

Faculty/Divisional Health and Safety Committees

Establishment

<i>When:</i>	Revised: 25 September 2012; and 20 August 2009
<i>By what authority:</i>	This is a Registered Committee under the Work Health and Safety Act (2012) Division 4. (Formerly the Occupational Health, Safety and Welfare (OHSW) Act 1986 (Section 31); and OHSW Regulations 2010 (Division 2, Section 380.)
<i>For what period:</i>	Ongoing

Role/Terms of Reference

Nature: Health Safety and Wellbeing (HSW)

Terms of Reference

1. Aims of Committee

The aims of the Faculty/Divisional Health & Safety Committees are to provide a forum for consultation on health, safety and wellbeing and to assist the University in providing a safer, healthier workplace. The Committee provides advice to the Executive Dean, Deputy Vice-Chancellor or Vice-President of the area to assist in the local management of HSW and the continuous improvement of University safety management systems.

2. Functions of the Committee

- Provide a forum for consultation, advice and dissemination of information on:
 - Faculty/Divisional areas of concern with regard to HSW;
 - HSW plans and programs;
 - changes in Faculty/Divisional work practices;
 - University policies, procedures and processes referred to the committee for consultation by the UHSC or the HSW Team;
- Monitor:
 - Faculty/Divisional compliance with the relevant legislation, corporate action plan, Faculty/Division UHSC reporting criteria, including the HSW traffic light report;
 - the effectiveness of improvements in safe work practices;
 - Faculty/Divisional audits, inspections, incidents, investigations and HSW statistical data;
 - Developments and systems in the field of rehabilitation of employees who suffer work related injuries and the employment of employees who suffer from any form of disability.

Terms of Reference:

• **2. Functions of the Committee (Continued)**

Assist:

- In the resolution of issues that arise in the workplace;
- In the review and dissemination to employees of new University HSW policies and procedures;
- In the formulation of new practices that are to be followed in the workplace.

Communicate:

- any emerging health and safety issues;
- issues to the Executive Dean, Deputy Vice Chancellor or Vice President of the area, the UHSC or the HSW Team or all of the above.

3. Accountability

The Faculty/Divisional Health & Safety Committee reports to the Faculty/Divisional Executive Dean, Deputy Vice-Chancellor or Vice-President.

4. Administration

The Convenor is:

- a member of the Committee who is elected as Convenor by the Committee members and may be a management or employee representative and will serve a maximum of 12 months (unless otherwise agreed by the Committee);
- responsible for making sure the meetings are run in an orderly fashion and all members are given the opportunity to express their opinions and have them considered;
- responsible for reporting committee business directly to the area Executive Dean, Deputy Vice-Chancellor or Vice-President.

The Secretary is:

- elected by the Committee members and may be a management or employee representative and will serve a maximum of three years (unless otherwise agreed by the Committee);
- responsible for the taking and distribution of minutes and agendas;
- responsible for consolidating HSW information (in consultation with Committee members and Executive) for the UHSC report, obtaining sign off by the Executive and providing the information to the UHSC Secretary in accordance with specified time-lines on the UHSC website;
- responsible for any correspondence relating to the Committee;
- responsible for filing the Agenda, minutes and associated papers in TRIM.

Meetings

- The committee is required to meet at least once every three months at a time/location agreed by the committee. (WHS Act 2012, Section 78)
- Meetings will normally be preset and agenda items will be called via email.
- Agendas and minutes are to be written and distributed electronically by Secretary of the Committee and to be widely distributed by the committee members to all parts of the Faculty/Division.
- The Committee is required to meet at the request of any area Health and Safety Representative, the employer or at least half of the Committee over any specific workplace issue. Such a request should be in writing to the Convenor.

Terms of Reference:
(Continued)

Minutes

Minutes will be produced by the secretary and distributed electronically to Committee members. It is then the responsibility of the representatives of the areas to distribute the minutes to their work groups.

Confidentiality

All members will exercise appropriate discretion with respect to information which is to be considered as privileged.

Resources

The Faculty/Division has a duty to facilitate the ability of Committee members to perform their duties; for example time off to attend meetings, provision of training etc.

Training

All committee members will be offered Health and Safety Committee training.

Review

The structure and terms of reference for these Committees will be reviewed every three years.

Reporting line:

The Faculty/Divisional Health & Safety Committee reports to the Faculty/Divisional Executive Dean, Deputy Vice-Chancellor or Vice-President.

Quorum:

The quorum for all Committees is half of the full membership plus one.

*Procedures prescribed/
determined itself:*

Determined itself.

Frequency of meetings:

Quarterly

*List of any sub-
committees:*

Created on a needs basis from time to time.

Membership

(See also Appendix A for further information)

Any categories prescribed:

- One executive or management representative from each School, Branch or other appropriate sub-unit of the area whose role it is to represent the Head of School, Branch or other sub-unit.
- One Health and Safety Representative or other employee representative elected from each School, Branch or other appropriate sub-unit of the area whose role it is to represent the employees.

Non-members

There is a standing arrangement for formal representation of a minimum of two higher degree students from Academic Faculties whose role it is to represent the higher degree students. Attendance by non-members is permitted at the discretion of the Convenor; however they do not have the voting rights of members. (The Chancellor and Vice-Chancellor are ex-officio members of all Committees of Council and the Vice-Chancellor is an ex-officio member of all Committees of the University.)

Term of Office:

Convenor's position:

12 months or as agreed and be eligible for re-appointment.

(Note – Generally the convenor's position will be on the Agenda for action at the first meeting each calendar year.)

Other members:

The members of the School/Branch will represent the School/Branch at the Division/Faculty HSW Committee for a three year term of office.

(Note – Generally the membership of the committee will be on the Agenda for action at the first meeting in the calendar year following the review of the Terms of Reference.)

Vacancies

Where a position on the Division/Faculty HSW Committee becomes vacant, the position must be filled on a casual basis. That is for the remainder of the former member's term of office.

If the former member was an employee representative then the School, Branch or other sub-unit will elect one health and safety representative or other employee representative from the School, Branch or other sub-unit. If the former member was an executive/management representative then an appropriate staff member will be nominated to represent the Head of School, Branch or other sub-unit.

Contact person and phone/email

Division/Faculty HSW Managers

Refer to the HSW Website <https://www.adelaide.edu.au/hr/ohs/>

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The current version of this document is available on the University Governance Website at
<http://www.adelaide.edu.au/governance/unicommittees>.

REGISTERED HEALTH AND SAFETY COMMITTEES (REVISED SEPTEMBER 2012)

Division/Faculty Health and Safety Committee	
1	Divisions of Services and Resources and VC&P One Executive or Management representative (or sub-unit of the area); and One Health Safety Rep or other employee representative from each Branch
2	Deputy Vice Chancellor and Vice President (Academic) One Executive or Management representative (or sub-unit of the area); and One Health Safety Rep or other employee representative from each Branch/School
3	Deputy Vice Chancellor and Vice President (Research) One Executive or Management representative (or sub-unit of the area); and One Health Safety Rep or other employee representative from each Branch/School
4	Faculty of Engineering, Computer & Mathematical Sciences One Executive or Management representative (or sub-unit of the area); and One Health Safety Rep or other employee representative from each School
5	Faculty of Health Sciences One Executive or Management representative (or sub-unit of the area); and One Health Safety Rep or other employee representative from each School
6	Faculty of Sciences One Executive or Management representative (or sub-unit of the area); and One Health Safety Rep or other employee representative from each School
7	Faculty of Humanities and Social Sciences One Executive or Management representative (or sub-unit of the area); and One Health Safety Rep or other employee representative from each School
8	Faculty of Professions One Executive or Management representative (or sub-unit of the area); and One Health Safety Rep or other employee representative from each School
9	School of Animal Veterinary Science One Executive or Management representative (or sub-unit of the area); and One Health Safety Rep or other employee representative from each School