

HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

Section	Health and Safety		
Approval Date	04.08.08	Approved by	Directorate
Next Review	As required	Responsibility	Human Resources Manager
Key Evaluation Question	6	ITPNZ Quality Standard	3

PURPOSE

To foster positive health and safety practices in the workplace through the Health and Safety Committee which supports the co-ordination, promotion and maintenance of health and safety at Nelson Marlborough Institute of Technology (NMIT).

Ensure staff have the opportunity to be involved in the development of safe workplace practices and to meet requirements of Part 2A ‘Employee Participation’ of the Health and Safety in Employment Act 2000.

To ensure committee membership has staff representation from across the Institute. More than one member is required to be a trained Health and Safety Representative, in line with the 2002 amendment to the Health and Safety in Employment Act 1992.

SCOPE

The Terms of Reference apply to both the Nelson and Marlborough Campus Health and Safety Committees. Each committee is responsible for its own Campus and associated programmes. The Health and Safety Officer will provide a link between the two committees.

RESPONSIBILITIES

The Human Resources Manager who reports to the Chief Executive, is responsible for compliance with Health and Safety requirements.

Health and Safety Committee Responsibilities:

- Provide advice and guidance on compliance with the Health and Safety in Employment Act 1992 and its amendments.
- Receive and make recommendations to Directorate on reported injuries and hazards.
- Provide collective technical expertise on health and safety aspects of the activities occurring at NMIT
- Provide a forum to enable employees to communicate to management health and safety issues. This includes identifying and suggesting ways to manage hazards, which cannot be dealt with through normal administrative means.

- Receive reports on and provide recommendations to Directorate on the provision of agreed health and safety training to selected employee representatives to assist in the development and establishment of safe workplace practices.
- Foster an environment which supports networking and information exchange for staff actively involved in Health and Safety implementation
- Promote high standards of personal and occupational safety
- Immediately advise the Chief Executive, through the Chair, of all serious incidents and where warning, prohibitive or improvement actions are required.
- Receive reports and provide input into the implementation of targeted injury prevention promotion.

Where a situation arises that is not covered by these Terms of Reference, the Health and Safety in Employment Act 1992 and its subsequent amendments default provisions shall apply.

MEMBERSHIP

NELSON HEALTH AND SAFETY COMMITTEE

Staff representatives from the following areas:

- Directorate of Education, Planning & Investment
- Directorate of Marketing & Student Services
- Directorate of Finance & Corporate Services
- 1 staff representative from each School (7 in total)

Five ex-officio members:

- Human Resources Manager (Chair)
- Health and Safety Officer (Secretary)
- Health Nurse
- Union representative
- Student representative

MARLBOROUGH HEALTH AND SAFETY COMMITTEE

The Marlborough Campus sub-committee comprises:

- The Campus Manager
- Administration and Support Services Manager
- Staff members x 3

The Health and Safety Committees may co-opt additional member(s) should a specific need arise or specific skill is required.

APPOINTMENT OF MEMBERS

- Membership will be reviewed annually in November initiated by the Human Resources Manager.
- Union representatives to be appointed by the Joint Agreement Monitoring Committee
- Student representatives to be appointed by SANITI
- All health & safety representatives to be appointed through an election process.
- Elections for health & safety representative(s) must –
 - Involve willing candidates;
 - Involve candidates who work sufficiently regularly and for sufficient duration to enable them to carry out their functions effectively;
 - Be conducted by secret ballot;
 - Give all employees a reasonable opportunity to vote; and
 - Be decided by majority.

MEETING PROCEDURES

The Health and Safety Committee will meet once a month except for January.

Five committee members must be present to make up a quorum for meetings.

REFERENCES

EXTERNAL

Health and Safety in Employment Act 1992