

# **Pulp and Paper Industry**

## **Occupational Health, Safety and Environment Agreement**

**2004**

**OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT UNIT**

**148 – 152 MILLER STREET, WEST MELBOURNE VICTORIA 3003**

## 1. Introduction

Management, employees and their unions recognise the importance of developing and maintaining healthy and safe working conditions and continuous improvement in health and safety management. The importance of environmental issues on the functioning and continuing development of the pulp and paper industry in Australia is also recognised. Improvements in occupational health, safety and environmental (OHS&E) management can best be achieved through the joint involvement of management, employers and their unions at all levels.

The pulp and paper industry employers will strive to improve the standards of health, safety and environmental performance in all workplaces and will comply with legislative requirements, codes of practice and standards by the establishment and maintenance of OHS&E management systems. The joint involvement of management, employees and their unions will be a key component of these management systems.

The following organisations and sites are covered by this industry agreement.

<b>AMCOR Fibre Packaging</b>	Botany Dry Creek Fairfield Functional Coatings
<b>Carter Holt Harvey</b>	Box Hill Myrtleford – Maintenance Department Sancell
<b>Huhtamaki</b>	
<b>Johnson Controls</b>	
<b>Kimberley-Clark Australia</b>	Millicent Tantanoola
<b>Norske Skog</b>	Albury Boyer
<b>Paperlinx</b>	Burnie Maryvale Shoalhaven Wesleyvale

## 2. Agreed Responsibilities

### 2.1 Company

Each company will demonstrate leadership and commitment to OHS&E by formulating, implementing and maintaining comprehensive management systems to meet outcomes that are consistent with the following Australian Standards.

AS/NZS 4801:2001 Occupational health and safety management systems

## AS/NZS 14001:1996 Environmental management systems

These Australian Standards detail the general guidelines on principles, systems and supporting techniques for the management of OHS and the environment. They should be utilised when determining:

- System elements
- Performance measures and targets
- Auditing intervals and procedures

The development, implementation and maintenance of the OHS&E Management systems will be performed in consultation with employees and their representatives.

### **2.2 Employees**

All employees will follow safe working practices, instructions, procedures and rules so as to minimise the likelihood of sustaining injury, illness or plant and equipment damage and ensuring compliance with environmental guidelines.

Employees will assist management, wherever possible, with the implementation and maintenance of the OHS&E management systems.

No action taken by an employee representative under this agreement shall be construed as imposing any duty other than the ordinary duties of an employee.

## **3. Pulp and Paper Industry OHS&E Steering Committee**

### **3.1 OHS&E Committee's Terms of Reference and Representation**

This committee will have as its terms of reference the consideration of any matters relevant to OHS&E in the pulp and paper industry.

The committee will have an equal number of employer and union representatives and will be chaired by a nominated member of the committee.

The committee will meet four (4) times per calendar year.

The committee may call upon external expertise as required.

### **3.2 OHS&E Committee's Aims and Outcomes**

The committee's purpose is to review the OHS&E performance of sites within the pulp and paper industry and to jointly endeavour to continuously improve site and industry OHS&E performance by identifying and reducing risks where reasonably practicable to do so.

## **4. Occupational Health, Safety and Environment Management**

There are two primary options available for managing OHS&E in the workplace.

- Each work site may have separate OH&S and Environment committees that meet at different times and may or may not have duplicate membership. Each committee operates independently of the other.
- Alternatively, a work site may have a combined OHS&E Committee. This committee addresses all aspects of OHS&E, meets regularly and has one core membership.

The choice of committee structure should be made locally to suit the work site. Regardless of the option chosen by the site, all committees are subject to the requirements pertaining to OH&S and Environmental management as detailed in this Agreement.

#### **4.1 Committee Structures**

Within the pulp and paper industry the following levels of OHS&E committee shall apply:

- Pulp and Paper Industry OHS&E Steering Committee
- Corporate OHS&E Committee (where applicable)
- Site OHS&E Committee
- Departmental OHS&E Committees (where applicable)

Additional committees may be required, dependent upon number and location of Designated Work Groups and site requirements.

OHS and environmental committees may operate separately or be combined into one committee. At each site, management and the elected employee representatives are to jointly decide upon the structure, type and number of committees required for effective health, safety and environmental management.

#### **4.2 Role and Functions of the Committee**

At each site health, safety and environmental matters will be dealt with through joint management / employee committees. These committees will have as their terms of reference, the consideration of any matter relevant to OHS&E at the workplace, raised by management of employees.

Membership of the committee is flexible, but at least half of the committee must be comprised of employee representatives. The structure of the committee is to be jointly decided by management and the elected employee representatives.

The site manager and relevant departmental managers should represent management on the committee. Elected employee representatives should represent the employees. OHS and environmental professionals engaged by the company should be present at committee meetings in an advisory capacity only.

Site committee should develop and document a constitution that embodies the following principles, as a minimum.

- Committee members be appointed for a fixed term (nominally two years) and be eligible for reappointment. Appointments should be staggered to ensure continuity.
- Functions of the chairperson and secretary roles be agreed by the committees and documented.
- The committee nominates a chairperson and a secretary. Current members of the committee must fill these positions.

Committees should address all matters relevant to their purpose and include, but not be limited to, the following:

#### ***Occupational Health and Safety***

- consideration of incident reports to ensure recommendations have the support of all parties in the quest for incident prevention;
- participation in the development and review of OHS policies and procedures;
- review of all hazardous substances introduced into the workplace;
- assist in the resolution of OHS issues that have not been resolved through the documented issue resolution procedures;
- review of OHS training on the site and recommendations for improvement if required.

#### ***Environment***

- development of site environmental policy and management plans;
- detail responsibilities of personnel with regard to environmental matters;
- monitor regulatory compliance and environmental licenses;
- develop environmental audit schedules;
- monitor work practices and production processes;
- address concerns or formal complaints;
- review environmental training on site and recommend improvements if required.

Committees must also undertake the following:

- Form sub-committees for specific activities.
- Call upon external assistance as required.
- Document the proceedings of each meeting and distribute them through the workplace.
- Meet at regular, predetermined intervals – no fewer than six (6) times per year.
- Review the written constitution of each site committee annually.

### ***4.3 OHS Representatives***

OHS representatives will be elected / appointed by employees to represent each designated work group.

The composition of each designated work group will be determined by agreement between management and the employees or their representatives.

The employees, in accordance with any local legislative requirements, will conduct the election / appointment of OHS representatives. The results of any election / appointment will be communicated to management.

A deputy OHS representative may also be elected / appointed to act in the absence of the OHS representative, or to assist the OHS representative as required.

OHS representatives, and deputies where applicable, will be elected / appointed for a period of up to three (3) years, in accordance with local legislation, and be eligible for re-election / reappointment.

OHS representatives may perform the following functions for their work group:

- Inspect any relevant part of the workplace;
- Participate in the investigation of any incident relevant to their workgroup;
- Accompany an inspector during an inspection of any relevant workplace;
- Investigate complaints relating to OHS for members of the work group;
- Be present at any interview between an employee and an inspector, or the employer, concerning an OHS matter (with the consent of the employee);
- After consultation with management, issue written notices requiring the resolution of an OHS problem.
- Obtain relevant information from management, relating to the health and safety of their workgroup.

Where the OHS representative for a work group (or their deputy if applicable) is unavailable due to absence from the workplace, then an OHS representative from another work group may be seconded to participate in the required activity. These activities may include, but not be limited to, incident investigations, interviews with employees, accompanying an inspector and investigating complaints regarding OHS.

Management will provide adequate facilities and sufficient time, with pay, for OHS representatives to perform these functions. This includes, but is not limited to:

- access to legislation, Australian Standards and other relevant documentation;
- access to reports and information on known or potential hazards relevant to the workgroup;
- access to a telephone and computer facilities to assist in performing their functions;
- suitable storage space for OHS documents and materials.

OHS representatives will receive training that meets, as a minimum, local legislative requirement. The Pulp and Paper Industry OHS&E Steering Committee, via the OHS&E Unit Coordinator will be informed of all training needs and will, where

appropriate, deliver the training. The Pulp and Paper Industry OHS&E Steering Committee will monitor training needs and training across the industry.

Where an OHS representative considers that there exists a significant and immediate threat to the health and safety of the work group they represent, then the OHS representative shall immediately report the threat to their supervisor. The supervisor shall take immediate steps to resolve the problem, including if necessary the cessation of work without the loss of pay for employees.

#### **4.4 Environmental Management**

Management at each site will provide information and training to employees on environmental matters to ensure that all employees understand the processes for environmental management and the consequences of departing from agreed operating procedures.

A representative of the CFMEU Pulp and Paper Workers Branch shall be able to participate in any internal audit of the environmental management system and review any documentation produced as a result of the audit process.

#### **4.5 Annual Reporting Requirements**

The following should be reported at the quarterly meetings of the OHS&E Steering Committee for both OH&S and environmental matters.

- Injury, illness and incident data – including contractors
- Performance tracking
- OHS&E initiatives and programs
- Major incidents, their investigation, outcomes and recommendations
- Other OHS&E information as deemed relevant

### **5. Conclusion**

This agreement is subject to variation by any of the parties to it, subject to written notification and agreement and is subject to review in 12 months by the Pulp and Paper Industry OHS&E Steering Committee.

This agreement will take effect from the date of signing.

This agreement replaces the Pulp and Paper Occupational Health and Safety Agreement (1998) and the Pulp and Paper Industry Environmental Agreement (1998).

Management and unions at each site will negotiate and jointly sign a local accord giving effect to the principles set out in this agreement and specifying local arrangements relating to committees, employee representatives and other relevant arrangements.