

## University Health & Safety Committee (UHSC)

### 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>	Three years

### Role/Terms of Reference

<i>Nature:</i>	To provide advice and reports to the Vice-Chancellor and President on Health Safety and Wellbeing (HSW) matters.
<i>Terms of Reference:</i>	<p><b>1. Aims of Committee</b></p> <p>The aims of the University Health and Safety Committee are to:</p> <ul style="list-style-type: none"><li>• provide a forum for consultation on strategic issues related to health and safety;</li><li>• assist the University in providing a safe and healthy workplace; and</li><li>• assist in the promotion of HSW.</li></ul> <p>The committee allows for consultation and provides advice to the University through its members, to assist in the management of HSW and the continuous improvement of safety management systems.</p> <p><b>2. Functions of the Committee</b></p> <ul style="list-style-type: none"><li>• Provide a high level forum for discussion, consultation and advice on:<ul style="list-style-type: none"><li>• University wide HSW issues;</li><li>• University HSW plans and programs;</li><li>• University HSW related policy, procedures, processes and guidelines; and</li><li>• emerging HSW issues.</li></ul></li><li>• Monitor:<ul style="list-style-type: none"><li>• overarching compliance with legislation, policy and Division/Faculty reports to the UHSC;</li><li>• Corporate HSW Action Plans, statistics and trends; and</li><li>• developments and systems in the field of rehabilitation of employees who suffer work-related injuries/illness and the employment of employees who suffer from any form of disability.</li></ul></li></ul>

Terms of Reference:  
(Continued)

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

- Assist:
  - in the formulation, review and dissemination of the HSW Policies and processes.
- Communicate issues to the:
  - Vice-Chancellor and President;
  - Faculty and Divisional Management; and
  - HSW Team.

## **3. Accountability**

The University Health & Safety Committee reports to the Vice-Chancellor and President.

## **4. Administration**

### Convenor

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.

As the convenor he/she is:

- responsible for making sure that the meetings are run in an orderly fashion and that all members are given the opportunity to express their opinions and have them considered.
- responsible for reporting committee business directly to the Vice-Chancellor and President, unless the Vice Chancellor and President is the convenor, when there is a specific risk/need identified by the members during a meeting.

### Secretary

The Secretary is provided by the HSW Team (ex-officio) to assist with:

- the taking and distribution of agendas and minutes;
- the maintenance of memberships, reporting timelines and schedules;
- consolidation of Division/Faculty committee reports to the UHSC; and
- the recording and dissemination of any correspondence.

### Meetings:

- The committee is required to meet at least once every three months (WHS Act, 2012), at a time/location agreed by the committee.
- Meetings will normally be preset and agenda items will be called via email.
- The committee is required to meet at the request of any University HSR, the employer or at least half of the committee over any specific workplace issue. This should only happen after attempts have been made to resolve the issue at the Faculty/Divisional H&S committee. Such a request should be in writing to the convenor.

### Minutes

Agendas and minutes are to be written and distributed electronically by the secretary to the committee members. It is then the responsibility of the members to distribute the minutes to the groups they represent. The committee Secretary is responsible for saving a copy of the Agenda, minutes and associated papers for each meeting in TRIM and on the HSW Website.

### Confidentiality

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

*Terms of Reference:*        Resources  
(Continued)                    The University 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 HSW committee training.

Review  
The structure and terms of reference for the UHSC will be reviewed every three years.

*Reporting line:*                The convenor reports directly to the Vice-Chancellor and President.

*Quorum:*                        The quorum for the Committee 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 attached)

- Any categories prescribed:*
- One executive or management representative from each Faculty, Division or other appropriate sub-unit whose role it is to represent the Executive, Dean, Deputy Vice Chancellor or Vice-President of the area.
  - One Health and Safety Representative or other employee representative elected from each Faculty, Division or other appropriate sub-unit whose role it is to represent the employees.
  - Where a member is unable to attend a meeting they must send a proxy whose role is to represent that member in their position as an executive/management or employee representative (as outlined) from the Division/Faculty HSW Committee.
  - The Vice-Chancellor and President is an ex-officio member of all Committees of the University

### Non-members

There is a standing arrangement for formal representation of:

- One higher degree student from across the University whose role it is to represent the higher degree students, nominated by the PGSA.
- One undergraduate student from across the University whose role it is to represent the undergraduate students, nominated by the AUU.
- A representative from the NTEU.
- Attendance of other non-members is permitted at the discretion of the Convenor.

Non-members do not have the voting rights of members.

*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 Division/Faculty HSW Committee elect who will represent the Division/Faculty at the UHSC 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 UHSC 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 remaining employee members from the Division/Faculty HSW Committee appoint a replacement. If the former member was an executive/management representative then an appropriate staff member will be nominated to represent the Executive, Dean, Deputy Vice-Chancellor or Vice President of the relevant Faculty/Division.

**Contact person and phone/email**

Manager, Health Safety and Wellbeing ext 36079 or the HSW Team.

**RMO File Number**

RMO file 2010/8983

(Previous RMO file 2007/70)

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<http://www.adelaide.edu.au/governance/unicommittees>.

## REGISTERED HEALTH AND SAFETY COMMITTEES (REVISED SEPTEMBER 2012)

Membership of the University Health and Safety Committee (UHSC)	
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