

The Terms of Reference Should Outline:

- The composition of the committee, which should not be greater than twelve (12) persons and should comprise of both employee and management representatives.
- The frequency of meetings.
- Timing of meetings, which could be during work hours.
- The functions of the committee.
- The right to seek expert opinions outside the company.

Functions of the Health and Safety Committee

- To discuss all health and safety matters pertinent to the organisation.
- To plan health and safety training for workers.
- To regularly review safety rules, policies and procedures and lobby for amendments as necessary to maintain a safe working environment.
- To investigate the likely impact of any new machinery or work practices on health and safety.
- To conduct routine inspections of the organisation.

- To examine accident reports and conduct accident investigations.
- To develop links with the Safety and Health Officer and other experts.

The Method of Accident Investigation

The objectives of accident reporting and investigating are to recognise weaknesses in systems and identify means of preventing recurrence of accidents.

- Review what happened during the accident.
- Determine the root causes of the accident.
- Examine the entire process to determine the need for the particular element where the accident took place.
- Examine ways of improving the process.
- Identify possible weaknesses of the suggested improvements.
- Institute measures to neutralise weaknesses.
- Periodically review the improved system to assess its effectiveness and efficiency towards sustainable improvement.

*Promoting the Attainment and Maintenance of Desirable Standards of
Occupational Safety and Health Practice in Barbados*

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THE HEALTH AND SAFETY COMMITTEE
In A Nut Shell



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