



# WORK HEALTH AND SAFETY COMMITTEE STRUCTURE

## 1. ESTABLISHING A HEALTH AND SAFETY COMMITTEE (HSC)

A person conducting a business or undertaking (PCBU) must establish a HSC within 2 months after being requested to do so by a Health & Safety Representative (HSR) or five or more workers at the workplace. However, a PCBU can also decide on their own initiative to establish a HSC for their workplace.

## 2. WHO SHOULD BE ON A HSC?

The membership of a HSC may be agreed between a PCBU and the workers at the workplace.

At least half of the members of the HSC must be workers who have not been nominated by the PCBU.

Unless they do not wish to participate, HSRs are automatically a member of the relevant HSC. If there is more than one HSR at the workplace, the HSRs may agree among themselves as to who will be on the HSC. They may agree to have more than one HSR join the HSC.

Representatives of the PCBU on the HSC should be persons involved at senior management levels in the organisation who are able to make decisions about health and safety.

Representatives of the PCBU should be drawn from senior managers, managers, supervisors, safety officers, technical experts and personnel officers. This ensures that the committee is provided with the necessary level of decision making, knowledge and expertise regarding company policy, production needs and technical matters concerning premises, processes, plant, machinery and equipment, and systems of work.

Where specialist health and safety personnel are not members of the committee, the HSC may consider co-opting them in an advisory capacity.

### 3. OUR STRUCTURE

