

**GUIDANCE FOR HEALTH AND SAFETY COMMITTEES AND TIPS FOR MEMBERS**

This “Tips for members” information sheet, provides some practical guidance on how to actively engage in the role of School/Branch/Division/Faculty representative and will also assist the University to meet the requirements of the WHS Legislation and our HSW objectives.

Should you require any further information please do not hesitate to contact your [Senior HSW Advisor](#).

**CONSULTATION**

The University is required to establish a forum for consultation which includes both Management and worker representation to meet Legislative requirements.

The objective is to provide members with the opportunity to contribute in the decision-making process and monitor HSW activities across the University and/or the Division/Faculty/Branch/School.

**What should be consulted at the Committee level?**

Examples of consultation include:

- the resolution of any HSW issues which cannot be resolved at the local level.
- the opportunity to input into the development and review of the HSW Policy, processes and any plans which may affect workers in your area of work.
- discussion on any hazards where there is an opportunity to share information, exchange views and consider any feedback in order to minimise the risk of an injury or illness.
- discussion on any incident/injury trends across Divisions/Faculties or the University as a whole to identify where, what and why and to look at how the trend could be managed/controlled.
- the opportunity to review any reports and statistics and monitor HSW performance (e.g. through the Traffic Light Report, and Consolidated HSW report)
- the opportunity to invite other stakeholders where activities may be shared or expert advice is required (internal/external).

**Consultation and your role**

If you are the Convenor of the HSW Committee:

- Prepare and plan for the committee meeting. Make sure that you have read the previous minutes and the Agenda to gain an understanding of any concerns raised in order to facilitate, manage any discussions and achieve an outcome. You may want to contact the person raising the issue in order to gain a higher level of understanding.
- During the meeting, encourage and provide the opportunity for members to talk about any issues they have raised i.e. invite consultation through discussion.
- Review the statistics and what they are indicating. As part of due diligence it is important that members understand the hazard profile of the University and that systems are effective. If trends/reports suggest that there is a gap in the way that an activity/hazard is being managed by a particular area or the University as a whole, then the committee has the opportunity to discuss the issue, provide feedback or consult with the relevant School/Branch/Division/Faculty and request what actions are being taken to address an issue.
- Ensure that the outcomes of discussions are summarised to assist the Secretary in recording any agreed actions arising. This demonstrates the value of member input and captures the agreed course of action.

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**CONSULTATION (Continued)**

**Consultation and your role (continued)**

If you are a HSW Committee member:

- ☑ Remember that committees only meet 4 times a year, so take the time to prepare for the meeting and be effective in representing your Division/Faculty/School/Branch in the time allocated.
- ☑ Familiarise yourself with any issues raised by your area(s) as you may be asked by the convenor for additional information on the status/next steps.
- ☑ Consider if you have any feedback which could benefit another School/Branch/Division/Faculty and offer your suggestions where items have been identified for consultation/consideration.
- ☑ Consult with members within your School/Branch to obtain their feedback.
- ☑ Check the information provided in the papers. Examine how your area is performing against the defined criteria (e.g. traffic light report) and any incident/injury trends.
- ☑ Consider how you could consult with managers and workers in your area(s) to ensure that they are aware of the hazards, trends, performance issues or any other changes to HSW systems or processes. What is the best forum or method for consultation?

The dissemination of information is one of your key roles. This is done in a number of ways, but should be evidence based e.g. At another meeting at the local level, or by posting minutes on the website, or by disseminating minutes to all staff in your School/Branch via email. The ways in which feedback is to be communicated should be agreed by the Division/Faculty/School/Branch.

- ☑ Take the opportunity to learn, interact and share information and ideas from other members. Start networking.
- ☑ Remember to feedback any decisions made at the UHSC/Division/Faculty HSW Committees that affect your area.

**COMMITTEE REPORTS**

The University has committee templates which enable Managers and staff to measure how the University as a whole is performing against defined HSW criteria and planned arrangements.

There is an expectation that School/Branch/Division/Faculties will review these reports and take corrective action if required. Issues should be escalated from School/Branch → Div/Fac → UHSC when it is found they cannot be resolved at a local level.

Monitoring and review of the report, including discussion on issues, needs to be captured in the minutes of meetings.

The HSW Committee [reporting templates](#) are available on the HSW Website.

They include a summary of:

- Unresolved HSW and Injury management issues;
- Status on corrective actions
- Highest issues of concern in each School/Branch/Faculty/Division
- HSW news, development, proactive initiatives, achievements
- Trends identified during Workplace Inspections
- Status against the School/Branch Traffic Light reporting criteria.

Each quarter the Executive of the University (i.e. Executive Deans, Vice-President, Deputy Vice-Chancellors) and Head of each School/Branch are required to review and sign off on their respective reports. The reports are consolidated at each level to provide a University-wide summary at the UHSC meeting.

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**COMMITTEE REPORTS (Continued)**

**Your role in the preparation of reports and monitoring performance**

Each School/Branch/Division/Faculty will nominate a staff member to collate the HSW report on behalf of your Head of School/Branch or Executive Dean. This person may be a committee member or the secretary or another member of staff.

If you have been nominated to prepare the Consolidated Division/Faculty HSW report

- There are time-frames you need to be aware of to ensure that the report reaches your Head of School/Branch/Executive Dean and is then consolidated in time for the Division/Faculty or University Health and Safety Committee. The Key Dates and Time-lines for each of the reports is available on the [HSW Website](#). It is recommended that you add these dates to your diary.
- Contact your Senior HSW Advisor ([HSW Team](#)) to explain the reporting requirements, provide assistance if required and sign off on the Traffic Light component of the report.

If you are a Head of School/Branch/Executive signing off on the Traffic Light Report or Div/Fac Executive report

- As part of “Due Diligence” the Executive/Senior Managers of the University need to be aware of the “Hazard Profile”, (e.g. where there is a foreseeable risk of injury/illness), where there are trends/issues/emerging concerns or areas of HSW where legislative requirements are not being met. If you have concerns when monitoring/reviewing your reports, then follow-up or a request for additional corrective action is appropriate to demonstrate your active engagement in reducing the level of risk and improving compliance if required. The best forum for this discussion is at the HSW Committee. Matters may also be addressed outside of the meeting. Minutes should reflect any action taken.

It should be noted that sign off on the reports is required. This indicates that you have reviewed the content and are aware of the level of compliance.

If you are the convener of the Committee

- Analysis of the reports provided by the Division/Faculty for the UHSC is recommended.

**FREQUENTLY ASKED QUESTIONS**

**Who can be a Management representative and who can be a worker representative on the HSW Committee/UHSC?**

The Terms of Reference for each committee define the membership. ([UHSC](#) and [Division/Faculty HSW Committee](#))  
In general terms, the worker representative is the School/Branch Health and Safety Representative or a person who is **not** in a senior management position. The worker representative could be a Health, Safety and Wellbeing Officer.

The Management representative should be a senior member of staff within the School/Branch, ideally the Head or Executive. This demonstrates a level of commitment to HSW and active executive engagement.

**How does the Vice Chancellor and President (Responsible Officer) receive information from the UHSC?**

A summary of HSW is presented to the VC&P via the quarterly [Due Diligence](#) reports which are tabled and discussed as a draft at the UHSC. All UHSC Agendas and minutes are available on the [HSW website](#).

**Further Information**

Should you require any further information please do not hesitate to contact any member of the [HSW Team](#).

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