

Apprenticeships
Are Us



CONSTITUTION FOR WORK HEALTH AND SAFETY (WHS) COMMITTEE

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NAME OF THE COMMITTEE

The committee will be known as the **Work Health and Safety (WHS) Committee**.

PURPOSE OF THE COMMITTEE

The WHS Committee is established to ensure that *Apprenticeships Are Us Ltd (ARU)* complies with its obligations under the *Work Health and Safety Act 2011 (Cth)* and applicable *WHS Regulations*. The committee is responsible for promoting a safe and healthy working environment for all employees, apprentices, trainees, and visitors. Specifically, the WHS Committee will:

- Identify and address potential health and safety risks within the workplace.
- Ensure compliance with the *National Standards for Group Training Organisations (GTOs)* in relation to health and safety standards for apprentices and trainees.
- Promote a culture of safety awareness across the organisation.
- Facilitate consultation and cooperation between management and workers on health and safety matters.
- Monitor the effectiveness of safety measures and continuously improve WHS practices.

POWERS OF THE COMMITTEE

The WHS Committee will have the authority to:

- Review and recommend policies, procedures, and practices related to workplace health and safety.
- Conduct regular risk assessments and safety audits.
- Investigate workplace incidents, accidents, and near-misses.
- Recommend corrective actions and preventive measures to mitigate risks.
- Communicate findings and recommendations to management and workers.
- Work with external safety experts and consultants where necessary to enhance WHS practices.

MEMBERSHIP

The WHS Committee will consist of the following members:

- **Chairperson.** Appointed by the Managing Director and responsible for leading the committee.
- **Committee Members.** Representatives from key departments within the organisation, including Operations, HR, and Training & Development. Members will be chosen based on their involvement in health and safety management.

- **Secretary.** Responsible for documenting meetings and maintaining records.

Additionally, the committee will include employee representatives to ensure worker participation in health and safety discussions.

MEETINGS

- **Frequency.** The WHS Committee will meet at least quarterly, with additional meetings scheduled as necessary.
- **Quorum.** A quorum for a meeting will consist of the Chairperson and at least 50% of the committee members.
- **Agenda.** The agenda will be distributed to all members at least one week before each meeting. Members can propose items for the agenda.
- **Minutes.** The Secretary will record minutes of each meeting, documenting all discussions, decisions, and action items.

RESPONSIBILITIES OF MEMBERS

- **Chairperson.** The Chairperson is responsible for leading meetings, ensuring all issues are addressed, and that safety measures are implemented. The Chairperson will liaise with management and the ARU Board to ensure recommendations are actioned.
- **Committee Members.** Members will actively participate in meetings, contribute to the identification of risks, and help develop and implement safety initiatives. They are also responsible for communicating WHS issues with their respective teams and departments.
- **Employee Representatives.** Employee representatives are responsible for bringing safety concerns from the workforce to the committee and ensuring that workers' views are represented in all discussions.
- **Secretary.** The Secretary will handle all administrative duties, including the distribution of agendas, recording of meeting minutes, and tracking of action items.

WHS LEGAL OBLIGATIONS AND COMPLIANCE

- **Work Health and Safety Act 2011 (Cth).** The WHS Committee will ensure compliance with the *Work Health and Safety Act 2011 (Cth)*, which outlines the duties of employers to provide a safe work environment, ensure safe systems of work, and protect the health, safety, and welfare of employees, apprentices, trainees, and visitors.

- **WHS Regulations.** The committee will ensure compliance with all applicable *WHS Regulations*, including the need for risk assessments, safety measures, and incident reporting. These regulations set out specific requirements for maintaining a safe workplace and reducing risks to health and safety.
- **National Standards for Group Training Organisations (GTOs).** The committee will ensure that the health and safety of apprentices and trainees are managed in compliance with the *National Standards for Group Training Organisations*, particularly *Standard 3 – Risk Management*, which outlines the importance of identifying and mitigating safety risks for apprentices and trainees placed with host employers.

DECISION-MAKING

- Decisions within the committee will be made by a majority vote of members present. In the event of a tie, the Chairperson will have the deciding vote.
- Recommendations that require approval from management or the ARU Board will be presented in a formal report, outlining the risks, proposed actions, and expected outcomes.

REPORTING

- The WHS Committee will report its findings and recommendations quarterly to the Managing Director and the ARU Board of Directors. Reports will include:
 - Identified safety risks and hazards.
 - Results of safety audits and risk assessments.
 - Incident reports and investigations.
 - Progress on safety initiatives and recommendations for further improvement.

REVIEW OF COMMITTEE PERFORMANCE

- The performance of the WHS Committee will be reviewed annually by the Managing Director and the ARU Board of Directors. This review will include feedback from committee members and employees on the effectiveness of the committee's work and safety outcomes.
- Based on the review, changes may be made to the structure, function, or focus of the committee to enhance its performance.

AMENDMENTS TO THE CONSTITUTION

- Amendments to this constitution may be proposed by any member of the WHS Committee. Proposed amendments must be circulated to all members at least two weeks prior to the meeting in which they will be considered.

- Amendments must be approved by a majority vote of the WHS Committee and subsequently ratified by the Managing Director and the ARU Board of Directors.

DISSOLUTION OF THE COMMITTEE

- The WHS Committee may be dissolved by a decision of the ARU Board of Directors if it is determined that the committee has fulfilled its purpose or is no longer necessary. In such cases, an alternative method for managing health and safety compliance must be established.

AUTHORISATION

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Managing Director
Apprenticeships Are Us Limited

DOCUMENT CONTROL

Version	Authorised by	Authorisation Date	Sections	Amendment
1.1	M. Wentworth	01/11/2024	All	N/A