



Safety Committee Policy

v04.17

Scope

This policy outlines the structure and function of the Conservation and Wildlife Management (C&WM) Safety Committee.

Outline

The Safety Committee will promote an environment in which the Committee and C&WM Branch members work cooperatively to ensure the health safety and welfare of all members. Its role is to investigate and review incidents, hazard reports, or review documents as the need arises. The Committee will provide recommendations based upon the investigation or review it has undertaken to the C&WM Council.

It is expected that all members will contribute to the Committee openly, honestly and on equal terms, without fear of discrimination. The Committee will provide any necessary information concerning hazards, incidents, or the health and safety of Branch members to Council (except personal or medical).

The Safety Committee will convene when the need to investigate and review an incident, hazard report, or review documents arises. Documents may be circulated between members and reviewed individually without the need to formally meet, with the Chair collating comments and providing feedback on behalf of the Committee to Council.

Safety Committee Membership

The Safety Committee shall be made up of six members who are current financial Branch members. The Committee can function with a minimum of four members, if suitable members are not found to fill the roles at the commencement of the Committees term. The Chair of the Committee shall be a current serving, financial member of Council, with members to the Committee being appointed by Council from suitable applicants. No member of the Committee may sit on the board investigating a report they are involved in.

The term of each member shall be 12-months with re-appointment in October each year. All members may serve up to 5 consecutive terms on the Committee, however each year at least one new member must be appointed to the Committee allowing for succession planning and for Branch members to contribute to this Committee. An exception to this is where no Branch members make themselves available to stand for the Committee, if this occurs the Committee may continue with its current membership.

Membership of the Committee is selected from those current financial members who express an interest, with preference given to those members who have some first-hand experience and knowledge in Work Health and Safety, incident investigation, or team management. It is advantageous to have at least one new member to the Committee each year that may not have direct experience in this area but a willingness to be involved, this individual should have suitable experience in Branch activities. Involving new and in-experienced members in this process assists in creating a wider understanding of the Committees work and processes throughout the Branch.

Safety Committee Role

- a. Receive, review and file every Activity Risk Assessment, providing feedback to the Council.
- b. Receive in writing or by word of mouth, incident and accident reports, complaints and or reports of unsafe behaviour.
- c. Upon receiving a report, immediately inform the Council of its nature and that an investigation has been initiated.
- d. Within seven days of receiving a report (be they written or by word of mouth) commence investigations.
- e. Raise an investigative board to investigate each incident, the board to consist of at least four Members, or the Committee (including Chair) and the Branch's Member Protection and Information Officer (MPIO).
- f. Produce a written report with recommendations to Council on every investigation initiated. The report is to be presented to the Council no more than four weeks from the investigation commencing.

Safety Committee Structure	
Members	<p>Chair: Current financial member of C&WM Council</p> <p>Up to five current financial members from the C&WM Branch.</p> <p>The Safety Committee can function with a minimum of four members, being the Chair plus three additional members.</p>
Governing Body	Conservation & Wildlife Management (SA) Inc. Council of Management (Council)
Governing Documents	<ul style="list-style-type: none"> • Health and Safety Guidelines • Member Guidelines and Information • Drug and Alcohol Policy • Grievance Procedure
Effective Date	19/09/2017 (first endorsed 15/10/2014)
Review Date	31 /12/ 2020