

Health and Safety committees can play a key role in contributing to the safety of work or business environment. Health and Safety committees are a way for employers to support systematically and strategically the safety of the work environment.

Below are some tips for making the most of a Health and Safety committee.

- Establish a regular cycle for the committee to meet (such as monthly, bi-monthly, or quarterly at a minimum)
- Set agendas and maintain meeting minutes – share this information across the workplace on an intranet, noticeboard, or via email.
- Make sure that the committee has clearly defined objectives.
- Provide a reasonable amount of time for the committee to meet during paid work time and ensure that all committee members are likely to be able to attend.
- Prioritise agenda items where necessary if there doesn't seem to be enough time for all topics.
- Avoid rescheduling, cancelling, or postponing planned meetings, even if the committee members or business is getting bogged down with day-to-day work issues.
- Allocate a budget for health and safety expenses.
- During committee meetings, allocate persons responsible for action and agenda items, and hold them accountable for completion or coordination.
- Include health and safety as a topic at other staff meetings, such as team meetings, all staff meetings, management, and board meetings.
- Have the committee regularly table any incident, injury or near miss reports, and identify any risk minimisation or proactive or corrective measures that may need to be taken.
- Consult with the committee when introducing change to workplace sites, or processes, or if purchasing new plant equipment.

If you are concerned about the findings during your investigation, we suggest you contact one of our friendly HR Advisors to discuss how to proceed.