

Australasian Faculty of Occupational and Environmental Medicine Health Benefits of Work Signatory Steering Group

Terms of Reference

19 January 2015

1. Purpose of the Signatory Steering Group (SSG)

The SSG has been established in order to progress integration of the HBOW policy agenda – as set out in the AFOEM RACP Consensus and Position Statements¹ – across stakeholder groups with a focus on industry sectors and government authorities.

2. SSG composition

The SSG is a signatory-led group of key stakeholders across industry and relevant government authorities in Australia².

As of 12 February 2015, the Australian SSG comprised 14 organisations from a range of stakeholder categories including:

- health care organisations
- service providers
- unions
- insurers/re-insurers
- national employers
- statutory authorities

Only organisations that meet the following criteria can be appointed to the SSG:

- signatory to the AFOEM RACP Consensus Statement
- extensive sphere of influence across its industry and beyond
- demonstrable track record of achievement in the HBOW space.

¹ The three Faculty's position statements on HBOW are accessible from the RACP website: <http://www.racp.edu.au/page/policy-and-advocacy/occupational-and-environmental-medicine> (last accessed 15/01/2015)

² The RACP and AFOEM operate across both Australia and New Zealand. It is RACP's intention to establish two separate SSGs, one for each country. In the first instance, the Australia-wide SSG will 'road test' the model before adapting it to New Zealand.

Those individuals representing appointed organisations must:

- be well regarded by their peers
- have influence within their own organisations
- be fully supported by their organisations
- fully appreciate the HBOW philosophy and evidence base
- be enthusiastic and passionate about HBOW.

3. Chairing

In the first instance, Xchanging will chair the SSG for the first six months, providing a direct reporting line to the RACP AFOEM/Stakeholder Executive Group³. The SSG will then formally appoint its Chair based on voting by SSG members. A Deputy Chair may be appointed to the SSG to assist the Chair. The selection of the Deputy Chair will be also be undertaken by voting by SSG members.

4. Roles and responsibilities of SSG members

As a member of the SSG, all member organisations agree to contribute to:

- implementing the strategies set by the RACP AFOEM/Stakeholder Executive Group⁴
- facilitating growth of the AFOEM RACP Consensus Statement signatory base
- strengthening the HBOW evidence base. For example by profiling effective pilot programs and supporting advocacy for continuous improvement in public policy around work and health through ongoing structured and formalised dialogue
- identifying exemplar organisations, sharing information and collaborating on initiatives that enable organisations to implement HBOW programs
- championing policy improvements within industry
- working collectively and in partnership to safeguard the integrity of the HBOW initiative
- submitting tri-annual activity reports to the RACP/AFOEM Stakeholder Executive Group
- seeking approval from the RACP/AFOEM for any replication of the RACP's intellectual property in the context of specific initiatives (e.g. events or campaigns)
- allowing sufficient time for RACP/AFOEM sign-off where required.

5. Reporting/management requirements

The SSG is constituted as an external body to the RACP and AFOEM. The SSG Chair will report to the AFOEM/RACP Stakeholder Executive Group via tri-annual activity reports.

³ The RACP/AFOEM Stakeholder Executive Group's purpose is to determine the strategic direction for the implementation of the health benefits of work into the industry and health sectors.

This RACP/AFOEM Stakeholder Executive Group comprises six members:

- three AFOEM Fellows: Dr David Beaumont, President of the Faculty; Dr Robin Chase, Chair of the Faculty Policy & Advocacy Committee, and Dr Warren Harrex, appointed Chair
- two RACP policy staff: Lisa Dive and Claire Celia
- one industry stakeholder representative: Suzanne Jones, NSW Advisory State Manager at Xchanging.

⁴ These strategies include:

- further promoting HBOW position statements and principles to grow the signatory base
- promoting a positive culture change in the industry and health sectors. This could be done via the implementation and promotion of 'fit' notes, educating stakeholders on the HBOW principles as well as actively encouraging the reduction in the number of workers out of work for more than a month where appropriate
- advocating for earlier referrals to occupational physicians in complex cases

The SSG acknowledges the AFOEM/RACP remains the custodian of the HBOW initiative. Executive Group approval must be sought via the RACP’s approval process for any replication of the RACP’s intellectual property in the context of specific initiatives (e.g. events or campaigns).

SSG members are expected to allow a lead in time of typically six weeks to progress such matters through RACP approval channels.

6. Activities

SSG activities proposed by SSG members should be submitted to the RACP/AFOEM Stakeholder Executive Group for endorsement. Resourcing of these activities will rest with the SSG’s members as per section 7 below.

7. Resources

Resources including administrative support, facilities for meetings and funding for events are primarily funded by members of the SSG, or from delegate registration fees. The AFOEM and RACP are unable to provide funding to the SSG.

Xchanging will provide administrative support and facilities until December 2015 at which time these tasks may fall to another SSG member.

Members of the SSG may also be requested to contribute for specific activities on a cost-sharing basis.

8. Duration of the SSG and time commitment

The SSG will be active for an initial period of 24 months from the date of its first meeting. Any extension must be approved by the RACP/AFOEM Stakeholder Executive Group.

Members are expected to attend regular face-to-face and teleconference meetings. The frequency of these meetings will be determined by SSG members however, in the first 6 to 12 months, it is expected meetings/teleconferences will take place every two months to build momentum and progress SSG activities.

Terms of Reference History as from January 2015		
Commencement of Terms of Reference of the HBOW Signatory Steering Group		
These Terms of Reference were approved by members of the SSG on [INSERT DATE] and commenced on that date		
Subsequent amendments to Terms of Reference		
Item	Amendment	Commenced