1. **Name of the Committee**

   1.1. The Committee shall be known as the “Charles Sturt University Occupational Health & Safety Committee (Orange campus), hereinafter referred to as “the Committee”.

2. **Aims/Objectives**

   2.1. To promote and implement the University Occupational Health & Safety mission statement on occupational health and safety values.

   2.2. To help ensure a safe and healthy working environment for University employees, students and visitors to the University premises, including remote locations, through regular workplace inspections, training programs and hazard investigations.

   2.3. To assist with the development of, monitor and communicate University Occupational Health and Safety policies.

   2.4. To assist with the successful implementation of University Occupational Health and Safety Policies and Guidelines through the involvement and commitment of all Orange campus staff, students and visitors.

   2.5. To ensure that all employees have, through elected representatives, the right to consult with and receive information from senior management representatives on all matters relating to Occupational Health and Safety.

3. **Scope**

   3.1. The Committee will operate within the guidelines of, and in accordance with, the NSW Occupational Health and Safety Act (2000) and the NSW Occupational Health and Safety Regulation (2001).

   3.2. The Committee has the authority to look at all aspects of safety on the Orange campus and/or associated with this University, and its staff and students. The Committee does not have the authority to hear industrial disputes, welfare issues not related to safety or health issues involving negotiations over money, employee grievances which do not affect safety and health.
3.3. The Committee shall assist in record keeping, development of safe systems of work, monitoring of changes to the work environment and recommended specific hazard training as required.

3.4. The Committee shall report to the Executive Director, Division of Human Resources.

4. **Decision Making Processes**

4.1. Decisions relating to procedural matters concerning the operation of the Committee will be made by majority agreement of the members of the Committee.

4.2. Recommendations will be made by majority consensus.

5. **Membership**

5.1. The Committee shall consist of six (6) employee representatives appointed by election, one (1) student representative nominated by Student Association, and no more than five (5) employer representatives appointed by the Executive Director, Division of Human Resources. If the required number of employee representatives is not gained through an election, the Committee may co-opt additional representatives by invitation.

5.2. A quorum will consist of more than half the membership.

5.3. All committee members shall attend accredited OH&S Committee training as soon as possible after their appointment to the Committee. Members should also attend OH&S Committee Refresher training as appropriate and/or required.

5.4. The Committee may determine further training needs, related to special hazards to which employees are exposed to at the Orange Campus.

6. **Categories of Members**

6.1. Membership of the Committee shall be comprised of Employer Representatives, Employee Representatives, and Student Representatives.

7. **Becoming a Member**

7.1. **Election of Employee Representatives**

7.1.1. The Committee shall comprise six (6) employee representatives, to represent each of the six (6) Occupational Health & Safety Zones (areas).

7.1.2. Each employee representative should be a staff member principally working within the stipulated Orange Campus Occupational Health & Safety Zone (area) in which they are employed.
7.1.3. Each nominee must be nominated by two other staff members.

7.1.4. In the event that more than one employee representative within each Occupational Health & Safety Zone (area) is nominated, the employee representative shall be determined by majority vote through a ballot of all staff employed within that Orange Campus Occupational Health & Safety Zone (area).

7.1.5. In the event more than one member of staff within an Orange Campus Occupational Health & Safety Zone (area) exhibits interest in becoming a member of the Committee, unsuccessful candidates may, with majority Committee approval, be granted Right of Audience and Debate on the Committee.

7.1.6. If no employee representative is nominated for an Orange Campus Occupational Health & Safety Zone (area), the Committee may exercise the right to co-opt an employee representative by invitation to represent that Zone (area).

7.1.7. The elected members shall, as far as possible, represent an equal distribution of sections, establishments and EEO groups. Any member of general or academic staff, employed on a fixed-term or continuing basis, is eligible to become a member of the Committee.

7.1.8. A representative may serve any number of consecutive terms on the Committee, provided they are successful in gaining re-election every two (2) years.

7.1.9. An employee representative may be removed from the Committee under Section 15 of the constitution through repeated non-attendance at meetings.

7.1.10. If an employee representative leaves, retires or is transferred prior to their term in office being completed, the Committee may exercise the right to co-opt an employee representative by invitation to fill the position until the next election.

7.1.11. Employee representatives shall be provided with sufficient time to undertake matters related to Occupational Health & Safety.

7.1.12. Elections for Committee positions shall be held every two years.

7.2. Appointment of Employer Representatives

7.2.1. The Committee shall also comprise of employer representatives, as nominated by the Executive Director, Division of Human Resources (see section 7.2.4).
7.2.2 Where an employer representative is unavailable to attend meetings due to leave, secondment, etc. the person acting in their role will be deemed to be appointed to the Committee for that period.

7.2.3. The employer representatives shall principally be selected from the following areas
   ❖ Human Resources
   ❖ Facilities Management
   ❖ Residences & Catering
   ❖ Faculty of Rural Management
   ❖ Orange Student Association

7.2.4 The number of employer representatives shall not exceed the number of elected employee representatives.

7.2.5 The employer representative from Facilities Management shall normally be a manager with the authority to initiate work to prevent or repair OHS plant matters.

7.3. Appointment of Student Representatives

7.3.1 The Committee shall comprise of one (1) student representative nominated by the Student Association body to represent student health and safety interests.

8. Presiding Officer

8.2. The Presiding Officer of the Committee shall be elected from amongst the employee representatives of the Committee. The Deputy Returning Officer, appointed by the University for the conduct of the committee elections, shall chair the meeting for such elections. If there is more than one nomination for the position, a ballot of the remaining employee representatives shall occur. The method of ballot is to be determined at the time by the employee representatives.

8.3. The duties of the Presiding Officer shall include, but may not be limited to:

   ❖ Call and control meetings;
   ❖ Review and sign the minutes;
   ❖ Approve meeting time and place (in conjunction with the Minute Secretary);
   ❖ Ensure that all Committee members have the opportunity to participate in meetings;
   ❖ Be spokesperson for the Committee;
   ❖ Relay appropriate advice and/or recommendation(s) to appropriate Management personnel, and others, as required;
   ❖ Represent this Committee on the University-wide Environment and Safety Management Committee established to coordinate occupational health and safety matters across the University.
8.4. In the event of the Presiding Officer being absent, either the Deputy Presiding Officer will chair the meeting, or another employee representative as elected at the meeting will chair that particular meeting.

9. **Duties of Other OH&S Committee Members**

9.2. The duties of the OH&S Committee members shall include, but may not be limited to:

- Assisting the Presiding Officer by actively sharing in the workload, the responsibilities and the aims of the Committee;
- Contributing, in a positive nature, to Committee meetings and activities;
- Ensure all employees in their Zone (area) have reasonable access to Minutes of Committee meetings; and
- Be a member of at least one (1) sub-Committee.

10. **Minute Secretary**

10.2. If the Executive Director, Division of Human Resources makes a Minute Secretary available to the Committee, that person will carry out the duties of Secretary, at the direction of the Presiding Officer.

10.3. The Secretary shall carry out duties at the direction of the Presiding Officer. Duties of the Secretary shall also include, but may not be limited to:

- Recording of Minutes at each of the Committee’s meetings;
- Distribution of the minutes;
- Ensure the safe keeping of all records of the Committee;
- Circulate material and documents to all members of the Committee;
- Call for agenda items, in conjunction with the Presiding Officer;
- Prepare agenda for the approval of the Presiding Officer;
- Maintain an up to date copy of the Committee’s records;
- Distribution of the approved agenda; and
- Assist the Presiding Officer with preparation and distribution of correspondence as required and requested.

11. **Meetings**

11.2. There shall be at least five (5) meetings per year, except under special circumstances and at times as decided by the Presiding Officer and Secretary/Coordinator to meet the convenience of the majority of the Committee members.

11.3. Meeting venue will be informed via the Agenda for the meeting, or alternatively, via email or some other method of correspondence to the Committee members.

11.4. Members must be given at least one (1) weeks’ notice of a meeting and the Agenda.
11.5. A normal Committee shall require a quorum as detailed in Clause 5.2 within this Constitution entitled “Membership”.

11.6. As a minimum, copies of the Minutes of each Committee meeting are to be circulated to all Committee members, and to the following distribution list:

- Executive Officer, Office of the Head of Campus (Orange campus)
- Secretary, Charles Sturt University Occupational Health & Safety Committee (Bathurst campus)
- Secretary, Charles Sturt University Occupational Health & Safety Committee (Albury-Wodonga campus)
- Secretary, Charles Sturt University Occupational Health and Safety Committee (Wagga campus)
- Orange Campus Library
- Manager, EH&S Systems (for placement on the OHS Website)
- Secretary, Environment Safety Management Committee

11.7. At the final meeting in any given year, the Secretary is to provide to the Committee members, proposed meeting dates for the following year, which have been prepared in conjunction with the Presiding Officer. The Committee is to vote on acceptance of these dates, after which the Secretary is to advise all committee members of the approved dates for the meetings to be held in the following year.

12. **Right of Audience and Debate at Meetings**

12.2. A Right of Audience and Debate is granted to certain persons, who may be required to attend all of, or parts of, those meetings, to receive notices of, and other communications relating to those meetings. Those granted Right of Audience and Debate are entitled to receive and to be heard at any meeting, or part of a meeting, the business of that meeting, but those persons shall not be entitled to vote.

12.3. The following persons will be granted an ongoing Right of Audience and Debate for attending full meetings, unless rescinded, and shall *include*:

- Manager, EH&S Systems
- EH&S Officer
- Mgr, Cleaning Contractor
- Secretary, Charles Sturt University Occupational Health & Safety Committee (Orange campus)

13. **Resignations**

13.2. An employee representative may, by notice in writing to the Presiding Officer and Secretary of the Committee, resign their membership with immediate effect or with effect from a specified date occurring after the service of the notice.
13.3. An employee representative who consistently absents themselves from meetings or who fails to send an apology for non-attendance at three (3) consecutive meetings or whose conduct is considered by the Committee to be improper may be asked to resign from the Committee.

14. Information and Advice for Committees

14.2. The Committee is entitled to receive information pertinent to its operation.

14.3. The Committee, through the Presiding Officer, shall have access to any information on the Campus that is relevant to accidents, incidents and occupational illnesses/diseases that are evident or know at the workplace.

14.4. Copies of any Injury/Illness/Incident Reports and Inspection Reports shall be made available to the Committee for the next meeting following the injury/illness/incident or inspection.

14.5. Any information of a personal nature shall be treated with the utmost confidentiality.

15. Non-Attendance at Meetings

15.2. Any elected employee representative member of the Committee who absents themselves from three (3) consecutive Committee meetings or who fails to send an apology for non-attendance may be asked to resign or may, by majority vote of the Committee, be removed.

15.3. Should an employer representative absent themselves from two (2) consecutive Committee meetings or fail to send an apology for non-attendance, then the Executive Director, Division of Human Resources shall be advised that the Committee can not effectively function without a decision-maker being present.

16. Attendance of Non-Members at Meetings

16.2. Attendance of non-members at Committee meetings shall be approved by the Presiding Officer. The role of the non-member will be as an observer until requested, by the Committee, to participate. The non-member will not have voting rights. The duration of the attendance of the non-member at the meeting shall be at the discretion of the majority of the Committee.

16.3. The Committee may, at any time, ask for the input from visitors or consultants on matters pertaining to OH&S.

17. Employee Representatives Communication with Employees

17.2. The primary method of communication by the employee representatives with employees is through the distribution of the Minutes, however, verbal communication between Committee members and employees should be encouraged.
18. **Inspections**

18.2. There shall be at least two (2) regular inspections per year of all areas, including the grounds.

18.3. The procedure for each inspection shall be in accordance with the University’s *Guidelines for OHS Workplace Inspections*, available as one of the University’s *Occupational Health & Safety Policies*, on the University’s *Environment, Health & Safety* website. Reporting should be completed on the *Workplace Inspection Form* available through the *Environment, Health & Safety* website.

18.4. All OH&S Committee members shall be available if their help is requested by any member of the University who wishes to be advised and/or assisted in undertaking a workplace inspection.

18.5. Special inspections of an extremely hazardous situation, or following an accident or incident, may be called for and arranged at the discretion of the Presiding Officer, or in urgent cases, by any Committee member (depending on circumstances) by the appropriate sub-committee Presiding Officer/Chairperson.

18.6. Areas covered for individual workplace inspections should preferably take no longer than one (1) hour to complete.

19. **Procedure for Changing the Constitution**

19.2. Changes to this Constitution can only be made by the majority of the Committee.

19.3. Proposed changes need to be made known to all Committee members at least thirty (30) days prior to being voted upon. Proposed amendments to the Constitution will be voted upon at a Committee meeting, and require a three-quarters majority to be carried.

19.4. Changes need to be advised to the University-wide Environment and Safety Management Committee before they may be adopted.

19.5. Copies of each current Campus OH&S Committee Constitution shall be sent to the Manager, EH&S Systems, to be held in the Division of Human Resources.

19.6. Copies of each current Campus OH&S Committee Constitution shall be available for viewing on the University’s Environment, Health & Safety website.
20. **Sub-Committees**

20.2. The following sub-committees will operate within the framework of the Committee to aid with the role and function of the Committee:

- Workplace Inspections and Monitoring
- Accident Investigation and Prevention
- Occupational Health and Safety Awareness and Promotion.
- Campus Watch.

20.2 Reports of each sub-committee will be tabled through a standing agenda item for each Committee meeting.