Health and Safety Committees Policy

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1. University Health and Safety Committee

1.1 Role of the Committee
The University Health and Safety Committee is an advisory committee to the Vice-Chancellor and is the principal forum for consultation on the management of health and safety across the whole University.

The Committee is responsible for:

1.1.1 assisting in the development, monitoring and review of work health and safety policies and procedures;

1.1.2 considering proposals for, or changes to, the workplace, policies, work practices or procedures which may affect the health and safety of workers;

1.1.3 monitoring the University’s work health and safety performance, including the development and implementation of WHS strategic and operational plans;
1.1.4 reviewing and monitoring any issues associated with injury management of injured staff;

1.1.5 assisting in the resolution of health and safety issues; and

1.1.6 providing advice to the Vice-Chancellor on health and safety matters including performance standards and trends emerging from operational activities.

1.2 Membership
The Committee comprises:

1.2.1 a Health and Safety Representative \(^1\) nominated from each Faculty and the Portfolios Health and Safety Committees;

1.2.2 Chairs of the Faculty/Portfolios Health and Safety Committees; and

1.2.3 Director, Human Resources (ex officio, non-voting)

1.2.4 Director, Buildings & Property (ex officio, non-voting)

1.2.5 Manager, WHS (ex-officio, non-voting).

The Committee may co-opt additional members as appropriate.

1.3 Term of Office
The term of office of all members of the Committee is three years. Members are eligible to be re-elected or re-appointed.

A Committee member will cease to be a member of the Committee if he or she:

1.3.1 resigns from the Committee;

1.3.2 is no longer eligible (for example Health and Safety Representative [HSR] ceases to be an HSR);

1.3.3 ceases to work for the University;

1.3.4 fails to attend three or more consecutive meetings of the Committee without permission of the Committee; or

1.3.5 improperly discloses information obtained in his/her capacity as a Committee member.

1.4 Vacancies
If a vacancy occurs, the former member will be replaced as follows:

1.4.1 in the case of an HSR, by another HSR from the same Faculty or the Portfolios Health and Safety Committee;

\(^1\) Health and Safety Representatives (HSRs) will be encouraged to be the staff representatives on the University Health and Safety Committee, but where HSRs are not willing to be nominated, staff of the Faculty/Portfolios will be asked to elect a representative.
1.4.2 in the case of a management representative, a senior executive nominee from the same Faculty/Portfolios Health and Safety Committee.

The term of office for a replacement member will be the remainder of the former member’s term of office.

1.5 Chairperson and Deputy Chairperson
The Committee will elect a Chairperson and Deputy Chairperson from amongst its members.

The Chairperson and Deputy Chairperson will hold office for 12 months, and will be eligible for re-election.

The Chairperson is responsible for making sure that meetings are run in an orderly fashion and that all members are given an opportunity to express their opinions and have them considered.

The Deputy Chairperson acts in place of the Chairperson in his/her absence.

1.6 Meetings
The Committee will meet at least every three months. Additional meetings may be called by the Chairperson as required.

In addition the Committee must meet if requested by:

1.6.1 at least half the members of the Committee;
1.6.2 a health and safety representative; or
1.6.3 the Vice-Chancellor.

1.7 Quorum
The quorum for meetings is half the members plus one.

1.8 Voting
Each Committee member has one vote.

1.9 Procedures
All meetings will have formal agendas and minutes which will be retained for at least three years. A staff member of the WHS Unit will act as Committee Secretary.

Non-members may be permitted to attend with agreement of the Committee.

1.10 Sub-Committees
The Committee may establish one or more sub-committees to assist it in performing its functions. Membership of sub-committees is not restricted to members of the Health and Safety Committee.

2. Faculty/Portfolios Health and Safety Committees

2.1 Role of Faculty/Portfolios Health and Safety Committees
Faculty/Portfolios Health and Safety Committees Committees report to the relevant Faculty Executive Dean/Portfolio senior executives and provide advice to the Faculty Executive Dean/Portfolio senior executives on all matters relating to work health and safety of workers and students in the Faculty/Portfolios.

Specific functions of the Committees are to:

2.1.1 provide a forum for discussing matters affecting work health and safety of workers and students;

2.1.2 assist in the development, implementation, review and update of measures designed to protect the health and safety of workers and students in the Faculty/Portfolio;

2.1.3 assist in the development and review of the Faculty/Portfolios WHS plans;

2.1.4 monitor work health and safety performance in the Faculty/Portfolios and recommend strategies for improvement;

2.1.6 assist in resolving health and safety issues that arise in the Faculty/Portfolios;

2.1.7 recommend WHS training needs for staff;

2.1.8 monitor rehabilitation reports of Faculty/Portfolios staff;

2.1.9 provide local advice on the health and safety implications of new areas of research, new equipment, facilities and building proposals;

2.1.10 provide advice as requested by the University Health and Safety Committee on WHS policy matters.

2.2 Membership

2.2.1 Faculty Health and Safety Committees:

- the Health and Safety Representatives (HSRs) elected by staff in each of the designated workgroups in the Faculty;
- the Executive Dean of the Faculty;
- a number (no more than the number of HSRs) of management members appointed by the relevant Executive Dean, at least two of whom must be academic staff; and
- University WHS Consultant (ex officio, non-voting)

2.2.2 Portfolios Health and Safety Committee

- the Health and Safety Representatives (HSRs) elected by staff in each of the designated workgroups in the Portfolios;
- one member of the Senior Executive;
• a number (no more than the number of HSRs) of management members appointed by the relevant Portfolio senior executive; and

• University WHS Consultant (ex officio, non-voting).

The Committees may co-opt additional members as appropriate.

2.3 Term of Office
The term of office of all members of the Committee is three years. Members are eligible to be re-elected or re-appointed.

A Committee member will cease to be a member of the Committee if he or she:

2.3.1 resigns from the Committee;

2.3.2 is no longer eligible (for example an HSR ceases to be an HSR);

2.3.3 ceases to work for the University;

2.3.4 fails to attend three or more consecutive meetings of the Committee without permission of the Committee; or

2.3.5 improperly discloses information obtained in his/her capacity as a Committee member.

2.4 Vacancies
If a vacancy occurs, the former member will be replaced as follows:

2.4.1 in the case of an HSR, by the person elected to replace the former representative;

2.4.2 in the case of a management representative, a person appointed by the relevant Executive Dean/Portfolio senior executive.

The term of office for a replacement member will be the remainder of the former member’s term of office.

2.5 Chairperson and Deputy Chairperson

2.5.1 Faculty Health and Safety Committees are chaired by the Executive Dean or a Dean of School.

2.5.2 The Portfolios Health and Safety Committee is chaired by the Vice-President (Strategic Finance and Resources).

Each Committee may elect a Deputy Chairperson to act in place of the Chairperson in his/her absence.

2.6 Meetings
Committees will meet at least every three months. Additional meetings may be called by the Chairperson as required.

In addition the Committee must meet if requested by:
2.6.1 At least half the members of the Committee;

2.6.2 A health and safety representative; or

2.6.3 The Executive Dean/Vice-President (Strategic Finance and Resources).

2.7 Quorum
The quorum for meetings is half the members plus one.

2.8 Voting
Each Committee member has one vote.

2.9 Procedures
All meetings will have formal agendas and minutes which will be retained for at least three years. A staff member of the Faculty/Portfolios will act as Committee Secretary.

Non-members may be permitted to attend with agreement of the Committee.

2.10 Sub-Committees
Committees may establish one or more sub-committees to assist in performing their functions. Membership of sub-committees is not restricted to members of the Health and Safety Committee.

3. Faculty Health and Safety Committees - other than South Australia
Flinders University staff who are located in States or Territories other than South Australia may attend a committee that is already established in the building in which they are co-located.

The latter option must be negotiated with the WHS Manager of the co-location person conducting a business or undertaking (PCBU). The chair of the local WHS Committee, or the University nominee attending a WHS Committee that is run by the co-located PCBU, must provide the relevant Faculty Health and Safety Committee in South Australia with a brief report of any health and safety matter discussed at the meeting that may affect Flinders University staff.

4. Review
This policy will be reviewed at least every 4 years to ensure it remains effective, relevant and appropriate to the University, and reflects current legislative requirements.