

Terms of Reference

HEALTH & SAFETY COMMITTEE (H&S)

The Health & Safety Committee is a standing committee and is chaired by the Environment Trustee being a standing committee it is of a permanent nature and shall meet on a regular basis.

At every meeting of this committee, as stipulated below, the employer shall consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health & safety of his employers at work.

A Health & Safety Committee shall consist of such number of members as the employer may from time to time determine provided that:

- If one H&S committee has been established in respect of the workplace, all the H&S representatives for that workplace shall be members of the committee.
- If 2 or more H&S committees have been established in respect of a workplace, each H&S representative for that workplace shall be a member of at least one of those committees.
- The number of persons nominated by an employer to any H&S committee established in terms of this section shall not exceed the number of H&S representatives on that committee.
- The persons nominated by an employer on a health and safety committee shall be designated in writing by the employer for such period as may be determined by him, while the health and safety representatives shall be members of the committee for the period of their designation in terms of section 17 (1).
- A health and safety committee shall hold meetings as often as may be necessary, but at least once every three months, at a time and place determined by the committee: Provided that an inspector may by notice in writing direct the members of a health and safety committee to hold a meeting at a time and place determined by him: Provided further that, if more than 10 per cent of the employees at a specific workplace has handed a written request to an inspector, the inspector may by written notice direct that such a meeting be held.
- The procedure at meetings of a health and safety committee shall be determined by the committee.
- A health and safety committee may co-opt one or more persons by reason of his or their particular knowledge of health or safety matters as an advisory member or as advisory members of the committee.
- An advisory member shall not be entitled to vote on any matter before the committee.
- If an inspector is of the opinion that the number of health and safety committees established for any particular workplace is inadequate, he may in writing direct the employer to establish for such workplace such number of health and safety committees as the inspector may determine.
- **Functions of health and safety committees-**
- A health and safety committee-
 - may make recommendations to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health or safety of persons at the workplace or any section thereof for which such committee has been established;

- shall discuss any incident at the workplace or section thereof in which or in consequence of which any person was injured, became ill or died, and may in writing report on the incident to an inspector; and
- shall perform such other functions as may be prescribed.

Review of the Terms of Reference

The Committee will annually review the terms of reference to ensure that it remains relevant with the Committee's authority, objectives and responsibilities.

Acknowledgement of the Terms of Reference

The HEALTH & SAFETY COMMITTEE'S Terms of Reference is acknowledged and endorsed by the Chairperson of the Committee and the Board of Directors.

Name:
Health & Safety Committee Chairperson

Name:
Chairperson of the Board of Directors

Date: _____

Date: _____