

# WORKPLACE HEALTH AND SAFETY SUBCOMMITTEE

## TERMS OF REFERENCE

EFFECTIVE FROM 05 MAY 2022

*This document should be read in conjunction with the AFPA Constitution and the Growers Chamber Terms of Reference.*

### 1 DEFINITIONS

<i>AFPA</i>	Australian Forest Products Association
<i>FISM</i>	Forest Industry Safety Manger
<i>Growers Chamber</i>	The Growers Chamber of the Australian Forest Products Association
<i>Industry</i>	Means the forest growing industry
<i>Observer</i>	Meeting participants that are not members of the WHSS
<i>Secretariat</i>	Role of the Secretariat is performed by the AFPA Forest Industry Safety Manager
<i>Strategy</i>	Means the Safety, Health and Wellbeing Strategy 2022-2025
<i>WHS</i>	Workplace Health and Safety
<i>WHSS</i>	Workplace Health and Safety Subcommittee

### 2 FUNCTION & OBJECTIVES

- 2.1 The WHSS is a subcommittee of the Growers Chamber.
- 2.2 The WHSS works and advises the Growers Chamber on matters relating to WHS across the industry.
- 2.3 The object of the WHSS is to:
  - (a) provide a forum for consultation; and
  - (b) disseminate information on WHS matters which are likely to affect employees, contractors and visitors to Australia's commercial forests.
- 2.5 The function of the WHSS is to:
  - (a) assist in improving the health, safety and well-being performance of Growers across Australia;
  - (b) formulate and disseminate practices and procedures that promote WHS amongst Growers;
  - (c) facilitate the provision of safety statistics and benchmarking services;
  - (d) act as a national co-ordinating body on WHS improvement initiatives for industry;
  - (e) implement the Strategy and associated work plan(s) approved by the Growers Chamber around WHS improvement for the industry; and

- (f) undertake priority projects including research as approved by the Growers Chamber from time to time.

### **3 MEMBERSHIP OF THE WHSS**

- 3.1 AFPA Growers Chamber members with a direct interest in WHS are welcome to participate in the WHSS. The WHSS attempts to comprise an appropriate balance of skills and expertise.
- 3.2 The Chair of the Growers Chamber will also be an ex-officio member of the WHSS.
- 3.3 The term of a WHSS member is two years with no limit on the number of terms.
- 3.4 Growers Chamber members can be nominated to join the WHSS at any time in a process conducted by the Secretariat.
- 3.5 Retiring or resigning members may nominate another company representative to take their place at any time by notifying the Secretariat of the change.
- 3.6 Committee consists of at least one participant from each Growers Chamber member.
- 3.7 There is no limit on membership numbers.

### **4 NON-MEMBER ATTENDANCE**

- 4.1 In the event of a member absence, a member may appoint a proxy to attend.
- 4.2 Other relevant subject matter experts (SME) may be invited to attend any meeting as a presenter, contributor or observer.
- 4.3 Any member may invite any person as a meeting observer that has an interest in the WHSS topics for discussion.

### **5 WHSS CHAIR & DEPUTY CHAIR SELECTION PROCESS**

- 5.1 A Chair will be nominated and selected from AFPA Members (nominations will be sought by the Secretariat) to chair each WHSS meeting with the Chair's term being 2 years.
- 5.2 An equitable selection process (ballot) will be conducted by the Secretariat if more than one Chair nomination is received.
- 5.3 The incumbent Chair can seek re-election or re-appointment at the end of the term.
- 5.4 A Deputy Chair will be nominated and selected from WHSS members (nominations will be sought by the Secretariat) with the term being 2 years (staggered with the Chair's).
- 5.5 Where more than one Deputy Chair nomination is received, an equitable selection process (ballot) will be conducted by the Secretariat.
- 5.6 The Deputy Chair will undertake all roles and functions of the Chair if Chair is unable to attend either the WHSS or Growers Chamber meetings.

5.7 The Chair reports the outcomes of all WHSS to the Growers Chamber at each meeting. The Chair to make request via the committee Secretariat if additional allocation of time is required for chamber updates.

## **6 COMMITTEE RESPONSIBILITIES**

6.1 Responsibilities of the Chair include:

- (a) Act as the primary intermediary between the WHSS and the Growers Chamber;
- (b) Coordinate the annual meeting schedule;
- (c) Review the previous minutes and action items;
- (d) Monitor the meeting time;
- (e) Prepare and present a WHSS Committee Update to the Growers Chamber at each meeting;
- (f) Sit on and Chair the FISM Steering Committee;
- (g) Approve work plan, travel plan, expenses and reimbursements for the FISM, and
- (f) Escalate any items that require attention or approval by the Growers Chamber.

6.2 Responsibilities of the Secretariat (FISM) include:

- (a) Prepare and distribute the agenda, and
- (b) Accurately minute the WHSS proceedings and distribute minutes to participants.

6.3 Responsibilities of Committee participants include:

- (a) Attendance at minimum three of the four meetings per year (or arrange proxy);
- (b) Participation in at least one project, working group or steering committee per year;
- (c) Provide at least one safety alert, highlight or lessons learnt per year for the industry website;
- (d) Work closely with their chamber member to promote WHS activities and agenda;
- (e) Respond to requests for information in a timely manner, and
- (f) Actively participate in meetings

## **7 WHSS AGENDA, MEETING & MINUTES**

7.1 The WHSS will meet (either in person, by video conference, by teleconference or by email) at least four times each year or as required.

7.2 WHSS meetings will take place one month prior to the Growers Chamber meetings.

7.3 Meeting agenda and minutes are reviewed and approved by the Chair prior to dissemination by the FISM.

7.4 Meeting agenda and meeting papers will be distributed at least one week prior to the meeting.

7.5 Minutes from the meeting will be distributed within five (5) days of the meeting.

- 7.6 Material decisions of the WHSS will be made by way of formal resolutions that will be recorded in the meeting minutes.
- 7.7 The WHSS will make decisions relevant to its work program based on discussion and consensus.

## **8 REVIEW & ENDORSEMENT**

- 8.1 Terms of reference are endorsed by the Growers Chamber.
- 8.2 The FISM will undertake a review every two (2) years to ensure it meets and maintains alignment with strategic goals and committee function as well as changes to legislation, Growers Chamber directives or emerging industry challenges.
- 8.3 Any changes are documented and circulated to the WHSS for comment.