

# WORKPLACE HEALTH AND SAFETY COMMITTEES

## TERMS OF REFERENCE

### 1. TITLE OF GROUP

Workplace Health and Safety Committees (previously called Workplace Advisory Groups)

### 2. ESTABLISHMENT

Workplace Health and Safety Committees at the University are established under sections 75 to 79 of the NT Work Health and Safety (National Uniform Legislation) Act and Regulations 2011.

### 3. FUNCTIONS AND RESPONSIBILITIES

Workplace Health and Safety Committees are consultative committees, which advise the Pro Vice Chancellors, Directors, Campus Administrators and Centre Leaders on health and safety issues relevant to their workplace. The Workplace Health and Safety Committee addresses issues which affect the faculty, division or regional campus as a whole or which lie outside the responsibility or resources of Heads of School or Managers within the faculty, division or regional campus. Decisions concerning solutions to work health and safety issues are to be made at the closest operational level possible; however actions may need to be ratified through the Chair of the relevant Workplace Health and Safety Committee or, alternatively, the Manager HSE.

Workplace Health and Safety Committees:

- assist in the formulation, dissemination and review of procedures and programs relating to work health and safety;
- provide the forum for consultation on health and safety issues affecting the workplace;
- monitor workplace hazards and the effectiveness and appropriateness of measures taken to protect the health and safety of staff, students and authorised visitors;
- review reports on health and safety matters, such as *Accident, Incident and Injury Reports, Hazard Reports*, reports on near misses and environmental or medical monitoring;
- consider health and safety matters referred to it by the Pro Vice Chancellor, Director, Campus Administrator or Centre Leader, UHSG, Health and Safety Representative(s), Manager HSE, Unions or other Workplace Health and Safety Committees;
- make recommendations aimed at improving health and safety;
- assist in implementing recommendations and monitoring their effectiveness;
- adopt such measures as the committee determines; and
- report and recommend action for health and safety matters to the University Health and Safety Group.

A Workplace Health and Safety Committee may, at its discretion, establish standing sub-committees and *ad hoc* working parties to make recommendations to the committee on particular issues.

### 4. COMPOSITION

The membership of a faculty, division or regional campus Workplace Health and Safety Committee should reflect the major organisational units of the workplace it represents. To comply with legislative requirements, at least half the members of the committee must be members nominated by staff (not management) of the faculty, division or regional campus.

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Any Health and Safety Representative (HSR) who represents staff in a Work Group that falls within the faculty, division or regional campus covered by the committee, is a member of the committee, if he/she so choose. Please note that in the case of Casuarina campus, the committee of a particular faculty or division may cover more than one Work Group and, therefore, may have more than one HSR on the committee. The recommended membership of each committee is:

- the Pro Vice Chancellor, Director, Campus Administrator or Centre Leader or nominee – *ex officio*
- a representative of each school, centre or branch of the faculty, division or regional campus
- Health and Safety Representative(s)
- a student representative of a relevant faculty or research area, as appropriate

The relevant Health and Safety Representative is invited to attend committee meetings. In the case where there is more than one, at their choice, Health and Safety Representatives may attend individually or may elect to send one of their numbers to attend on their behalf.

The Manager HSE shall be available to attend meetings by invitation. Observers may be invited with prior approval by the committee.

Members of the Workplace Health and Safety Committee should participate in the available health and safety training (delivered by HSE) within two (2) months of being nominated as a committee member.

Membership and functions of Workplace Health and Safety Committees are subject to the provisions of the *Work Health and Safety (National Uniform Legislation) Act and Regulations 2011*.

## **5. CHAIR**

The Chair is elected by and from the committee.

The chair attends meetings of the University Health and Safety Group (UHSG) and reports back to committee members.

## **6. SECRETARY**

The Committee may select a committee member or external person to serve as the secretary for the committee.

## **7. TERM OF OFFICE**

Elections for the Chair should be held annually.

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

The student representative serves a one-year term

## **8. QUORUM**

A quorum shall comprise three (3) voting members of the committee.

## **9. MEETINGS**

The Workplace Health and Safety Committee will meet at least every three (3) months, i.e. at least four (4) times per year, and at any reasonable time at the request of at least half the members.

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Whenever possible, committee meetings should be held at least one (1) week prior to a UHSG meeting.

Procedures for calling an emergency meeting are to be agreed to by the committee.

## **10. RESOLUTIONS OF THE Workplace Health and Safety Committee**

Matters requiring a resolution by the Workplace Health and Safety Committee are to be determined by the members present.

## **11. AGENDA**

The agenda is to be distributed with supporting documentation at least one week prior to the meeting date. The agenda of meetings will be published on .... website.

## **12. REPORTING**

The minutes from the meetings of Workplace Health and Safety Committees shall be made available to all staff represented by the committee. A copy of the minutes should be sent electronically to HSE. Any issue unable of being resolved at the Workplace Health and Safety Committee level should be elevated (by the Chair of the committee) to the next meeting of UHSG.

The minutes of meetings will be published on ... website.

## **13 INTERPRETATION**

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## Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00			Creation of original document and posting to CDU website.

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