

Terms of Reference

Purpose:

The purpose of the University Chemical Advisory Safety Committee (UCASC) is to provide chemical management leadership to the University community and strategic advice to the Work Health Safety and Injury Management Committee and Research Integrity Committee regarding the development and effective administration of chemical management systems and processes.

UCASC is committed to supporting the governance of chemicals management activities, providing expert advice to the University Chemical Safety Officer and overseeing the continuous improvement of chemicals management throughout the University.

Functions of the Committee:

1. To undertake the assessment and review of all University activities involving chemical hazards and provide leadership to the University community in the development, implementation and continuous improvement of processes for the effective management of chemicals.
2. To champion the enhancement of the University's chemical management activities and communicate and propagate chemical safety management information across the university.
3. To provide input into the University chemicals management plans, procedures and supporting documents to ensure relevance at the local workplace.
4. To review and assess applications for the use of certain hazardous chemicals and engineered nanomaterials in research and teaching.
5. To facilitate a cooperative and collaborative approach towards monitoring, evaluating and reviewing chemical management strategies within the University.
6. To communicate with other specialist risk management committee such as the Radiation Safety Committee and the Institutional Biosafety Committee and co-opt specialists to attend meetings, where necessary.
7. To provide input on chemical related hazard, incident and injury statistics to assist with identifying preventative programs required to minimise harm.
8. To develop productive relationships, partnerships and collaborations with industry, government and the wider community regarding 'best practice' initiatives in the safe management of chemicals.

Membership:

The University Chemical Advisory Safety Committee shall comprise:

- University Chemical Safety Officer (Chair)
- Technical Officer, FII (Executive Officer)
- One academic staff member and one professional staff member from Div. ITEE
- One academic staff member and one professional staff member from Div. HSC
- One academic staff member and one professional staff member from Div. EASS
- One academic staff member and one professional staff member from Research and Innovation

- Centre for Cancer Biology Nominee
- Future Industries Institute Nominee
- Facilities Management Unit Nominee
- Safety and Wellbeing Team Nominee

The academic and professional staff members from each Division and Coordinating Portfolio will be selected following a call for nominations from Pro Vice Chancellors and Deputy Vice Chancellors.

A member of the Committee will hold office for a term of 3 years and is eligible for further terms of office.

Meeting Management:

University Chemical Advisory Safety Committee meetings shall be held no less than four times per year. Members will be provided an opportunity to submit any new business matters for inclusion on the agenda prior to the Committee meeting. Minutes of meeting proceedings will be recorded, retained and made available to members and the wider university population.

The Chairperson will be responsible for setting agendas, reviewing draft minutes for distribution, in consultation with the Executive Officer and Secretary, following up meeting actions and outcomes and reporting at least twice per year to the Executive Director: People, Talent & Culture.

The quorum of the University Chemical Advisory Safety Committee will be one half of the full membership plus the chair (or nominee). When a quorum is not present no resolution is to be made, but the members present may discuss matters and make recommendations, which will then be reported to, and ratified by, the next full meeting of the Committee.

University Chemical Advisory Safety Committee will provide quarterly and annual reports to the Work Health Safety and Injury Management Committee and Research Integrity Committee.