

Health and Wellbeing Committee Terms of Reference template

Healthy
Workplaces

Role of the Health and Wellbeing Committee

THE HEALTH AND WELLBEING COMMITTEE WILL:

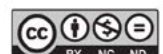
- coordinate and endorse the development of a health and wellbeing strategy at
- contribute to the review or drafting of the workplace health and wellbeing policy, and other related policy, where required and appropriate
- represent the interests of all employees at
- provide decision making support to the project coordinator throughout the health and wellbeing program
- collaborate with the project coordinator and other relevant staff to support the success of the health and wellbeing program at
- recommend key interested parties (stakeholders) to achieve program success
- provide an opportunity for discussion and decision making on issues affecting both employees and the employer regarding the health and wellbeing program at
- ensure that all information regarding employee's personal health, collected data and individual views, are managed sensitively and confidentially.
- other roles (if any):
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Government
of South Australia

Wellbeing SA

For more information:
healthyworkplaces.sa.gov.au
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MEMBERSHIP:

At least, but not limited to, four representatives. Examples include: health and wellbeing coordinator, health and wellbeing champions, WHS representatives, HR, management/team leaders, other relevant employees, coordinators from other sites. Other members will be co-opted as required upon agreement within the committee.

- Administration
- The position of chairperson will be held by:
- The committee will meet weekly fortnightly monthly annually on
- The agenda will be sent out by the chairperson at least ____ day(s) ____ week(s) before the meeting date.
- All members are to respond by ____ / ____ / ____ to confirm their attendance.
- Terms of Reference will be reviewed on ____ / ____ /
- Members will be appointed for a term of ____ month(s) ____ year(s)
- Members should nominate a proxy if they are unable to attend a meeting.