

# Health and Safety Action Team (HSAT)

## TERMS OF REFERENCE

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### Purpose

The purpose of the Health and Safety Action Team (HSAT) is:

- To advise and assist KiwiRail in the effective delivery of health and safety responsibilities;
- Promote a positive health and safety culture by demonstrating a cooperative and collaborative approach between management and elected health and safety reps to address health and safety issues;
- Show leadership in all areas of health and safety by taking every opportunity to champion activities that will lead to positive health and safety outcomes for workers including contractors.

This TOR is to be read in conjunction with the KiwiRail/RMTU Employee Participation Agreement 2012, Individual Employment Agreements, the KiwiRail Health and Safety Toolkit, and current KiwiRail Policies, Guidelines and Procedures.

### Responsibilities and Functions of the HSAT Members

- Effective communication of health and safety information.
- Disseminate best practice across the work site and share learnings for the whole BU or KiwiRail sites.
- On a planned basis, conduct or assist in safety inspections and audits.
- Monitor, review and advise on health and safety policies, procedures and codes developed for implementation by KiwiRail.
- Monitor, review and advise on Health and Safety Risks.
- Monitor new initiatives and proposals being proposed by KiwiRail that may affect the employees' and contractors' work that the HSAT representatives represent.
- Consider the health and safety implications of any existing and new hazards which have been identified, and advise on the appropriate controls.
- Monitor, review and advise on the induction and specialist training that may be provided for staff, visitors and contractors.
- Monitor, review and advise on the inspection and audit programme including internal and external audits such as the ACC Accredited Employer Programme and audits

undertaken by the regulator. HSAT members will review the site's health and safety performance, receive audit results and recommend action as appropriate.

- Monitor and review the effectiveness of PPE and advise on selection, provision, proper use and maintenance of protective clothing and equipment.
- Liaise with employees in the work area in order to consult on health and safety initiatives and/or concerns and report back to employees.
- Monitor and review the arrangements for dealing with emergencies and ensure appropriate responses are known for emergency evacuation drills, first aid and reporting of accidents, incidents and non-compliances.
- Encourage and support the reporting of incidents.
- Assist in identifying any site trends and problem solving of issues arising from incident analysis.
- Review environmental monitoring information such as noise or air sampling.
- Receive reports (both internally and by external agencies) of accidents, near misses and work related health problems, participate in incident investigations and monitor follow up actions.
- Consider and respond to reports from union and employee safety representatives.

## Structure

To ensure a holistic approach the recommended representation for a HSAT is:

- Elected Employee Health and Safety Reps (number appropriate to the size of the site/s it represents, refer to EPA)
- Sponsor Manager
- Union Liaison Person
- Chairperson
- Secretary
- Contractor representative

An open invitation is extended to senior managers, union officers and organisers to attend HSATs

It is recommended that the HSAT set up portfolios for the members to hold during their tenure on the committee (can be changed annually). This will allow the shared workload and to ensure that everyone plays a role. Suggested portfolios are:

- Hazard assessment including new equipment or arrangements
- Assessment and analysis of Incidents and Investigations
- Health and wellness champions
- Audit and Inspection
- Best Practice, Improvements & Training

The minutes of all HSAT meetings will be provided to the Chief Executive for review, the minutes are to be filed in the P Drive.

## **Functions**

Set up and functions will vary due to size and coverage of a HSAT. However every HSAT will create an annual work plan and be responsible for delivering the actions it has set. The responsibility for approving the work plan will be the Regional/Area Manager.

## **Election of Health and Safety Reps**

Election of Health and Safety Reps to be held every two years and following the written resignation of a current Health and Safety Rep. Refer to the Employee Participation Agreement 2012 for additional information.

## **Training of Health and Safety Reps**

Each elected Health and Safety Rep is required to attend the 2-day recommended CTU approved stage 1, 2, 3 Health and Safety Rep training programme. Refer to EPA.

Each HSAT will regularly review the Health and Safety Rep training requirements of the members and notify the RMTU National office to arrange training.

Non union H&S Reps will be able access formal training and support via your training manager.

## **General**

The principles of the Employee Participation Agreement will be followed and each HSAT will work together in good faith.

Whilst this TOR is generic for all of KiwiRail BU's and sites and the agenda will be consistent in look and feel, there will be the ability for the agenda to be inclusive of BU specific needs.

## **HSAT Information, Tools and Resources**

KiwiRail support the work of Health and Safety reps by providing sufficient paid time, resources, training and access to health and safety information to undertake their role as a HSAT member effectively.

To be effective the members of the HSAT are required to attend at least 80% of the scheduled meetings.

## **Problem Solving Process**

It is acknowledged that if the HSAT or Health and Safety Rep makes a recommendation regarding health and safety in the place of work, the KiwiRail Sponsor Manager or Manager of the site must either adopt the proposal or provide a written statement to the HSAT or Health and Safety Rep setting out the reasons for not adopting the proposal.

Where HSAT members cannot agree to a solution or the issue extends beyond the ability of the committee to rectify it may be escalated via the Health and Safety Managers/Advisors or Union representatives to the appropriate industrial council or technical committee for resolution. The HSATs shall be kept informed of the progress of the issue and disseminate information back to the workplace.

## **Review of the Terms of Reference**

The TOR will be reviewed concurrently with the EPA review date September 2014