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HEALTH AND SAFETY COMMITTEE (HSC)

TERMS OF REFERENCE

Section	Safety, Health and Wellbeing		
Approval Date	16.04.2019	Approved by	Executive Team
Next Review	17.05.2022	Responsibility	Executive Director – Strategy, Enterprise and Sustainability
Last Reviewed	19.03.2019	Key Evaluation Question	6

PURPOSE

To bring together workers and management in the development and review of health and safety policies and procedures for the workplace. To enable management and worker representatives to meet regularly and work cooperatively to improve health and safety at work.

SCOPE

All NMIT workers from all work sites i.e. Nelson, Marlborough, Woodbourne, Richmond, The Glen Facility and Off Campus. There will be one Health & Safety Committee (HSC) for all of NMIT.

DEFINITIONS

Health and Safety at Work Act 2015 (HSWA)	HSWA is the work health and safety legislation in New Zealand. All work and workplaces are covered by HSWA unless specifically excluded. Part 3 of HSWA covers worker engagement, participation and representation.
Health and Safety Representative (HSR)	A Health and Safety Representative (HSR) is a worker elected by the members of their Work Group to represent them in health and safety matters, in accordance with subpart 2 of Part 3 of HSWA.
PCBU	<p>‘Person Conducting a Business or Undertaking’. In most cases a PCBU will be a business entity, such as a company. However, an individual carrying out business as a sole trader or self-employed person would also be a PCBU.</p> <p>The definition of a PCBU does not include workers or officers of a PCBU, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work.</p>

RESPONSIBILITY

Chief Executive	<ul style="list-style-type: none"> • Overall responsibility for health and safety within NMIT • Ensure there is appropriate support and resources available for the implementation and management of health and safety within NMIT.
NMIT as a PCBU	<ul style="list-style-type: none"> • Consult with the HSC about health and safety matters • Allow each member of the HSC to spend as much time as necessary to attend meetings or carry out functions as a member of the committee • Provide the HSC with any necessary information to perform its functions, including information relating to hazards and the health and safety of workers at the workplace • Allow HSR training to elected representatives to ensure they are knowledgeable about health and safety legislation and aware of rights and responsibilities • Provide easy access to a list of HSRs
Health & Safety Committee (HSC)	<ul style="list-style-type: none"> • Assist in developing standards, rules, and policies or procedures for work health and safety • Facilitate cooperation between NMIT and team members and students in instigating, developing and carrying out measures designed to ensure workers' health and safety at work. • Make recommendations relating to work health and safety • Assist with reviews to ensure compliance with the NMIT's health and safety policies and procedures and agreed industry standards or accredited systems • Facilitate and monitor the implementation of the NMIT's objectives and plans in relation to Safety, Health and Wellbeing • Actively promote a culture within NMIT where commitment by all team members to health and safety is evident
Health & Safety Representative (HSR)	<ul style="list-style-type: none"> • Represent workers on health and safety matters • Make recommendations on health and safety • Investigate complaints and risks to worker health and safety • Monitor health and safety measures taken by the NMIT • Give feedback to NMIT about how NMIT is meeting its duty • Give feedback to workers on health and safety activities of NMIT • If requested by a worker, attend interviews concerning work health and safety matters and assist with arrangements for rehabilitation and return to work • If received appropriate HSR training, and after first consulting with NMIT, issue Provisional Improvement Notices (PINs) and direct workers to cease unsafe work

MEMBERSHIP

The right mix of members means that the HSC will have the necessary level of decision making, knowledge and expertise about NMIT policy, direction and technical matters. There should be representation for different types of work arrangements, work groups, work sites and work roles.

One of the members of a HSC appointed by NMIT must be authorised to make decisions on behalf of NMIT on health and safety matters.

At least half of the members of a HSC must be elected HSRs and not appointed by NMIT.

Worker representatives will come from HSR Work Groups – see Appendix 1. The Work Groups will be reviewed annually. Each Work Group to have one HSR as the HSC member. If the HSRs in a Work Group cannot agree on who will be the HSC member, then members in the Work Group to vote on who will represent them on the HSC.

Other members of the HSC are:

- Health & Safety Advisor (Chair)
- Representative from People & Organisation Development team
- Representative from Learning Innovation and Delivery
- Representative from ILT (Business Support Manager)
- SANITI representative
- Student representative
- Representative from each union

The HSC 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 with proposed changes agreed with the Executive Director – Strategy, Enterprise and Sustainability for the new year
- People & Organisation Development representative to be determined by Manager People & Organisation Development
- Learning Innovation and Delivery representative to be appointed by Executive Director – Learning Innovation and Delivery
- ILT (Business Support Manager) representative to be appointed by Executive Director - Strategy, Enterprise and Sustainability
- SANITI representative and Student representative to be appointed by SANITI
- Union representatives to be appointed by the respective unions and agreed by the Executive Director – Strategy, Enterprise and Sustainability
- All HSRs to be appointed through an election process. Team members can be an elected HSR for a term of three years. An HSR may be re-elected for any number of terms. Only one HSR for each Work Group will be required to be a member of the HSC
- Election process for HSRs steps are:
 - Calling for nominations within the Work Group (workers can nominate themselves or others within their Work Group)
 - Candidates must be willing, have a passion for health and safety and work sufficiently regularly and for sufficient duration to enable them to carry out their functions effectively

- If the number of candidates nominated for a Work Group is equal to or fewer than the number of vacancies the candidates will be elected unopposed
- If the number of candidates nominated for a Work Group is greater than the number of vacancies, an election is held so that workers can choose who they would like to represent them
- The preferred form of voting for an election is by electronic vote, however other forms of voting are acceptable, (e.g. show of hands, ballot box, secret ballot) and secret ballot must be used if requested by a worker in the Work Group, or a candidate or NMIT
- Work Group members will be notified of the successful candidate(s)

PROCEDURE

The Health and Safety Committee will meet once a month from February to December.

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

Where a HSR committee member is unable to attend a meeting, they can co-opt another elected HSR from their Work Group to attend in their place. The co-opted elected HSR counts toward making up the meeting quorum.

Committee meeting minutes will be sent to the Safety, Health and Wellbeing Leadership for their receipt and review and be published on the intranet.

RECORDS

Health and Safety Committee Minutes

REFERENCES

INTERNAL

[Asbestos Management Policy](#)

Asbestos Management Plan

[Crisis Procedure](#)

[Health and Safety Manual](#)

[Safe Driving and Fleet Management](#)

[Safety, Health and Wellbeing Policy](#)

[Safety, Health and Wellbeing Leadership Group Terms of Reference](#)

[SmokeFree Policy](#)

EXTERNAL

Health and Safety at Work Act 2015

Worker Engagement, Participation and Representation Regulations 2016

APPENDICES

[APPENDIX 1: Work Groups for HSR elections](#)

[APPENDIX 2: HSR Role Description](#)

APPENDIX 1: WORK GROUPS FOR HSR ELECTIONS

HSRs to be elected from the following Work Groups:

Work Group Number	Work Group	N° of HSRs*	N° on HSC
<i>Work Group 1</i>	<ul style="list-style-type: none"> • Strategy Enterprise and Sustainability, including Campus Services and ITCS • CE Office • Finance & Business Intelligence 	2	1
<i>Work Group 2</i>	<ul style="list-style-type: none"> • Learner Services • Knowledge & Technical Services • Bi-Cultural Development • Te Toki Pākohe 	2	1
<i>Work Group 3</i>	<ul style="list-style-type: none"> • Academic & Quality • People & Organisation Development • Marketing Services • International Development • Engagement • Customer Experience 	2	1
<i>Work Group 4</i>	<ul style="list-style-type: none"> • Applied Business • Tertiary Pathways 	2	1
<i>Work Group 5</i>	<ul style="list-style-type: none"> • Digital Technologies Arts and Media 	2	1
<i>Work Group 6</i>	<ul style="list-style-type: none"> • Health and Fitness 	2	1
<i>Work Group 7</i>	<ul style="list-style-type: none"> • Primary Industries • Marlborough Campus 	3	1
<i>Work Group 8</i>	<ul style="list-style-type: none"> • Hospitality & Service Sectors 	2	1
<i>Work Group 9</i>	<ul style="list-style-type: none"> • Social Sciences 	2	1
<i>Work Group 10</i>	<ul style="list-style-type: none"> • Engineering and Construction • Maritime 	3	1
<i>Work Group 11</i>	<ul style="list-style-type: none"> • Aviation 	2	1
<i>Work Group 12</i>	<ul style="list-style-type: none"> • Information & Enrolments Centre • International Curriculum • Learning Innovation & Insights • Research and Innovation • Learning Innovation & Delivery [not elsewhere classified] 	2	1
	TOTAL	26	12

*In determining Work Groups and the number of HSRs in each work group, NMIT will take into consideration:

- Number and diversity of workers
- Views of workers
- Location
- Nature and type of work
- Hazards and risks
- Work patterns / shifts

NMIT ROLE DESCRIPTION

Role Title: Health & Safety Representative

Reports to: Health & Safety Committee

Location: All NMIT Campuses

OBJECTIVE

To meet the obligations under the health and safety legislation to:

- encourage worker engagement and participation
- have better health and safety outcomes by having workers have a say about health and safety matters
- demonstrate commitment to improving health and safety

PURPOSE

A critical role, elected by members of their Work Group, to represent them in health and safety matters, and to support worker engagement and participation.

FUNCTIONAL RELATIONSHIPS

INTERNALLY:

- Work Group members
- Health & Safety Committee
- Health & Safety Advisor

EXTERNALLY:

- WorkSafe

RESPONSIBILITIES

The focus of this role is on the following areas:

- Be health and safety champions
- Represent workers on health and safety matters
- Make recommendations on health and safety
- Investigate complaints and risks to worker health and safety
- Monitor health and safety measures taken by the NMIT
- Give feedback to the NMIT about how NMIT is meeting its duty
- Give feedback to workers on health and safety activities of the NMIT

- If requested by a worker, attend interviews concerning work health and safety matters and assist with arrangements for rehabilitation and return to work
- If received appropriate HSR training, and after first consulting with NMIT, issue Provisional Improvement Notices (PINs) and direct workers to cease unsafe work person specification

PERSONAL ATTRIBUTES

- ✓ Passionate about keeping people safe and healthy
- ✓ Good people skills - approachable, confident
- ✓ Solution focused - able to work with others to identify and resolve issues
- ✓ Motivated to keep up to date with health and safety knowledge
- ✓ Proactive, takes initiative
- ✓ Willing to attend HSR training
- ✓ Willing to share knowledge with others
- ✓ Seeks continuous improvement in health and safety matters

BENEFITS

- ✓ Provides workers with a voice on health and safety matters
- ✓ Improve workplace health and safety
- ✓ HSR training provided to ensure HSRs are knowledgeable about health and safety legislation and aware of rights and responsibilities, and keep up-to-date on health and safety matters