

CULTURAL FACILITIES CORPORATION
Work Health and Safety Committee
Terms of Reference

Authorised by :



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CEO
Cultural Facilities Corporation

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Version :

Version 2.0



DOCUMENT PROPERTIES

Schedule of Amendments

New features (insertions)	Date
Enhancements (changes)	Date
New Format	January 2020
Deletions	Date

Amendment History

Version No.	Issue Date	Author
Version 1.0	February 2012	Ian Tidy
Version 2.0	January 2020	Ian Tidy

Details

Area responsible for Policy/Plan/Program/Guideline	CFC Corporate Finance
Stakeholders	All Cultural Facilities Corporation Staff
Document location	G:\CFC\Staff\Documents\CFC\WHSCCommitteeTermsofReference.pdf
Record number and name	
Strategic Plan aligned	Checked by Sophie Chessell
<i>Freedom of Information Act 2016</i> compliant	Document linked to the Open Access Information website? No <input type="checkbox"/> (the document is not appropriate for public viewing) Yes <input checked="" type="checkbox"/> (the document is appropriate for public viewing)

Purpose

The CFC Work Health and Safety Committee (WHSC) is a consultative forum that has been established to effectively address health and safety matters in accordance with the [Work Health and Safety Act 2011](#).

Functions

The functions of the WHSC are :

- a) to facilitate cooperation between the CFC and its workers in instigating, developing and carrying out measures designed to ensure health and safety at work;
- b) to assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace;
- c) any function prescribed by regulations; and
- d) any other function determined by the WHSC.

Membership

Chair of the WHSC

The Chair of the WHSC is appointed by the Chief Executive Officer and, as the Chair, is able to make and execute decisions without needing to refer matters to another for approval. The Chair is able to provide leadership and relevant business knowledge. The Chair will be reviewed annually.

In the absence of the Chair, the Chair will provide the WHSC with a delegate to chair the meeting. If the Chair has not delegated the Chair duty, WHSC members will be required to nominate another person to act as the WHSC Chair during the period of absence.

Members

- Chief Finance Officer (Chair)
- Chief Executive Officer
- Director, Canberra Theatre Centre (CTC)
- Director, Canberra Museum and Gallery (CMAG)
- Director, ACT Historic Places (ACTHP)
- Manager, HR and Employee Relations
- HR Advisor
- CFC work unit Health and Safety Committee Members (HSCs);
- CPSU Organiser, MEAA organiser; and
- CPSU staff delegate, MEAA staff delegate.

Observer

- Corporate/Finance Officer (Secretariat).

Visitors

- Visitors may be invited to meetings from time to time as the WHSC sees fit, for example the CFC's Employee Assistance Provider or CMTEDD Injury Management Team representatives.

Frequency of meetings

The WHSC will meet quarterly, unless otherwise agreed.

The WHSC secretariat is responsible for maintaining a calendar and informing members of meetings. Project or working groups may be formed to support the WHSC and meet as required.

Additional meetings of the WHSC may be required to progress specific work initiatives that cannot wait for the next scheduled meeting.

Urgent meetings may be convened as necessary, with reasonable notice commensurate to the urgency of the meeting/issue given to members via the Chair/Secretariat.

Reporting

The WHSC reports to the Senior Management Group of CFC through the Chair.

The WHSC will provide a copy of its minutes to the Senior Management Group.

The WHSC may also provide a report to the Senior Management Group on matters such as :

- Work Health and Safety matters unable to be resolved at the WHSC;
- Any input or recommendations related to work safety issues; and
- Request/provide information on Work Health and Safety matters that may be of a corporate nature.

The WHSC will report to the CFC Board, through the WHSC Chair providing summaries of items discussed at WHSC meetings to each Board meeting.

Activities of the WHSC

The WHSC may undertake activities such as :

- Considering work health and safety matters specific to local workplace environments, including reports on resolved matters;
- Discussing work health and safety issues referred to the WHSC that have not been resolved at the CFC work unit HSC Members level;
- Referring matters to the Senior Management Group when they cannot be resolved at the WHSC;
- Reviewing workplace inspection reports

- Reviewing periodic accidents/incidents data, examining contributing factors and evaluating corrective actions taken to avoid future recurrences;
- Reviewing and evaluating risk assessments and the identified controls, and making recommendations to management as required;
- Reviewing, developing and implementing work safety policies and procedures as required;
- Scheduling workplace inspections to be conducted within business units, in consultation with relevant managers/supervisors;
- Consulting with members and seeking safety/risk management advice before the introduction of new work processes or substances and/or the installation of new equipment/plant;
- Reviewing adequacy of HSC positions/numbers and ensuring the required HSC training is completed;
- Reviewing positions/numbers for First Aid Officers and wardens; and
- Preparing periodic reports on the WHSC activities for the Senior Management Group.

Quorum

A quorum shall consist of one Management representative (the Chair may be the Management representative) and at least two CFC work unit Health and Safety Committee Members.

Inquorate meetings shall be rescheduled for the nearest mutually acceptable time.

Meeting agenda

The regular agenda for the WHSC should, at a minimum include :

- Attendance/apologies;
- Previous minutes;
- Business/action items from previous minutes;
- Confirmation/review of HSC, First Aid and Warden positions;
- Updates on Risk Registers from the relevant contact officer/s;
- Overview of recent CFC work unit HSC meetings and actions
(Note : there is preference for at least one CFC work unit HSC Member from the CTC, CMAG and ACTHP to be in attendance); and
- Other business.

The Secretariat or Chair will call for other agenda items before each meeting.

Minutes

Minutes will be taken at each meeting. Minutes will be circulated as a draft for comment as soon as possible after each meeting to WHSC members and tabled at the next meeting, for finalisation and acceptance. Accepted minutes will be made available to all staff on the shared Drive – G:\CFC\Staff\Work Health & Safety\Work Health and Safety Committee as soon as they are accepted.

Reviewing the Terms of Reference

The WHSC will review the Terms of Reference no later than December 2022.