# Terms of Reference Template

**HSC Terms of Reference**

**Introduction**

**1.0 Purpose**

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| **1.1** |
| **1.2** |
| **1.3** |

**2.0 Membership**

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| **2.1** |
| **2.2** |
| **2.3** |

**3.0 Term of Office**

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| **3.1** |
| **3.2** |
| **3.3** |

**4.0 Functions**

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| **4.1** |
| **4.2** |
| **4.3** |

**5.0 Member responsibilities**

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| **5.1** |
| **5.2** |
| **5.3** |
| **5.4** |

**6.0 Entitlements of HSC members**

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| **6.1 - Time to Fulfil HSC Duties** |
| **6.2 - Accompany OHS Officer** |
| **6.3 - Investigations and Work Refusals** |

**7.0 Administrative processes**

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| **7.1 - Meetings** |
| **7.2 - Minutes** |
| **7.3 - Agenda** |
| **7.4 - Guests** |
| **7.5 – Record keeping** |
| **7.6 – Dispute resolution** |

**8.0 Training**

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| **8.1** |
| **8.2** |
| **8.3** |

**9.0 Review and approval of the terms of reference**

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| **9.1** |
| **9.2** |
| **9.3** |

These terms of reference should be reviewed annually and will remain in force and effect until new terms of reference are entered into.

These terms of references were last amended on June xx, 20xx and approved by:

|  |  |  |
| --- | --- | --- |
| Worker Co-Chair |  | Date |
| Management Co-Chair |  | Date |

**Distribution:** Copy 1 – Workplace Senior Management,

Copy 2 – HSC Files,

Copy 3 – HSC members