

Enterprise Health & Safety - Employee Participation

Overview

Employees who do work will have valuable knowledge and experience to contribute to the management of health and safety (H&S) in their workplace. It is in line with this that Enterprise has employee participation in health and safety.

Purpose

The H&S in Employment Amendment's Act 2002 requires all employers to allow employees a reasonable opportunity to participate in the improvement of health and safety at work.

Scope

This procedure is applicable to all health and safety within Enterprise sites.

The Agreed System for Employee Participation

Enterprise's agreed system for employee participation in health and safety has been established to enable staff to participate fully in health and safety matters in the workplace and to make recommendations to relevant managers. The main element of the agreed system is elected health and safety participants and opportunities for all staff to participate.

Election of health and safety participants (H&S Champions) will form the 'Safety Action Team', elected by staff members annually.

The election process is set out below:

- The employer calls for nominations from all staff annually. On hire staff will also be invited monthly in the newsletter and are welcome to join at any time
- H&S Champion positions include one representative from each branch and any on hire persons up to a limit of 10
- If there is only one candidate for a position then that candidate automatically fills that position
- If there are no candidates for a position, the position is not filled until such time as there is a nomination or until the next round of elections
- If more than one nomination is received, then an election may be held by secret ballot
- The Safety Action Team will conduct the election, giving all employees a reasonable opportunity to vote
- If an elected H&S Champion leaves the position a new election will occur if the Committee deems it necessary, or alternatively a nomination will be accepted

Note

- Meeting dates and agendas should be circulated prior to each meeting and action notes sent to committee staff afterwards
- If any staff want to attend a committee meeting either as an observer or to discuss an agenda item, they should be given that opportunity.
- Meetings are held once a month or 10 per year. More can be held in the event of significant organisational change activities.

- Participation for on hire staff is much more challenging – efforts will be made to accommodate them, including but not limited to setting up a focus group which matches their schedule

Responsibilities

An elected safety and wellness representative is entitled to a minimum of two days paid leave per year to attend a training course approved under clause of the Health and Safety in Employment Act (2015) and amendments, and in accordance with the provisions outlined in legislation.

Enterprise representatives will attend regular meetings and be provided with audit and feedback requirements and outcomes concerning all health and safety issues.

Staff on an assignment are given an opportunity to be considered for the Safety Action Team at the time of elections via communication means to on-hire staff, including:

- Induction process
- Monthly Newsletters
- Email job confirmations
- Social media updates
- Toolbox talks
- Online safety surveys
- Consultant and safety conversations
- Safety events

Role

The Health and Safety Champions help other employees by playing a particular role in representing the views of branch employees and on-hire staff alike and liaising with the employer on health and safety matters.

The role should include:

- Fostering positive health and safety management practices in the workplace
- Consulting and contributing to development and functioning of the health and safety system
- Reviewing reports: Incl injury statistics, injury reports, corrective actions, other
- Participating in the internal and external audits of the health and safety system
- Developing and consulting on health and safety goals and objectives
- Ensuring and participating in ongoing enhancement and continual improvement
- Identifying hazards and assess hazards through a risk assessment process
- Contribute to the assessment, development and delivery of training – including assessing training outcomes
- Help determine the approach to legal requirements
- Identify relevant controls for outsourcing, procurement, and contractor management
- Promoting employees' interests in health and safety
- Promoting the interests of employees who have been harmed at work

- Carrying out any other functions agreed between the employer and the representative
- Identifying necessary communications and outlining communication methods.

Branch Health and Safety Working Groups

Worksite health and safety working groups may be formed where a specific need for such a group is identified by a Safety and Wellness Champion and/or the relevant Manager(s), in consultation with the Safety Action Team.

Worksite health and safety working groups would normally consist of a convenor, a Safety Action Team member, and several employees. Additional members may be co-opted for specific purposes, if required.

The procedure for holding meetings and the conduct of business is to be determined by the participants in each group. Guidelines are set out below:

- An agenda should be circulated prior to meetings and a record of each meeting should be kept. The agenda and minutes or meeting notes should be available on request to employees represented by the worksite group/ committee and to the senior manager for the division or equivalent.
- Recommendations for action on health and safety matters should be conveyed to the appropriate person or the Safety Action Team.

Signature

Committee Member Name: _____

Signature: _____

Date: _____