



**Australian Government**

**Comcare**

## **Outcomes from the Health and Safety Management Arrangements (HSMA) workshop - 2007 Customer Seminars**

### **A Health and Safety Management Arrangement (HSMA) could include ... (full response list)**

#### **Health and Safety Committees:**

- establishment of sub-committees;
- guidance on OHS committees;
- OHS Committee arrangements for multi site organisations;
- OHS committees (process for makeup of);
- OHS committees (terms of reference for); and / or
- allocate responsibilities to committee for specific concepts eg compliance.

#### **Commitment statement:**

- commitment statement by those individuals involved in OHS eg HSR;
- develop accountability & responsibilities for managers T/L's and Staff;
- fostering an OHS culture;
- commitment to funding and resources via budget;
- incentive eg fire warden allowance;
- incentive for HSR to communicate effectively;
- vision for organisation;
- agreement with CPSU; and /or
- commitment to current OHS activities.

**continues ...**



**communication / escalation process for issues:**

- consultation process;
- crossover of first aid / OHS officer and consultation between each other;
- annual meetings for first aid/ OHS / Harassment officer/ building management;
- clear guidelines on how to address OHS matters (including level of organisation);
- dedicated email box;
- feedback tools (both ways);
- HSMA webpage on intranet;
- incorporate in employer handbook;
- information flow;
- intranet/ PC messages - regular communication;
- methods of communication;
- visible information in the workplace;
- policies / processes for adequately informing employees;
- stakeholders (link to );
- clear guidelines on how to address OHS matters (including level of organisation);
- management support;
- regular forums between HSR and Management;
- site forums - involve HSR and Union;
- dispute resolution processes (including using mediation) **note: already a requirement of legislation;**
- employee assistance program (provision of); and / or
- harassment liaison.

Ends.