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Your Safety Matters

This information letter is distributed to those people who are ensuring that their workplace is safe and healthy. This includes members of OHS Committees, OHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is a free information letter which has been distributed since 1996.

Employee Members – OHS Committee

Here is a list of suggestions for employee members of an OHS Committee to help create an effective Committee and assist in the prevention of workplace injuries and illnesses;



- Do what you can to be appropriately trained so that you understand and can deal with the OHS needs and hazards in your area.
- Work cooperatively with management to agree on procedures that enable you to communicate and consult when necessary with employees and management in the area of the workplace that you represent.
- Consult with employees in your area to get their OHS concerns and suggestions.
- Do whatever you can to enable employees to have input on the development, implementation and evaluation of OHS policies and issues.
- Be prepared for the OHS issues that will be raised at the OHS Committee meeting.
- Participate constructively in the meeting and in Committee activities.
- Represent the employees in your work area and put their concerns and viewpoint to the Committee.
- Listen to management's point of view.
- Be willing and able to resolve OHS issues.
- Keep employees in your area informed about matters raised at OHS Committee meetings and the decisions that were made and progress on outstanding matters. Get their feed back about this.

This publication provides general information about ohs. It is not a legal opinion and does not represent a comprehensive statement of the law to be applied to a particular problem.

Brought to you by Courtenell Pty Ltd, Occupational Health & Safety Training Specialists.

ABN 42164393628 ~ Fax : 02 9516 3644 ~ Email : train@courtenell.com.au ~ Website : www.courtenell.com.au

Phone : 02 9516 1499 ~ *If you need any more information, you can contact us by phone, email or by fax anytime.*