



NSW Community Justice Centres Occupational Health and Safety (OH&S)

As part of the Attorney General's Department, Community Justice Centres is committed to the health, safety and well being of all employees, clients, contractors and visitors who may be affected by our activities or who work in our premises.

The NSW OH&S Act aims to protect the health, safety and welfare of people at work. The OHS Regulation details how the duty to consult with employees about health and safety matters can be met. CJC's has an obligation to meet the requirements of the OH&S Act and Regulation.

CJC's has established an OH&S Committee as a representative group who come together in a co-operative way to improve systems for managing health and safety in the workplace. The Committee brings representatives of staff, mediators and management together in a non-adversarial, co-operative effort to promote health and safety. The Committee is an advisory body only, not a decision-making body and makes recommendations to management (CJC Director) about OH&S issues.

Mediators and staff should report incidents or issues to their Regional Coordinator or manager in the first instance. Managers should then report incidents or issues on the AGD OH&S On-line Notification System and record action taken to address the issue.

Members of the committee are:

Gwen Edwards	Western Mediator Representative and Chairperson
Ray Robinson	Southern Mediator Representative
John Courcier	Northern Mediator Representative
Frances Smyth	Sydney Mediator Representative
Bruce Sellick	Regional Coordinator Representative
Jane Vinton	Staff Representative
Georgia Dimakos	Directorate Representative
Deborah Sharp	Management

The functions of the Committee are to:

- Keep under review the measures taken to ensure health, safety and welfare of people in the workplace
- Investigate any matter that may be a risk to health and safety in the workplace
- Ensure workplaces provide a safe and healthy environment
- Make recommendations on the training of members of the Committee and employees
- Assist in the development of arrangements for recording hazards and accidents to promote improved OH&S.



Responsibilities of Staff and Mediators

All staff and mediators are required to comply with the OH&S Act, cooperate with the Department's OH&S policy and programs to ensure their own health and safety and the health and safety of others in the workplace.

All staff and mediators must:

- Comply with their obligations under the Act and the policy.
- Take reasonable care to ensure the health and safety of themselves and any other person under their control or supervision while at work.
- Use in accordance with directions, all personal protective clothing or equipment provided for their use and report when protective clothing provided requires maintenance or replacement.
- Comply with any reasonable OHS strategic plan and performance levels.
- Report and record all incidents or hazards that may cause injury or illness and damage or maintenance requirements affecting the workplace or plant used at work to their Regional Coordinator and through the AGD [OH&S On-line Notification System](#) found on Infolink.
- Attend and participate in any training or in-service seminars arranged by the Department that support the objectives of this policy.
- Engage with employer in any consultation on OH&S issues or information brought to their attention.

The link to WorkCover is <http://www.workcover.nsw.gov.au/>