



# **IGO GROUP SAFETY STANDARD 33 - SAFETY COMMITTEES**

## **INDEPENDENCE GROUP NL**





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## 1. INTENT

The purpose of this Standard is to define IGO's minimum requirements for Safety Committees and participants in these committees.

## 2. APPLICATION

This standard shall apply to all IGO offices, sites and projects (exploration, construction and development). This standard applies both IGO employees and contractors.

## 3. OVERVIEW

Employee consultation is a fundamental element of creating a positive safety culture. As a general principle, IGO will formalize this consultation process by, in part, establishing and ensuring the effective operation of safety committees within our business.

## 4. REQUIREMENTS

All IGO offices, mine sites, related facilities and exploration teams shall have a safety committee.

The size and composition of the safety committees shall be determined:

- In accord and with the law, or
- in the absence of statutory specification, in accordance with this standard.

It is incumbent on site or project management to familiarise themselves with the statutory obligations regarding safety committees that are applicable to the jurisdiction in which the work is being completed. Where this standard imposes a high standard that required in law, this standard shall apply.

## 5. FUNCTION OF SAFETY COMMITTEES

Safety Committee's shall be established for the following purposes:

- enable and assist consultation and cooperation between employers and employees
- help to initiate, develop and implement safety and health measures
- facilitate communication of safety and health challenges and solutions in similar workplaces and across site
- make recommendations on safety and health rules, programs, measures and procedures
- review incident hazards and hazard reporting processes
- consider matters referred to it by safety and health representatives
- perform other functions prescribed in the regulations or given to the committee, with its consent, by the employer.
- with regard to workplace safety and health, the committee may deal with:

- policy development
- monitoring programs
- emergency procedures
- training and supervision
- trends in accident and illness reports
- resolution of safety and health issues.

## 6. COMPOSITION OF SAFETY COMMITTEES

The composition of Safe Committees is determined by regulation in many jurisdictions. In the absence of guidance, the following rules shall apply.

### 6.1 Participants

Safety Committees shall be comprised of Safety Representatives and Management Representatives in approximately equal numbers. Typically, the committee will be chaired by the site's or project's safety manager or such other person as nominated by the Registered Manager. Guest speakers and observers shall be admitted as required.

IGO requires that contractors whom have a permanent on-site workforce participate in the site's safety committee process.

### 6.2 Safety Representatives

Safety Representatives are front line employees of both IGO and our major contractors who have a permanent site presence. Safety Representatives may be selected by election or as volunteers.

**Note:** In some jurisdictions, formal votes are required, and or the regulator may require the formal registration of Safety Representatives.

### 6.3 Management Representatives

IGO expects that all department heads and the registered manager participant in the site or project Safety Committee meetings.

### 6.4 Size of Safety Committee

As general guidance, the committee should contain representatives of the site's major work groups and functional areas. This includes permanent contractors. In an office, a committee of a couple of people may suffice, whilst on a very large mine site, it may be prudent to have a main committee and subcommittees.

The size of Safety Committees shall be determined by site or project management, as must a defined quorum.

## 7. SAFETY COMMITTEE MEETINGS

Safety Committee meetings shall occur at least quarterly. Meetings shall be minuted, and such minutes shall be made generally available to the workforce.

The minutes shall capture information on agreed action items and report on progress on the completion of these actions.

## 8. SAFETY REPRESENTATIVES DUTIES

### 8.1 Responsibilities

Safety Representatives are elected or selected on the basis that they are willing and able to complete the following duties:

- regularly inspect the workplace areas for which they were elected to represent at agreed times and frequency;
- assist in the investigation of incidents in accordance with **IGO Group Safety Standard 1 - Incident Reporting & Management** either as requested by line management, and in such other circumstances as the safety representative thinks appropriate;
- keep up to date with workplace safety and health information provided by the employer and liaise with government and other bodies;
- report hazards in the workplace in accordance with **IGO Group Safety Standard 11 - Hazard Identification, Reporting & Workplace Inspections**;
- refer matters to the Safety Committee where the issues are unresolved or affect the wider workforce;
- consult and cooperate with the employer on safety and health matters; and
- liaise with employers and employees about safety and health matters.

### 8.2 Improvement Notices

In some jurisdictions, registered Safety Representatives have the statutory authority to complete acts or issue notices in respect of safety. This authority must be addressed in the Safety Representatives training.

### 8.3 Time to complete duties

At IGO, elected safety representatives shall be allocated a minimum amount of time to complete their duties as a safety representative. This minimum amount of time is **5% of their rostered time at work**. How and when this time is taken shall be determined by line management. However, the intent is that this time be structured such that the Safety Representative can effectively fulfil their duties.

### 8.4 Training

Once elected or other selected as a Safety Representative, Safety Representative's must attend an accredited course approved by IGO within 3 months of being elected. Safety Representatives who have previously completed an accredited introductory course are not required to complete the course again, but may attend training to refresh or update their knowledge if they wish to do so

following re-election or at the employer's recommendation.

## 9. RECORDS

Training records shall be captured in accordance with **IGO CMSS 6 - Training, Competence and Awareness**.

Safety Committee Meeting minutes must be captured in the IGO DMS. Actions must be captured in INX.

All records of incidents, hazards and inspections shall be completed in accord with IGO standards and the resultant records shall be captured in INX.

## 10. RELATED DOCUMENTS

### 10.1 Common Management System Standards

- IGO CMSS 6 - Training, Competence and Awareness.

### 10.2 HSES Standards and Guidelines

- IGO Group Safety Standard 1 - Incident Reporting & Management
- IGO Group Safety Standard 11 - Hazard Identification, Reporting & Workplace Inspections

## 11. DOCUMENT CONTROL

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