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Managing Effective Health and Safety Committees

Workshop Outcomes

To enable committees to make a real difference to the health and safety of people in the business.

Audience

Health and safety committee members and health and safety representatives.

Content

- Establishing meeting framework:
 - Terms of reference
 - Operating parameters
 - Developing a culture of positive participation
- Managing effective meetings
 - Agenda Setting, and Prioritising
 - Setting timeframes.
 - Drawing out quiet ones, toning down verbose ones
 - Groups in Conflict
 - Developing the Process Observer Role
 - Practice Skills and Techniques
 - Minute taking
 - Action Planning – who does what / when
- Establishing effective communication channels, feedback loops and relationships
- Effective decision-making tools
 - Establishing decision criteria and weightings
 - Resolving differences
 - Cost benefit analysis

Process

Establish Organisational Context

This involves a series of interviews with key people to establish the organisational expectations and environment to ensure that the workshop and training programmes fit with the organisations culture, policies, procedures, and support structures.

Workshop

Participants learn skills and techniques and apply these in developing plans for effectively contributing to the health and safety goals of the organisation and its people.

Developing Procedures and Protocols

The terms of reference and appropriate meeting and decision-making procedures are then written. This is important to ensure that new members are inducted into the group effectively and to provide a tool to assess performance and functioning.

Individual Needs Analysis (Optional)

This involves identifying each member's training needs via self, peer and client feedback and then establishing an individual training programme for each member of the committee.

Duration:

2 Day Workshop, plus pre- and post-workshop interviews

Venue:

One large training room