

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 University Safety and Wellbeing Committee and Research Leadership 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)
- University Radiation Safety Officer
- One academic staff member and one professional staff member from UniSA: Allied Health & Human Performance
- One academic staff member and one professional staff member from UniSA: Clinical & Health Sciences

- One academic staff member and one professional staff member from UniSA: Creative
- One academic staff member and one professional staff member from UniSA: Education Futures
- One academic staff member and one professional staff member from UniSA: Justice & Society
- One academic staff member and one professional staff member from UniSA: STEM
- Centre for Cancer Biology Nominee
- Future Industries Institute Nominee
- Facilities Management Unit Nominee
- People Talent and Culture Nominee
- Research and Innovation Services Nominee
- UniSA: CAF Nominee
- Technical Officer, FII (Executive Officer)

The academic and professional staff members from each Organisational Unit will be selected following a call for nominations and endorsement by the relevant senior manager/s.

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

Members will communicate their personal interests which may be perceived by others to conflict with their unbiased assessment of applications. Members with any perceived conflicts of interest, do not vote on the relevant applications or matter.

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, 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 annual reports to the University Safety and Wellbeing Committee and Research Leadership Committee.