

Terms of Reference

Title	Health, Safety and Wellbeing Committee Boyne Island Environmental Education Centre
Purpose	To act as a forum for health, safety and wellbeing consultative processes and lead the direction for managing health, safety and wellbeing issues as well as address operational matters where appropriate.
Role	<p>The Committee raises health, safety and wellbeing issues through the principal.</p> <p>The committee will:</p> <ul style="list-style-type: none"> • promote safe working practices and environments throughout the workplace • review health, safety and wellbeing matters by applying a sound risk management process including: <ul style="list-style-type: none"> ○ identification of hazards ○ assessment of risks ○ determination of appropriate control measures ○ implementation of control measures ○ monitoring and review effectiveness of such measures taken. • utilise the flowchart and health, safety and wellbeing risk overview documents for the prioritisation and management of departmental health, safety and wellbeing issues • utilise the above process for the prioritisation and management of workplace health, safety and wellbeing issues • encourage the formulation and maintenance of subordinate health, safety and wellbeing committees which may constitute work unit committees • establish and maintain linkages with these as well as the above mentioned committees • endorse and take carriage of relevant health, safety and wellbeing processes.
Membership	Position
	Chair Principal
	Members All BIEEC staff
Secretariat Teacher Aide	
Governance Committee Linkages	Refer to Health, Safety and Wellbeing Consultation Flowchart
Committee Meeting Protocols	The following protocols are to facilitate effective governance and to enhance the quality of advice provided to the DET Health, Safety and Wellbeing Committee.
Frequency	The committee will meet quarterly; the exact date of these meetings will be determined by the Chair. The committee may meet more frequently on an as needs basis.
Quorum	A simple majority of the committee members is required to form a quorum.
Observers	The Chair may invite non-members to attend a meeting to provide specific advice to the committee.
Agenda	The Chair will approve the agenda. Committee members may sponsor items for the agenda. Agenda items should be forwarded to the secretariat at least one week before the scheduled meeting.

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Record keeping	Minutes of meetings will be taken by the secretariat using the Department template. Once endorsed, the minutes will form part of the public record and will be available for administrative release under the Right to Information legislation.
Reporting and Review	
Reporting	The committee will report minutes and may escalate issues as per the Health, Safety and Wellbeing Consultation Flowchart
Review	The committee will undertake a review of its operations each year through a self assessment process, with a focus on continuous improvement.