

CHARLES DARWIN UNIVERSITY

OHS Framework

UNIVERSITY HEALTH AND SAFETY GROUP

Terms of Reference

The University Health and Safety Group (UHSG) is a consultative committee, which advises the Vice-Chancellor's Management Group (VCMG) on important health and safety issues for the University. The group addresses broad issues which affect the University as a whole or which lie outside the responsibility or resources of Executive Officers/ Deans of Faculty/Directors of Divisions, their Workplace Advisory Group (WAG) or the Manager SHARM.

The group:

- makes recommendations to the VCMG on processes, procedures and programs aimed at improving health and safety at CDU;
- advises VCMG of legislative requirements with respect to workplace health and safety at the University;
- considers health and safety issues referred to it by the Vice-Chancellor, Pro Vice-Chancellors, Faculty/Division health and safety groups and the Manager SHARM;
- recommends and assists in the implementation of, and reviews the efficiency of, initiatives aimed at improving workplace health and safety; and
- may, at its discretion, establish standing sub-groups and *ad hoc* working parties to make recommendations to the UHSG on specific risk processes or environments.

Membership

- Chair – Nominated by VC
- Manager SHARM – Executive officer
- 9 Representatives (representative of Senior Management and Employees from all campuses and WAGs)
- Student representative

The Manager SHARM acts as Executive Officer to the University Health and Safety Group.

The group may, at its discretion, co-opt persons to advise it in particular areas. Such co-opted members do not have voting rights.

Membership and functions of University Health and Safety Group are subject to the provisions of the *Work Health Act 1992*.

Tenure and frequency of meeting

- members may serve on the group as long as they hold the position relevant to their membership
- The student representative serves a one-year term
- The committee meets at least four times per year.

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WORKPLACE ADVISORY GROUPS

Terms of Reference

A Workplace Advisory Group is a consultative group, which advises the Dean of Faculty/ Director of Division, Regional Campus Manager on health and safety issues relevant to its workplaces. The group addresses issues which affect the faculty/division/regional campus as a whole or which lie outside the responsibility or resources of heads of schools/departments/independent sections within the faculty/division/regional campus. The group shall promote its meetings and make readily available and accessible the minutes of all meetings. A copy of its minutes is to be forwarded to the Manager SHARM for presentation at the next University Health and Safety Group meeting. Decisions concerning solving health and safety issues are to be made at the closest operational level possible but actions may need to be ratified by the UHSG through the Manager SHARM.

WAGs:

- assist in the formulation, dissemination and review of procedures and programs relating to health and safety;
- monitor workplace hazards and the effectiveness and appropriateness of measures taken to protect health and safety;
- review reports on health and safety matters, such as reports on hazards, accidents, injuries, near misses and environmental or medical monitoring;
- consider health and safety matters referred to it by the Dean/Director/ Regional Manager, UHSG, Manager SHARM, Unions or other health and safety groups;
- make recommendations aimed at improving health and safety;
- assist in implementing recommendations and monitoring their effectiveness;
- adopt such measures as the group determines; and
- report and recommend action for health and safety matters to the University Health and Safety Group.

A WAG may, at its discretion, establish standing sub-groups and *ad hoc* working parties to make recommendations to the group in particular areas.

Membership

The membership of a faculty/division/regional campus health and safety group should reflect the major organisational units in its workplaces. The recommended membership of each committee is:

- the Dean of Faculty/Director of division or nominee - *ex officio*
- a representative of each school/centre/branch of the faculty/division/regional campus
- a student of the faculty

The Dean/Director/Regional Campus, in consultation with the Manager SHARM, may adopt alternative membership, which would better reflect the faculty/division structure and geography, the nature of its activities and its workplace risks.

The Manager SHARM shall be available to attend meetings by invitation or request. Observers may be invited with prior notification.

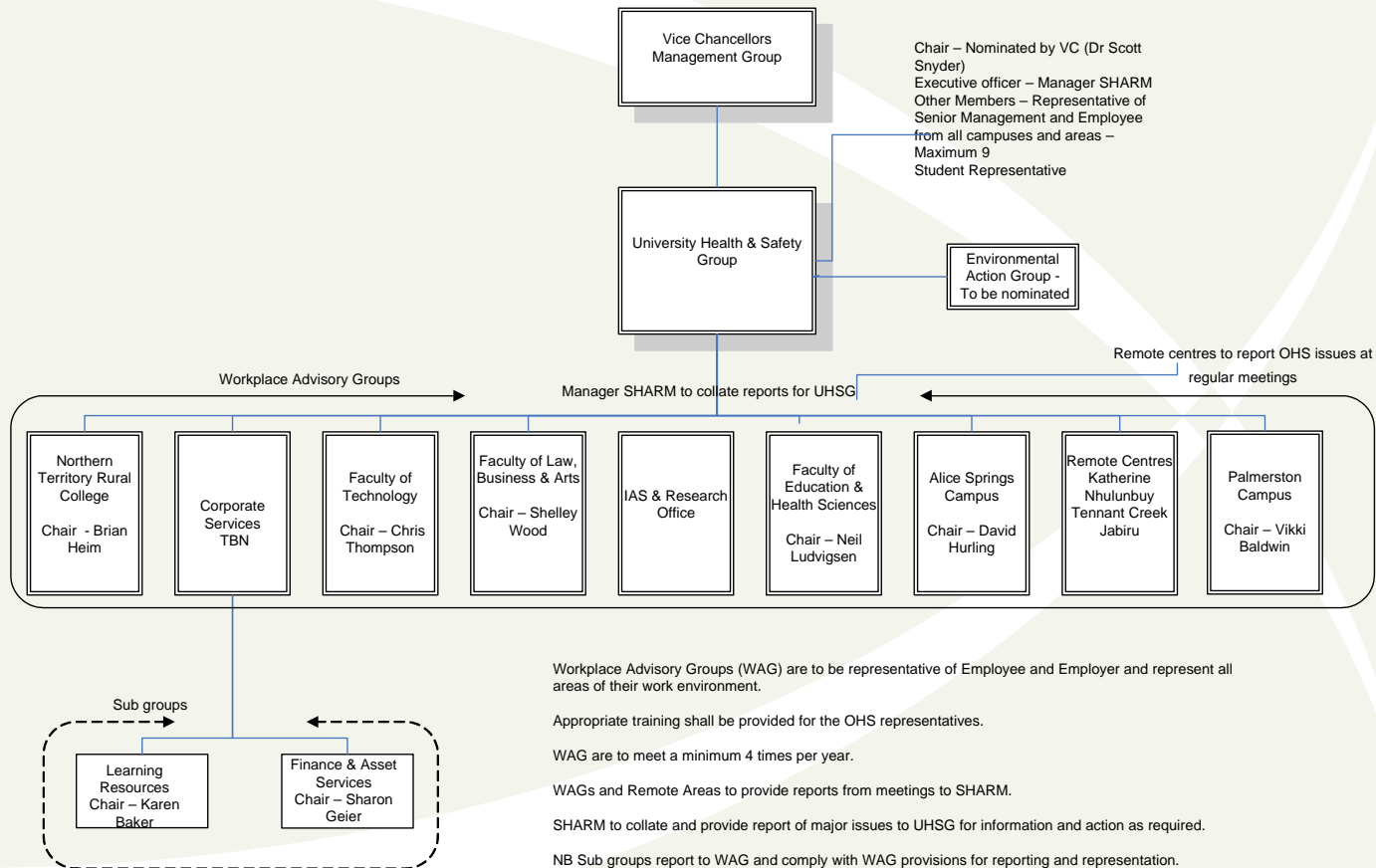
The chairperson is elected by and from the committee.

Tenure and frequency of meeting

- *Ex officio* members remain members for as long as they hold the position relevant to their membership.

- Each group meets at least four times per year.
- Procedures for calling an emergency meeting are to be agreed to by the committee.

OHS Advisory Group Structure



Workplace Advisory Groups (WAG) are to be representative of Employee and Employer and represent all areas of their work environment.

Appropriate training shall be provided for the OHS representatives.

WAG are to meet a minimum 4 times per year.

WAGs and Remote Areas to provide reports from meetings to SHARM.

SHARM to collate and provide report of major issues to UHSG for information and action as required.

NB Sub groups report to WAG and comply with WAG provisions for reporting and representation.

Project Teams may be appointed by UHSG and WAG for specific issues