

## TERMS OF REFERENCE

### 1. PURPOSE

The purpose of the University Safety & Wellbeing Committee is to facilitate 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 University Safety & Wellbeing Committee is committed to supporting Enterprise25's vision to provide a culturally and physically safe environment for our entire community and to the wellbeing and growth of all our people, individually and collectively.

### 2. FUNCTIONS

- Monitor, evaluate and review risk management strategies within the hazard management program, using the Assurance Map as the principal mechanism.
- Promote a strong university wide WHS 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 WHS&IM Policy, action plans and procedures to ensure legal compliance obligations and business needs are met.
- Review internal/external audit outcomes to share 'best practice' initiatives and/or consult on measures to improve system deficiencies.
- 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, University Institutional Biosafety Committee, WHS/S&W Management Groups in Academic, Central and Research 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

Membership shall comprise of:

- One staff member nominated by each of the Academic Units
- One staff member nominated from the Office of the Chief Operating Officer
- One staff member nominated from the Office of the Chief Academic Services Officer
- One staff member nominated from the Office of the Provost & Chief Academic Officer
- One staff member nominated from Research & Enterprise Portfolio
- Two staff members nominated from the Central Administrative Units
- One student representative nominated by the UniSA Student's Association (USASA)
- One executive management member of the Enterprise Leadership Team (Chair)
- One management member nominated from the General Manager Group
- One Safety and Wellbeing team member.

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.

### 3.1 Nomination of Members

Unit/Institute executives will nominate appropriate staff members from each of the respective areas outlined in Section 3. above, to contribute towards the University's safety and wellbeing strategic initiatives.

The Vice Chancellor will nominate one executive management member of the Enterprise Leadership Team as Chair of the Committee.

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

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.

Formally elected Health and Safety Representatives are eligible to become a member of a WHS committee within their own Unit or of the University Safety and Wellbeing Committee.

## 4. COMMITTEE MEETINGS

- The Committee will meet quarterly or more frequently as required.
- 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.
- Special meetings may be called, or requests sought for feedback/decision on high priority matters outside the formal quarterly meetings of the Committee.
- Information of a personal or medical nature must not be disclosed or discussed at meetings.
- The Chair will be responsible for appointing an Executive Officer to 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.
- The quorum of the Committee will be at least one half of the membership, plus the Chair (or nominee). 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 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 WHS&IM feedback via consultation to the Enterprise Leadership Team, Audit and Risk Management Committee and the University Council through the quarterly Safety & Wellbeing Report. An annual report on the Committee's activities will be provided to the Enterprise Leadership Team, including the outcomes of any projects undertaken by its key priority 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
- University Institutional Biosafety Committee
- University Plant Safety Network
- Academic Unit Safety and Wellbeing Management Groups.

### 6. REVIEW

The Committee will review the effectiveness of its purpose, functions and activities, including those of any priority working groups as relevant, every two years. The outcome of the review will form part of the annual report to the Enterprise Leadership Team (ELT). The Committee 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 Units, central administrative support units and Research Institutes.