

TSS WHS Reference Group

Terms of Reference

1. Purpose

Established by the Director, State Service Management Office (SSMO), the Tasmanian State Service Work Health and Safety (WHS) Reference Group will promote the Governments' commitment to excellence in leadership and delivery of work health and safety across the State Service.

2. Composition

The Reference Group will consist of:

- a. A chair – nominated by SSMO
- b. Administration support – provided by SSMO
- c. PSMO WHS Consultants
- d. WHS staff from across the State Service – with capacity and commitment to influence and promote work health and safety. Should the normal member not be able to attend the Agency is to send a proxy.

3. Functions

- a. Facilitate consultation and cooperation in the leadership and promotion of WHS across the State Service.
- b. Identify best practice WHS system policies, procedures and process that may be made available to all Agencies.
- c. Provide advice and consultation to Agency Heads and WHS personnel to assist them address their responsibilities.
- d. Provide SSMO input to the direction and effectiveness of WHS in the State Service.
- e. Assist with the development, implementation, monitor and review of the WHS Strategic Plan for the State Service.
- f. Provide representatives to the WHS Public Sector Consultative Forum.

4. Reporting and Feedback

The Reference Group is to monitor work health and safety performance and work health and safety issues which may arise in the State Service and is to report to HoSS on priorities and actions identified.

5. Meetings

- a. The Reference Group is to meet every second month commencing February 2013 or as may be agreed by the Group.
- b. Decisions at meetings will be made by consensus.
- c. Group members must use discretion when releasing information out-side of meetings.

Director - SSMO
February 2013