



**COURTENELL**

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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.*

## OHS Committees : Employer Representatives

An important point for employers and OHS Committee members to remember is that employer representatives on an OHS Committee must;



- › have authority to act on behalf of the employer in OHS matters
  - OHS Reg 24(j)
- › participate in the work of the Committee on a regular basis
  - OHS Reg 27(1)(e)

But in addition to that it is reasonable to expect that the employer's representatives;



- › are well informed about the employer's policies and programs
- › are committed to OHS and consultation with employees
- › have good communication skills and an ability to see other viewpoints
- › attend every meeting of the OHS Committee
- › listen to employee concerns and value and validate their input and recommendations
- › encourage other members to make recommendations on how the employer's systems for managing OHS can be improved
- › see that OHS issues and/or recommendations raised in OHS Committee meetings are responded to within a reasonable time
- › ensure that OHS Committee recommendations approved by the employer are actioned and incorporated into the employer's systems for managing OHS.

**See point 7 section 6.4 on page 33 of OHS Consultation Code of Practice 2001**

*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.*

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