



**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.*

## Should your chairperson be like:



The Conductor of  
an Orchestra ?

or



A Company  
General Manager ?

or



The Pilot of  
a Plane ?

Successful committee meetings that run smoothly  
usually have a chairperson who :

- Prepares and circulates a draft agenda before the meeting so that members can prepare themselves to discuss what is on the agenda
- Gets the Committee to agree on the draft agenda - review, revise and reorder the agenda as necessary
- Ensures that the agreed agenda is followed in an orderly manner
- Gives Committee members equal opportunity to put forward their point of view
- Clarifies members' views and the facts they rely upon when necessary
- Ensures the Committee focuses on resolving problems and steps in if the meeting is sidetracked by irrelevant issues
- Identifies any points of disagreement and works for consensus
- Ensures there are clear outcomes for each agenda item covering what will be done, who will do it and by when
- Note : for recommended actions of the Chairperson before and after the meeting see pages 67/68 of the OHS Consultation Code of Practice.

**A chairperson guides and facilitates the meeting- it is the Committee that decides what to do and what to recommend to management.**

*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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