

TERMS OF REFERENCE

1. PURPOSE

The University Safety and Wellbeing Committee (the Committee) facilitates effective consultation on the development, implementation and review of strategic initiatives, systems, and processes to eliminate or mitigate risk and promote continuous improvement in the management of safety and wellbeing.

The Committee supports the Enterprise25 vision to provide a culturally, physically, and virtually safe environment for our entire community and to the wellbeing and growth of all our people, individually and collectively.

2. FUNCTIONS

The functions of the Committee include:

- Monitor, evaluate and review risk management strategies within the hazard management program, using the University Hazard Register as the principal mechanism.
- Promote a strong University-wide safety and wellbeing culture through regular communication and consultation, promotion of improvements and highlighting of specific hazards or incidents.
- Contribute to the development and review of the University Health Safety and Injury Management Policy, procedures and supporting local action plans to ensure legal compliance obligations and business needs are met.
- Review internal/external audit and system review outcomes to share 'best practice' initiatives and/or consult on measures to improve system deficiencies and/or continuous improvement.
- Provide input on hazard/incident and injury statistics to assist with identifying preventative programs required to minimise harm.
- Monitor and review any developments in the field of rehabilitation of injured staff that assist in early recovery and return to work.
- Establish working groups (including invited subject matter experts) where necessary to undertake specific projects and report outcomes back to the Committee.
- Communicate and collaborate with other specialist risk management committees and groups such as the University Radiation Safety Committee, University Chemicals Advisory Safety Committee, Institutional Biosafety Committee, Safety and Wellbeing Management Groups in Academic and Professional Units and co-opt specialists to attend meetings where necessary.
- Assist with any other health and safety matters, as agreed between the University and Committee members.

3. MEMBERSHIP

In accordance with the *Work Health Safety (WHS) Act 2012 (SA)*, the composition of a Safety and Wellbeing Committee should:

- Include at least 50% worker (as defined in the WHS Act) representation (e.g., non-managers or supervisors).
- Include a representative from Senior Management with the necessary level of decision making and organisational operation expertise.
- Be reflective of the different areas of the workplace.
- Health and Safety Representatives (HSRs) unless they do not want to participate.

Based on the above criteria, the Committee will comprise of 15 members and will be supported by an Executive Officer and Subject Matter Expert, both non-voting members of the Committee, from the Safety and Wellbeing Team. The Committee membership will be:

- Executive Director: People Talent and Culture to act as Chair of the Committee and represent the Senior Leadership of the University.
- One representative from each of the seven Academic Units (AU) due to the risk profile and breadth of work across professional, technical, teaching and research.
- One representative from Facilities Management Unit (FMU) due to the WHS legislative responsibilities relating to infrastructure, licensing, maintenance of facilities and the contractors that they engage.
- One representative from UniSA Research Office due to the amount of high-risk research undertaken across the University and their role in overseeing and supporting that research.
- Four (4) representatives from the remaining Professional Units.
- One representative from UniSA Student's Association (USASA).
- Formally elected HSRs will be invited to be members of the Committee. If a HSR accepts a position, it will be in addition to the membership set out above.

Other members may be invited (non-voting) as required, to assist the Committee to fulfil its purpose and functions.

A member of the Committee will hold office for a term of up to three years.

The quorum of the Committee will be at least one half of the membership, plus the Chair (or nominee).

3.1 Nomination of Members

Nominees should be able to demonstrate and contribute; a strong interest in safety and wellbeing, enthusiasm towards continuous improvement strategies, experience through involvement on WHS or related committees, other skills/knowledge/experience in WHS or related field/s that may strengthen the effectiveness of the Committee.

The Executive Director: People Talent and Culture as Chair of the Committee and representing the Senior Leadership of the University will ask Executive Deans to seek nominations from within their Academic Unit as outlined in Section 3, to contribute towards the University's safety and wellbeing strategic initiatives.

The Chair will ask Directors of Professional Units to seek nominations within their Unit. If a nomination is received, they will go into a pool of nominations and the Chair will determine the four (4) to be appointed as members to represent the Professional Units on the Committee. The Chair will assess nominations based on the requirement to include at least 50% of the Committee membership as non-management, and the need to balance representation across the University.

The Chair will ask the President of the USASA to nominate a student member to represent the student community.

4. COMMITTEE MEETINGS

- The Committee will meet quarterly or more frequently as required.
- Special meetings may be called, or requests sought for feedback/decision on high priority matters outside the formal quarterly meetings of the Committee.
- Where a quorum is not reached, no decisions will be made, however, the meeting may proceed to discuss matters and make recommendations, which will then be reported to, and ratified by, the next full meeting of the Committee.

- Members will be provided an opportunity to submit any new business for inclusion on the agenda prior to each meeting, accompanied by a supporting paper outlining the matter for discussion unless otherwise agreed with the Chair. It is an expectation that members familiarise themselves with new business items prior to the meeting to enable effective discussion.
- Information of a personal or medical nature must not be disclosed or discussed at meetings.
- The Executive Officer will assist with setting agendas, reviewing draft minutes for distribution, and following up meeting actions and outcomes. Minutes of meeting proceedings will be recorded, retained, and made available to members and the wider University community on the Safety and Wellbeing intranet site.
- Members unable to attend a scheduled meeting must advise the Executive Officer in advance and ensure the minutes of that meeting are read and understood.

5. REPORTING

The Committee will provide safety and wellbeing feedback to the Enterprise Leadership Team, Audit and Risk Management Committee and the University Council through the quarterly Safety and Wellbeing Report where relevant. The annual Safety and Wellbeing Report will summarise the Committee's activities, including the outcomes of any projects undertaken by its working groups.

The Committee may also request reports from other specialist risk management committees or management groups such as:

- University Radiation Safety Committee
- University Chemical Advisory Safety Committee
- Institutional Biosafety Committee.

6. REVIEW

The Committee will review the effectiveness of its purpose, functions, and activities, including those of any priority working groups as relevant, every three years. The outcome of the review will form part of the annual report to the ELT. The Chair will recommend any proposed changes to ELT members for consideration and approval, having consulted with Committee members.

7. COMMITTEE SUPPORT

The Safety and Wellbeing team will provide information, advice, and support to the Committee to assist with discharging its Terms of Reference and coordinate the provision of management reports.

The Safety and Wellbeing team also partner with our leaders to provide guidance and advice on health, safety, and injury management matters across Academic and Professional Units and Research Institutes.