

TERMS OF REFERENCE

1. FUNCTIONS OF THE COMMITTEE:

- To facilitate a cooperative and collaborative approach towards monitoring, evaluating and reviewing risk management strategies within the University hazard management program.
- To communicate and propagate health and safety information across the university and promote awareness.
- To provide input into the University HS&IM Policy, plans, procedures and supporting documents to ensure relevance at the local workplace.
- To review internal/external audit outcomes to share 'best practice' initiatives and/or identify measures to improve system deficiencies.
- To provide input on hazard/incident and injury statistics to assist with identifying preventative programs required to minimise harm.
- To communicate with other specialist risk management committees such as the Radiation Safety Committee, Chemicals & Nanomaterials Committee, the Institutional Biosafety Committee and co-opt specialists to attend meetings where necessary.
- To monitor and review any developments in the field of rehabilitation of injured employees and to assist in early recovery and return to work.
- To assist with any other functions agreed upon by the Committee.

2. MEMBERSHIP:

The Committee shall comprise:

- One employee member from each Academic Division and Coordinating Portfolio
- Divisional Health and Safety Consultants
- Senior Management Group representation, nominated by the Vice Chancellor.

At least half of the members of the committee shall be employees.

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

2.1 Selection of Employee Members:

Employee members will be selected following a call for nominations from each Academic Division and Coordinating Portfolio, in consultation with employees, employee unions and Safety & Wellbeing. An election process will be undertaken where more than one nomination is received for a particular Division or Portfolio.

Formally elected Health and Safety Representatives are strongly encouraged to nominate. Where no Health and Safety Representative is available, nominations from employee representatives with health and safety knowledge, experience and/or training are strongly recommended.

Safety & Wellbeing will facilitate the nomination and election process in accordance with the University WHS Consultation Procedure and in consultation with Committee members, Divisions and Portfolios.

3. MEETINGS:

The Committee shall meet quarterly and an agenda provided, incorporating an inherent risk category for discussion.

Members will be provided an opportunity to submit any new business matters for inclusion on the agenda prior to the Committee meeting. Matters include those that may impact the university in part or as a whole, or where they remain unresolved and require further discussion and/or escalation.

Minutes of meeting proceedings will be recorded, retained and made available to members and the wider university population via the Safety and Wellbeing website. In addition, special meetings may be called or requests sought for feedback/decision on high priority matters outside of the quarterly meetings.

At least half of the members must be present before a meeting can proceed, including one senior management member. Where less than half of the members are present, the meeting is to be postponed and reconvened on a suitable date, within one month where possible. If, at the second meeting the required minimum number of members cannot be reached, the meeting will not proceed and the matter will be notified to the Senior Management Group for advice.

Where a matter arises for decision at a meeting, members will each have a deliberative vote. If those deliberative votes are equal, the employee member consensus will determine the outcome.

3.1 Role of the Chairperson

- Ensure meetings are conducted in an orderly manner and kept to the time allocated;
- Ensure that all members are given the opportunity to express their opinions and have them considered.
- Disseminate and receive written or verbal communication on behalf of the Committee.

3.2 Role of Committee Members

- Appoint a Chairperson;
- Attend meetings to represent employee and others' health safety and injury management matters in the workplace;
- Prepare and contribute information on risk control strategies for the area represented;
- Contribute to discussions within the meeting;
- Facilitate exchange of information between the representative areas and the Committee on hazard management and procedural matters;
- Ensure that unauthorised information is not disclosed;
- Advise the Executive Officer of the Committee in advance if unable to attend a scheduled meeting.

3.2.1 Role of Divisional WHS Consultants and Facilities Management as members

- Provide input on risk management strategies and their effectiveness within the division/university
- Provide clarity on any health and safety matters unresolved at the local, divisional or campus level that have been escalated to the Committee.

3.3 Role of Specialists

The Committee may invite specialists to attend meetings to advise the committee as required. This may include members from specialist university risk management committees or other internal/external subject matter experts.

3.4 Role of the Safety & Wellbeing Team

- Provide information and advice to assist the Committee in discharging its Terms of Reference;
- Provide guidance and advice on health, safety and injury management matters affecting the University as a whole;
- Provide executive support to the Committee including:
 - Issuing agenda papers prior to meetings
 - Recording and issuing minutes of meetings
 - Coordinating any correspondence in relation to the Committee's activities
 - Retaining minutes and associated correspondence for at least three years
- Coordinate progress reports, through the quarterly Safety & Wellbeing report to the Senior Management Group and the Audit and Risk Management Committee, of the effectiveness of the university's hazard management program.