

Election of representatives for DOBCEL Health and Safety Committee



The implementation of the DOBCEL governance model which came into effect 1 January 2021, requires a new framework for OHS Consultation. A central component of this consultation will be a new DOBCEL Health and Safety Committee consisting of equal membership of DOBCEL Management and Employee representatives.

This Committee will be chaired initially by the Catholic Education Ballarat (CEB) Human Resources Manager. It will be accountable to the Executive Director of Catholic Education, via the CEB Directorate and; the DOBCEL Board, via the Audit Risk and Finance Committee.

Nominations are now open to join this committee and provide advice and feedback regarding health and safety strategic initiatives, policies and procedures.

Health and Safety Representative (Employee) Role

A person employed at a DOBCEL School or the CEB in a non-Management role. The **five** (5) employee representative positions are:

- One (1) HSR representing Primary School employees
- One (1) HSR representing Secondary Schools employees
- One (1) HSR representing Catholic Education Ballarat employees
- Two (2) HSRs representing either a DOBCEL School or CEB location

To ensure equal employee and Management representation on the committee the two (2) non-dedicated employee representative HSR roles will be selected from the submitted nominations as additional representation for either DOBCEL Schools or the CEB.

Voting

If the Chair receives more nominations than available committee positions then a vote will be called for to determine committee membership.

Principal Representative (Management) Role

A person employed as a Principal in a DOBCEL School. There will be two (2) Principal representatives on the committee.

- | | |
|--------------------------------|-------------------|
| One (1) Principal representing | Secondary Schools |
| One (1) Principal representing | Primary Schools |

The Executive Director will select and appoint the Principal Representative roles to the committee from the nominations received.

Expressions of Interest

- The nomination form can be obtained from the OHS Coordinator.

Nomination Procedure

1. Complete the nomination form and send to ohsnotifications@dobcel.catholic.edu.au

Nomination Form

For a discussion about the Health and Safety Representative Role or the Management Representative Role

Please contact: Occupational Health & Safety Coordinator (03) 4344 4350 or 0419 687 893

Please tick one (1) of the boxes below to indicate which HSR position you wish to nominate for:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Catholic Education Representative | <input type="checkbox"/> Primary School Representative | <input type="checkbox"/> Secondary School Representative | <input type="checkbox"/> Principal Representative |
|---|---|---|--|

☐ **I would also like to be considered for a non-dedicated representative role (employees only)**

Employment Details

Name:	
DOBCEL School or Office Location:	
Email Address:	
Mobile Number:	

Expression of Interest and Training

Briefly describe your interest in being a DOBCEL Health and Safety Representative:

Have you completed any recent OHS training/course/qualification?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of training:	Provider:	Date Awarded:

Support for Nomination (employee representative roles only)

My nomination is supported by my Principal or CEB Team Leader?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Principal/Team Leader signature	

Employees and Management representatives are required to read the Health and Safety Representative (Employee) Role in Appendix 1 or Management Representative Role guide in Appendix 2 to better understand the roles and responsibilities.

Nominations close

[INSERT CLOSE DATE]

Appendix 1. Health and Safety Representative (Employee) Role

What is a HSR?	<p>A HSR is an employee who has been elected by the members of their School or Office Location to represent their health and safety views in formal discussions with DOBCEL management.</p> <p>The HSR will be a member of the DOBCEL Health and Safety committee.</p>
Why should workplaces have a HSR?	<p>Representation through an elected HSR assists in facilitating consultation between leadership and employees.</p> <p>Employees have input into decision making on changes that may affect their health and safety.</p>
What are the duties and responsibilities of HSR?	<p>The OHS Act does not impose any responsibility or duty on a HSR. The HSR may be asked to participate in the following OHS activities:</p> <ul style="list-style-type: none"> – use a mutually agreed amount of allocated time in normal work hours each fortnight, to address health and safety matters including: – attend committee meetings; – talk to employees about Health and Safety matters – meet with other HSRs; – inspect any part of a DOBCEL workplace if there is an incident or immediate risk to health or safety; – liaise with the DOBCEL OHS Coordinator as required; – report to local leadership on all health and safety matters; – make recommendations for OHS training of employees; – represent all DOBCEL employees in any discussions on health or safety matters between leadership and a WorkSafe Inspector; – always attempt to resolve health and safety issues within the workplace; – represent the employee perspective on the development of OHS policies, procedures and plans; – follow the DOBCEL OHS Issue Resolution flowchart to resolve all issues; – escalate any unresolved health and safety matters to the DOBCEL Health and Safety Committee (HSC) to provide the opportunity for an internal solution; – issue Provisional Improvement Notices (PIN) only as a matter of last resort; and – assist DOBCEL to analyse health and safety data to reduce hazards, risks and injuries in the workplace.
What are the Health and Safety Committee (HSC) meeting requirements?	<ul style="list-style-type: none"> – The committee will meet twice per term (1.5 hour meeting); – Participation via video conferencing can be facilitated; – Additional time may be allocated to respond to local health and safety issues as well as the collation and analysis of health and safety data.
What are the HSR Terms of Office?	<ul style="list-style-type: none"> – The Term of Office of the Committee is three (3) years. A HSR may seek re-election.

What are the member obligations?

- Read reports & briefing materials in advance of meetings;
- Arrive at meetings on time and stay until the meeting ends;
- Adhere to DOBCEL meeting Protocols;
- Declare any conflicts of interest;
- Ask for more information, if required;
- Give each other the opportunity to speak and listen; and
- Engage in relevant and respectful debate.

I have read and understood the OHS Consultation, role and responsibilities in relation to the Health and Safety Representative

☐ Yes

I have read and understood the Health and Safety Committee (HSC) Terms of Reference in relation to the Health and Safety Representative?

☐ Yes

Appendix 2. The OHS Management Representative Role

Who is a Management Representative?	<p>A Management Representative (School Principal or Office Location Team Leader) is the person who manages or controls things that create health and safety risks in the workplace. They are responsible for eliminating those risks. Where they can't be eliminated, they are responsible for reducing those risks so far as is reasonably practicable.</p> <p>A select number of Management Representatives will be nominated members of the DOBCEL Health and Safety Committee.</p>
Why do Management Representatives have OHS responsibilities and duties?	<p>Section 21 of the Occupational Health and Safety Act (VIC) 2004 defines the duties of employers to employees.</p>
OHS responsibilities and duties of a Management Representative	<p>The OHS Act does impose responsibilities and a duty of care on each Management Representative. Principals and Team Leaders who manage or control things, have the following responsibilities:</p> <ul style="list-style-type: none"> – provide leadership on health and safety by promoting workplace consultation with the employees and elected HSRs; – consult with the designated HSRs on any changes at the workplace that could affect the health or safety of staff, in accordance with S36 of the OHS Act 2004; – complete all OHS training courses, as required. – develop and implement the School OHS plan; – demonstrate a commitment to OHS through active involvement in OHS meetings, training, observations, inspections and audits; – identify employees that require safety training, information and education e.g. Anaphylaxis, Asthma, First Aid and facilitate the necessary training; – liaise with the School or Office leadership team to ensure appropriate supervision and support is provided for all employees, based on their capability and work risk levels; – facilitate health and safety meetings/discussions each term; – maintain minutes of OHS meetings that are to be held each term; – provide feedback to employees on progress towards OHS issue resolutions; – inspect any part of a DOBCEL workplace if there is an incident or immediate risk to health or safety; – liaise with the DOBCEL OHS Coordinator as required; – follow the DOBCEL OHS Issue Resolution flowchart to resolve all issues. – escalate any unresolved health and safety matters to the DOBCEL Health and Safety Committee (HSC) to provide the opportunity for an internal solution; – assist DOBCEL to analyse health and safety data to reduce hazards, risks and injuries in the workplace.

Health and Safety Committee (HSC) meetings	<ul style="list-style-type: none"> – The committee will meet twice per term (1.5 hour meeting) – Participation via video conferencing can be facilitated. – Additional time may be allocated to respond to local health and safety issues as well as the collation and analysis of health and safety data.
Members Terms of Office	<ul style="list-style-type: none"> – The Term of Office of the Committee is three (3) years. A Management Representative may seek re-nomination.
Member Obligations	<ul style="list-style-type: none"> – Read reports & briefing materials in advance of meetings; – Arrive at meetings on time and stay until the meeting ends; – Adhere to DOBCEL meeting Protocols; – Declare any conflicts of interest; – Ask for more information, if required; – Give each other the opportunity to speak and listen; and – Engage in relevant and respectful debate.

I have read and understood the OHS Consultation, role and responsibilities in relation to the Management Representative	<input type="checkbox"/> Yes
I have read and understood the Health and Safety Committee (HSC) Terms of Reference in relation to the Management Representative	<input type="checkbox"/> Yes