

Effective Health and Safety Committees

Duration:

3.5 hours

Aim:

Health and Safety Committees can make an important contribution to health and safety in the workplace, and they also help employers to demonstrate that they are complying with their legal obligations to consult with employees on health and safety related matters. This course is designed to help them function more effectively in a spirit of co-operation for the benefit of both employers and employees.

Objectives:

- State the terms of reference of a health and safety committee
- Recognise the opportunities that a safety committee offers for promotion of health and safety in the workplace
- Understand how to ensure that the committee is representative of the workplace as a whole
- Understand administrative issues associated with health and safety committees
- Recognise the importance of communications to and from the health and safety committee

Contents:

- The work of a health and safety committee – relevant issues
- Discussion topics for a health and safety committee including, accidents, workers' concerns, information from management, health and safety training etc
- Maintaining focus and using time effectively
- The composition of an effective health and safety committee
- Chairmanship, formal agendas, minutes, action points, communications

Certification:

Institute of Health and Safety