

HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE

QHP808

1. Introduction

Establishing this committee is a requirement of the Occupational Health & Safety Management System and ISO45001. This committee provides a mechanism for employees' participation and consultation in matters related to Health and Safety. Through consultation and participation of staff, a positive health and safety culture is built, issues are identified and resolved, and increase efficiency of processes and activities.

2. Scope

This committee covers all matters related to employees' health and safety. In addition, it covers the health and safety matters of contractors, visitors, and public that are affected by National Ambulance activities.

3. Purpose

The purpose of the committee is to facilitate coordination between employees, management, and contractors to ensure protection of health and safety and compliance with relevant regulations, legislations, and standards.

4. Members

Chair	Chief Administrative Officer
Vice Chair	Medical Director
Member	QHSE & BC Manager or his delegate
Member	HR & Corporate Services Manager
Member	Operations Manager
Member	Employees' Representative 1 (NE Ops)
Member	Employees' Representative 2 (NE Ops)
Member	Employees' Representative 3 (NE Ops)
Member	Employees' Representative 4 (AD Ops)
Member	Employees' Representative 5 (Warehouse)
Member	Employees' Representative 6 (HQ)
Member	Employees' Representative 7 (ACC)
Member	Occupational Health Nurse
Secretary	QHSE Coordinator
Other Expert attendees	To be invited by the committee as required

At least half of the committee members must be Employees' representatives and either the Chair or Vice Chair should be an Employees' Representative.

The names of the Employees' representatives are documented in Appendix A.

5. Key Functions

Key functions of the committee include:

- Ensures fulfilment of consultation of employees as per the ISO45001:2015 standard and legal requirements
- Discuss and recommend solutions for workplace health and safety issues
- Ensure implementation of risk assessments in all National Ambulance work place and suggest improvement on risk assessment
- Ensure, through discussion, health and safety related competency requirements are considered and implemented throughout National Ambulance departments
- Ensure, through discussion with committee members that health and safety training needs are identified and communicated to the concerned department
- Enhance the content and method of health and safety related communications
- Participate and support in investigating incidents and non-conformances as appropriate and review corrective actions
- Propose recommendations for management based on emerging risks and received suggestions and change proposals
- Discuss and recommend changes to the health and safety management system or implemented standards impacting the health and safety of National Ambulance employees
- Support accountable managers in the risk management process if needed including participating when:
 - Identifying hazards through inspections, tours, and other types of consultation
 - Assessing work processes, equipment, substances are introduced or changed
 - Professional support is needed
- Reviewing overall health and safety performance, in particular the following:
 - Sickness and ill health statistics
 - Incidents statistics
 - Ill-health reports
 - Inspections and audit reports
 - Enforcement actions from regulatory authorities
 - Other performance indicators as applicable
- Ensure relevant consultation activities are implemented with regards to the following:
 - Determining the needs and expectations of internal and external interested parties
 - Raise suggestions concerning the QHSE
 - Support in the enhancement of health and safety related roles and responsibilities
 - Compliance with legal, contractual, and standards requirements
 - Establishing of new Health and Safety objectives, action plan, and indicators for monitoring
 - Health and safety controls for the procurement processes and contractors' management
 - Ensuring continual improvement
 - Other matters related to workplace health and safety

6. Committee Procedures

6.1 Health and Safety Committee Terms of Reference

Before the meeting:

- Committee Secretary sends an alert to the attendees advising them of the meeting date 10 working days before the meeting
- Attendees raise items to be discussed 5 working days to the Committee Coordinator before the meeting
- Committee Secretary complies and shares the agenda 3 working days before the meeting

During the meeting:

- Action items from the previous minutes of meeting are followed up with
- Attendees discuss items listed in the agenda
- Need for raising recommendation to Executive Team or other committees is determined if needed

After the meeting:

- Committee secretary creates and sends the minutes of meeting within 2 working days from the meeting date
- Committee secretary creates and sends correspondences in coordination with the committee chair within 5 working days from the meeting date
- Responsible persons address and completes action items in line with the assigned dates
- QHSE Team circulates decisions to all staff and post the minutes on the QHSE Notice Boards within 2 working days from receiving the minutes of meeting

6.2 Employees' Representatives Election

The employees' representative election is started by employees self-nominating themselves. The details of the self-nominated employees are then reviewed by QHSE to ensure that they meet the criteria below. The names of the valid self-elected employees are added to a poll in which staff will choose which employee they'd like to elect as an employees' representative.

Self-Nomination Criteria

In order for an employee to nominate himself, he has to meet the following criteria:

- Should not be a member of the committee (e.g. QHSE & BC Manager can't nominate himself)
- Should have no disciplinary action in the past year
- Should have at least 2 years of employment at National Ambulance
- Should be willing to attend even when off duty

- Should have good communication and listening skills
- Should have adequate level of health and safety awareness
- Should follow the employees' representative terms and conditions

Employees' Representative Terms and Conditions

- Should Not:
 - o Miss more than 3 committee meetings in 2 years
 - o Receive disciplinary action
- Should:
 - o Complete the employees' representative training
 - o Raise all received concerns and complaints to the Committee Coordinator
 - o Actively engage in this committee's key functions

If an employees' representative doesn't meet one or more of the above terms and conditions, his/her role as an employees' representative will be terminated. In addition, the employees' representative role is terminated should an employee resign from National Ambulance or wish to step down from the employees' representative role.

Employees' Representative Election

A poll is used to vote for the employees' representative the employees would like to elect. The nominated employees with the highest votes are chosen to be employees' representatives. Nominated employees that come in second in terms of votes will be selected to be second in line employees' representatives that will replace the existing employees' representatives in case of them stepping down from their role as employees' representatives.

Employees' representatives are re-elected every 2 years.

6.3 Raising Recommendations

Recommendations that will be raised to the Executive Team or other committees should meet the following criteria:

- Be directly related to health and safety
- Be Reasonable
- Be comprehensive and include all the information that will enable informed decision making
- Recommend interim controls until the long term/complex controls are put in place (if applicable)

7. Quorum

The number of the Employees' representatives should be equal to or higher than half of the attendees. There must be a quorum of at least 8 members; this must include at least either the Chair or the Vice

Chair, 1 Occupational Health member, 1 QHSE Team member, 1 Operations Manager, and 4 Employees' representatives.

Decisions of the committee shall be taken by consensus. If consensus is not reached, then decisions are made based on at least 70% of the members votes present.

8. Meeting Frequency

The committee shall hold meetings on a quarterly basis, every first Wednesday of each quarter, or more frequently as required. Between meetings updates and requests can be sent electronically to all members by the Chair/Vice chair.

9. Reporting

The minutes of the meetings will be stored in the N drive; members will be notified of the relevant folder. Minutes must be made available to all staff and to senior management as requested.

A summary report to the Executive management team should be prepared and communicated annually or as required.

10. Lifecycle and Evaluation

The committee has an ongoing lifecycle with a review of its purpose and functions at least annually.

DOCUMENT CONFIGURATIONS CONTROL DATE

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this document such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

- QHSE & BC Manager

Change Brief

Version No.	Date	Changes
1.0	February 2021	New document This Committee is required by ISO

CEO Approval

Board Member Verification

APPENDIX A: ELECTED EMPLOYEES' REPRESENTATIVES

Details of the elected Employees' representatives:

Location	Employment ID	Name
Employees' Representative 1 (NE Ops)		
Employees' Representative 2 (NE Ops)		
Employees' Representative 3 (NE Ops)		
Employees' Representative 4 (AD Ops)		
Employees' Representative 5 (Warehouse)		
Employees' Representative 6 (HQ)		
Employees' Representative 7 (ACC)		

Details of second in line Employees' Representatives:

Location	Employment ID	Name
Alternative Employees' Representative 1 (NE Ops)		
Alternative Employees' Representative 2 (NE Ops)		
Alternative Employees' Representative 3 (NE Ops)		
Alternative Employees' Representative 4 (AD Ops)		
Alternative Employees' Representative 5 (Warehouse)		
Alternative Employees' Representative 6 (HQ)		
Alternative Employees' Representative 7 (ACC)		