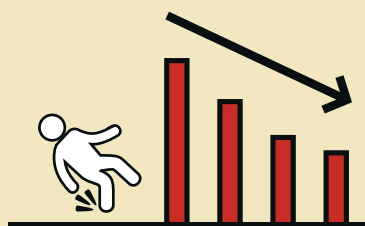


Occupational Safety and Health (OSH)

The roles and responsibilities of workers' and management representatives:



WORK INJURIES & ACCIDENTS

Why address OSH in joint committees?

Beyond a concern for workforce wellbeing, joint coordination on OSH can bring a number of real business benefits:

- Workplaces that jointly manage OSH using worker and management representatives experience fewer workplace injuries. This can in turn mean **reduced absences, better workforce motivation, higher productivity, lower costs** for the business and lower insurance premiums.
- Fewer workplace fatalities or accidents can prevent **reputational risk for a company and brand damage**.
- Involving more people in OSH management can **increase ownership** and further **promote a culture of health and safety** within an organization.
- Seeking worker input when managing OSH can also be used as a way to **meet compliance obligations** under Qatari labour law.

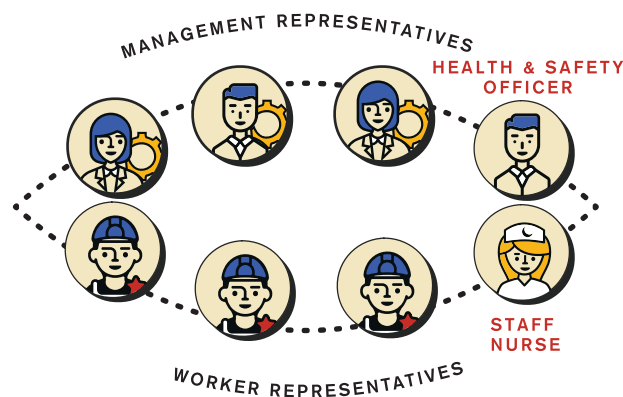
Qatari Law No. (14) of 2004:

Joint committees shall study and discuss all work-related matters in the company, in particular, the prevention of work-related accidents and injuries and compliance with safety and health rules (Article 126).

How can the composition of joint committees improve joint coordination on OSH?

Understanding workers' experience of safety management is crucial and involving workers can help to identify key risks and ensure that safety and health policies and procedures are relevant. To ensure that OSH is effectively addressed by the joint committee, it is important to consider the composition of the committee. This might involve:

- Ensuring that at least some committee representatives (ideally both worker and management) have OSH training or occupy OSH management roles. Where such expertise is not available, training for committee members might be considered.
- If a safety committee already exists in the workplace, consider the appointment of technical delegate(s) from the safety committee, ideally from both workers and management, who can act as resource persons (see illustration below). Alternatively, where an organization has health and safety roles such as welfare officers, accommodation directors, or safety officers, these individuals might be asked to participate in meetings or provide OSH-related information during meetings.
- Where relevant, ensuring that the nationality, job type, and gender representation on the committee reflects the broader composition of the workplace. If possible, multiple departments should be represented since different departments may have different OSH concerns.



Roles and responsibilities



Management representatives

- Provide information on health and safety matters and encourage workers to propose solutions or responses. This could include information on planned health and safety measures as well as accident statistics, workforce data, relevant complaints, and new work processes.
- Coordinate with the business to ensure that logistical arrangements are in place to allow for meetings to function smoothly (e.g. ensure worker representatives have time off to attend meetings, meeting space is available, documents are available in advance).
- Prepare meeting agendas, including specific OSH items, prior to the meeting and circulate to other committee representatives for comment.
- Participate in workplace inspections, where appropriate.



Workers' representatives

- Act as a contact person for receiving OSH-related concerns and complaints and make this role known.
- Provide and share information on OSH-related issues to the committee, such as relaying worker observations, concerns, complaints, and experiences.
- Provide input on meeting agenda in advance of meetings.
- Provide input on health and safety measures and contribute to proposed solutions or responses.
- Play a role in the dissemination of OSH information to the workforce, such as training opportunities, hazards, or new processes.
- Participate in workplace inspections, where appropriate.

Preparing for a joint committee meeting on OSH

Areas for consideration

Management representatives

Workers' representatives

OSH measures, policies, and procedures



- Are existing measures appropriate and how do we know?
- When is the last time OSH measures, policies and procedures were reviewed?
- How often should there be a review? Are there areas where further OSH measures, policies, or procedures are necessary?
- How do we know that workers understand OSH measures? What can we do to ensure there is understanding?

- Do workers have confidence in OSH measures and do they generally feel safe?
- What could increase their confidence? If they wanted to, could workers find information on company measures, policies and procedures?
- Do workers understand OSH measures, policies and procedures? Can recommendations be made that might improve understanding?

Conducting workplace inspections



- Who should be conducting workplace inspections? Are there worker and management representatives with appropriate OSH qualifications?
- Where should inspections be conducted and how often? What should be the outcome of inspections (e.g. report or action plan)?
- How do we know that findings will be acted upon?

- Are there worker representatives that can assist in conducting inspections? If not, is training needed and can this be requested?
- Based on worker experiences, are there workplace areas or potential hazards requiring inspection?
- How can it be ensured that workers are part of any solution to potential problems identified during inspection?

Assessing need for third-party support



- Are there OSH risks that we do not understand? Are there risks that we do not know how to address ourselves?
- Do we need support to develop certain measures, policies or procedures?
- Are there training needs that cannot be addressed by internal staff?

- Are there OSH risks or hazards that are not understood by workers? Could this be helped through external support?
- Do workers or worker representatives have training needs that are not addressed by the company's current training offerings?

Evaluating effectiveness of OSH measures



- How do we know that OSH measures, policies, and procedures are effective?
- Have there been complaints or worker feedback? Is there a need for independent assessments or worker surveys?
- Do KPIs need to be developed? What can be measured and recorded?
- What do existing KPIs tell us about OSH performance? Are existing KPIs appropriate?

- Are workers raising any concerns or complaints about existing OSH measures?
- Do workers perceive the health and safety situation as improving, worsening, or staying the same?