

## WHS 1-0: Work, Health & Safety Committee Terms of Reference

|                     |  |
|---------------------|--|
| Authorising Officer | Principal                                      |
| Date approved       | 19 August 2020                                 |
| Monitored by        | Principal                                      |
| Review by           | WHS Committee                                  |
| Date for review     | 1 August 2021                                  |
| Status              | Approved                                       |
| Policy Pertains to: | WHS Committee Members                          |
| File Details:       | Emmaus SharePoint\Work,Health & Safety Library |

### Version History

| Version | Date        | Notes  |
|---------|-------------|--|
| 1.0     | August 2020 | First publication of this Terms of Reference |
|         |             |  |
|         |             |  |
|         |             |  |
|         |             |  |
|         |             |  |
|         |             |  |



# Contents

|                                  |   |
|----------------------------------|---|
| Vision                           | 4 |
| Values                           | 4 |
| Purpose                          | 5 |
| Authority                        | 5 |
| Functions                        | 5 |
| Membership                       | 5 |
| Frequency of meetings            | 6 |
| Quorum                           | 7 |
| Conflict of interests            | 7 |
| Meeting agenda                   | 7 |
| Minutes                          | 8 |
| Actions Register                 | 8 |
| Governance                       | 8 |
| Reporting                        | 9 |
| Reviewing the Terms of Reference | 9 |



## Vision

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

## Values

### 1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

### 2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instil in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

### 3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.



## Purpose

The Emmaus Christian School Work Health and Safety Committee (the Committee) is a consultative forum, established to provide strategic oversight and direction on work health and safety matters in accordance with the *Work Health and Safety Act 2011*.

## Authority

Work Health and Safety (WHS) legislation requires "a person conducting a business or undertaking" (PCBU) to be aware of the WHS risks that may impact on the health and safety of their workers and apply treatments to minimise the likelihood and therefore the consequence of these occurring. It is also a requirement to provide and promote a management and employee communication and consultation framework for all WHS matters.

Emmaus Christian School Canberra Limited (ABN: 26 483 932 179) is the entity described as the PCBU and assigns "Officers" (Principal, Heads of School, Director - Preschool) to manage the WHS requirements in each work group.

## Functions

The functions of this Committee are:

- to facilitate cooperation between the Executive team and its workers in instigating, developing, implementing and reviewing control measures designed to ensure the workers' health and safety at work
- to assist in developing standards, rules, policies and procedures relating to health and safety that are to be followed or complied with at the workplace
- any other function prescribed by the regulations or agreed between the Executive team and the Committee.

The Committee may undertake activities such as:

- reviewing data and/or reports on accidents and incidents, risk assessments and controls, and workplace inspections
- discussing work health and safety issues referred to the Committee that have not been resolved at the work group level
- referring matters to the Board when they cannot be resolved by the Committee
- preparing periodic reports on the Committee's activities for the Executive team.

## Membership

At least half of the Committee members must be worker representatives who are not nominated by school management. Management representation must not exceed worker representation at any meeting.

## Chairperson

The Chairperson of the Committee will be a member of and appointed by the Emmaus Christian School Executive Management team. The Chairperson should have the relevant authority to make decisions as required. The Chairperson should provide leadership and relevant business knowledge.

The Chairperson will be reviewed annually, or at the request of the Committee.



If the Chairperson is unable to attend a meeting, they will nominate a delegate to chair the meeting. If the Chairperson does not nominate a delegate, Committee members will nominate a person to act as the Chairperson for that meeting.

**Members**

- Chairperson (and Secretariat)
- Preschool work group management representative
- Primary school work group management representative
- Secondary school work group management representative
- Administration and Maintenance representative
- Health and Safety Representative (HSR) or other worker representative from each of the work groups
- Parent representative

Members are responsible for nominating and, unless otherwise instructed, providing the meeting agenda and supporting papers to a delegate to represent their work area if they are unavailable to attend a meeting.

There may be representation of elected (HSR) associated with each of the Work Groups.

A HSR is elected by the employees in a branch/workgroup for a three-year term. Should a vacancy occur for the committee representation, an expression of interest is circulated to all HSR’s from the particular work group, to fill the committee position.

**Visitors/Guests**

Visitors or guests may be invited to meetings from time to time for Committee business.

**Frequency of meetings**

The Committee will meet quarterly, unless otherwise agreed. Meetings should be scheduled in line with the following:

| Committee     | 1 <sup>st</sup> Term | 2 <sup>nd</sup> Term | 3 <sup>rd</sup> Term | 4 <sup>th</sup> Term |
|---------------|----------------------|----------------------|----------------------|----------------------|
| WHS Committee | February             | May                  | August               | November             |

Urgent or out-of-session meetings may be convened as required, with reasonable notice, commensurate to the urgency of the issue, given to members.

Project or working groups may be formed to support the committee and meet as required.

The Chairperson is responsible for maintaining a calendar and informing members of meetings. Notifications should be sent out at least four weeks prior to the meeting.



## Quorum

To enable agreed actions or recommendations, any decision must comprise an equal number of employer and worker representatives. A quorum shall consist of at least two management representatives (the Chairperson may be the management representative) and at least two worker representatives.

An inquorate (non-balanced) committee meeting shall be run as an information session or rescheduled for the earliest possible mutually acceptable time where members do not attend the meeting within 10 minutes of the scheduled start time. Decisions will be circulated out of session via email communication.

## Conflict of interests

Committee members must declare any conflict of interest in matters of business and remove themselves from decision making in regard to the issue. This will include signing of appropriate paperwork to declare any conflict of interests.

## Sensitive Matters

The Committee will not be provided with any personal or medical information concerning a worker without the worker's consent unless the information is in a form that does not identify the worker; and could not reasonably be expected to lead to the identification of the worker.

Where matters hold sensitivity or need to be treated as confidential, not to discuss individual issues, all parties attending the meeting must abide by the confidentiality of that meeting or withdraw from the meeting while that matter is discussed.

Sensitive matters will not be minuted.

## Meeting agenda

The regular agenda for Committee meetings should include:

- Attendance/apologies
- Previous Minutes
- Business/action items from previous meetings
- Review occupancy of HSR, First Aid and Warden positions
- Update from worker representatives of each Work Group
- Work Health and Safety risk register and treatment plans
- Other business.

The Chairperson will call for additional agenda items at least one week before each meeting.



## Minutes

Minutes will be recorded at each meeting.

Draft Minutes will be circulated to members within ten working days of the meeting, for in-principle agreement.

Any proposed amendments to the draft Minutes should be provided to the Chairperson within five working days of receipt, unless advised otherwise. Where a nil or no response is provided, it will be considered endorsement of the draft minutes.

Minutes should be finalised within 15 working days from the date of the meeting.

Once minutes are agreed in-principle they should be provided to all Committee members. The minutes will be published on the School's Safety Management System (e.g. Safety Navigator).

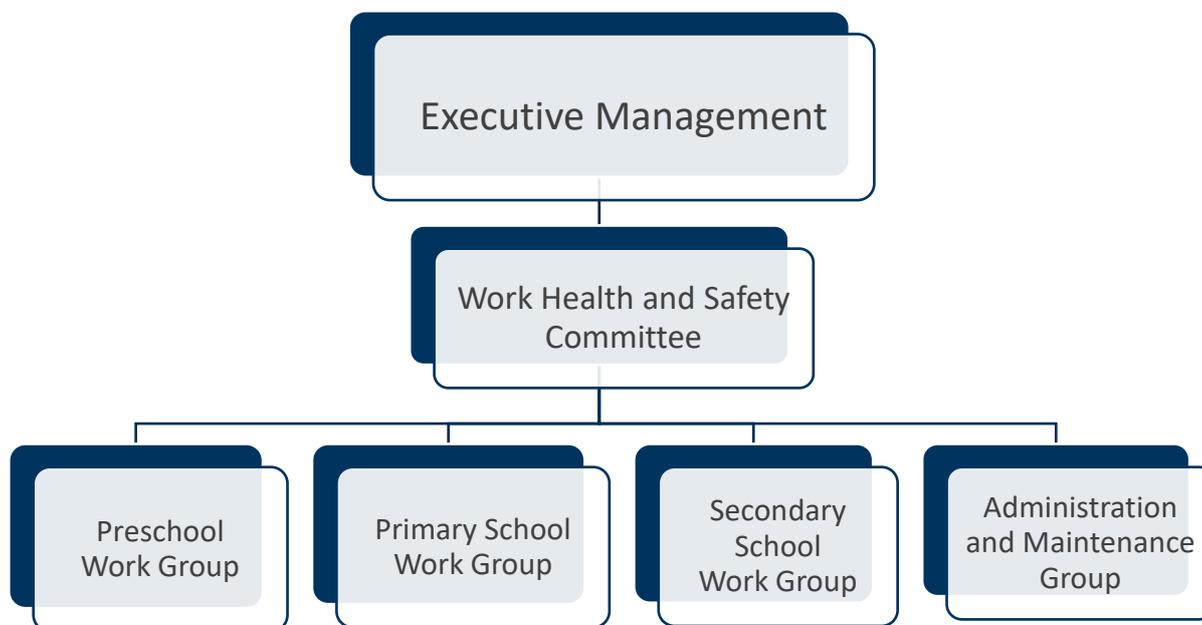
Minutes will be tabled at the next meeting for noting.

## Actions Register

A record of actions arising from meetings is monitored and maintained. A report is provided at each meeting to show progress against any recorded actions. The Chairperson is responsible for communicating with the nominated action officer/s and updating the action status on the register.

## Governance

The Committee provides strategic oversight and direction on work health and safety matters in accordance with the *Work Health and Safety Act 2011*.



## Reporting

The Committee reports through the Chairperson to the Executive Management team.

The Committee will, when requested, provide a copy of meeting Minutes to the Executive Management team, following each meeting.

## Reviewing the Terms of Reference

The Committee will review the Terms of Reference annually or earlier as required.



