
1.0 SCOPE

This document outlines the purpose, function and operation of the Health and Safety Committee at The Daily Drinks Co. Smithfield, and will form the constitution for the Health and Safety Committee. For the purposes of this document the Health and Safety Committee at The Daily Drinks Co. Smithfield will henceforth be referred to as "The Committee."

1.1 Company Commitment

The Daily Drinks Co. Smithfield is committed to ensuring, so far as is reasonably practicable, a healthy and safe work environment & work practices which eliminates risk to workers and others or reduces any risk to the lowest possible level.

The Daily Drinks Company, Smithfield is committed to meaningfully consult its workers and their representatives prior to making any decisions which may impact on their health or safety.

1.2 Consultation

The Daily Drinks Company, Smithfield shall actively consult with relevant parties when considering safe systems and practices.

The Committee has been established as a forum for consultation on work health and safety issues. The Committee enables The Daily Drinks Co., Smithfield and worker representatives to meet regularly and work cooperatively to develop policies and procedures and programs to improve work health and safety outcomes.

2.0 CONSTITUTION INTENT

This Constitution is designed as a working document. It outlines the agreed arrangements of the Committee and defines the functions of all parties sitting on the Committee. This document will ensure that the meaning, value, purpose and function of the Committee are documented. This will include the structure & review processes to be followed.

The Committee provides a formal consultative structure for discussing and resolving broad Workplace Health and Safety issues, impacting on the Smithfield site.

The Committee aims to facilitate cooperation between Smithfield leadership, workers and others to ensure a healthy and safe work environment and safe systems of work for the prevention of occupational injuries and diseases.

3.0 CONSTITUTION OWNER

The Committee

Note: The Safety & Wellbeing Advisor will assist in the development and writing of the document.

4.3 Elections & Term of Office.

All workers covered by the Committee are eligible for nomination as a Worker Representative on the Committee

- The term of each Worker Representative on the Committee is three years. At the 3 year anniversary of a Committee member's term, there will be a call for new nominations. The existing Committee member will be free to nominate again.
- The workers in the workgroup where the election is to be conducted will determine who will conduct the election and how.
- Elections will then be held to fill the vacated positions.
- If there are no more nominees for the positions available, then the team member will be considered elected unopposed
- If more than one person nominates, each worker representative will be elected via the means determined by the workgroup. Resignation from the Committee by a Committee Member must be in writing and sent to the Chairperson one month prior to the next meeting or as soon as possible.

HSR term of office

- HSRs will be elected as per the HSR election process and in accordance with Part 5, Subdivision 4 of the WHS Act 2011.
- The Daily Drinks Co. will invite all HSR's to participate in the committee
- HSRs who consent to participate in the committee, will be a Member of the safety committee. They may participate in the Committee for the period of their term as a HSR.
- HSRs will have the same functions as worker representatives on the Committee and will be required to participate in Committee initiatives.
- HSRs will hold their office for that workgroup for a period of three years
- The Daily Drinks Co., Smithfield will avoid to the extent possible moving HSR's within the business. Prior to any permanent move, the HSR shall be consulted and alternative arrangements considered. Should the workers in a workgroup believe that their representative has been moved for reasons not related to genuine business requirements, then the disputes procedure shall be enacted and the status prior to the dispute retained until the issue is resolved.

Cessation of membership

A Committee Member will cease their position on the Committee if they no longer work for that workgroup, or are removed as the Committee Member for their workgroup by the majority of the members of that workgroup.

HSRs will no longer be a member of the Committee from the point in time that they are no longer a HSR or they withdraw their consent to be on the Committee.

4.4 Training of Members

Committee training will be provided for new Committee members and refresher training will be provided when required or as requested by the Committee Member. This will be conducted by a mutually agreed registered training provider.

Chairperson and Vice Chairperson will complete chairperson training course at a mutually agreed time by a mutually agreed registered training providers.

- Consider hazards, incident and accident reports and provide recommendations.
- Consulting workers of Health and Safety issues including Company Policy, Legislative Requirements and proposals of the Committee.
- Participating in the review of relevant Health and Safety statistics and trends, the formulation of policies and procedures, and the conducting of audits.
- Reviewing the status of the Site Safety & Wellbeing Plan
- Undertaking Safety Walk & Talks (SWATs) following meetings to update team Record and maintain minutes of all Committee meetings and communicate the minutes and recommendations of the Committee to all workers.
- Consult on ways of increasing health and safety awareness across the site.
- Consult in the planning and coordination of health and safety training programs.

The Daily Drinks Co., Smithfield shall allow each member of the HSC to spend the time that is reasonably necessary to attend HSC meetings or to carry out functions as a member of the HSC. Any time that a member of a HSC spends attending committee meetings or carrying out HSC functions must be with the same pay that they are entitled to if they were to perform their normal duties during that period.

5.0 Roles and Responsibilities

ROLE DESCRIPTION

Chairperson

- Is elected by the Committee annually
- Conduct the safety committee meetings or arrange for the Vice Chairperson to run if unavailable
- Attend Chairperson training
- Review the minutes prior to placing on site noticeboards
- Signs the minutes following adoption as a true and accurate record of the previous meeting by the Committee
- Keep the discussion relevant;
- Ensure that the discussion is proceeding towards a decision;
- Summarise the progress of the discussion and the degree of consensus attained;
- Encourage sharing the responsibility of tasks.

Vice Chairperson

- Is elected by the Committee annually
- Assumes the Chairperson's duties in their absence or upon the resignation of the Chairperson. The Vice Chairperson will continue to complete these roles until a new Chairperson is elected or the current Chairperson returns.
- Attend Chairperson training

Secretary

- Completes any administrative tasks required by the Committee
- Attends Committee meetings and completes minutes for the meeting
- Types minutes up and forwards them to the Chairperson for review & distribution. Any changes to the minutes by the Chairperson must be in consultation with the Secretary
- Distributes the minutes as per the distribution list
- Arrange proxy if unable to attend

Any changes to this Constitution will only occur after negotiation with all parties including the workers and their representatives.

9.0 RECORDS

Minutes will be kept for each meeting and form part of our legal compliance. These will keep record of the attendance, decisions made, completion dates, responsibilities and issues raised at the committee meetings. These will ensure updates are minuted each month.

A copy of the Committee Meeting Minutes shall be held by the Safety & Wellbeing Advisor for a period of seven years.

10.0 REFERENCES

Work Health & Safety Act 2011

Work Health and Safety Regulations 2011

Code of Practice: Work Health and Safety Consultation Cooperation and Coordination 2011

WorkCover Worker Representation and Participation Guide 2012

WHS	Work Health and Safety
Health and Safety Committee (Committee)	The Committee brings together workers and management to assist in the development and review of health and safety policies and procedures in our workplace.
Health and Safety Representative (HSR)	In relation to a worker, means the representative elected by a workgroup.
Worker	Worker includes employees, independent contractors, employees of a contractor or subcontractor, employee of labour hire, company apprentices, outworkers, trainees, work experience students and volunteers.
WHS Act	New South Wales Work Health and Safety Act 2011
WHS Regulation	New South Wales Work Health and Safety Regulation 2011
PCBU	Person conducting a business or undertaking (PCBU) includes body corporate, unincorporated bodies or associations, partnerships and business franchisees (section 5)