1. **Name of the Committees**

In accordance with the Charles Sturt University’s (CSU) WHS Consultation Statement, two (2) OHS Committees will be established to represent staff across all of CSU. These two (2) committees will operate to represent staff as per the following:

1.1. One (1) committee will be established to represent staff working at:
   - Bathurst
   - Dubbo
   - Orange
   - Sydney Olympic Park
   - North Parramatta
   - Port Macquarie

1.2. One (1) committee will be established to represent staff working at:
   - Wagga Wagga
   - Albury Wodonga
   - Canberra
   - Wangaratta

These CSU committees will represent CSU staff on matters relating to workplace health and safety and in accordance with the Model Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination. The above two (2) committees are hereinafter referred to as “the Committee”.

**Other campuses**

1.3. CSU Goulburn Campus – this campus will maintain its current arrangements for OHS committee consultation, that is, consultation will occur via the NSW Police Academy committee which is convened by NSW Police. CSU staff have membership on this committee and are therefore represented.

1.4. CSU Ontario – this campus has established a Joint Health and Safety Committee (JHSC) under and in accordance with the relevant Ontario provincial legislation.

2. **Aims/Objectives**

The Committee brings together workers and management to assist in the development and review of health and safety policies and procedures for the workplace. The Committee will be the forum for consultation on the management of workplace health and safety across the whole of CSU and will therefore, as required, consider the development, implementation and review of policies and procedures associated with the organisation’s work health and safety systems (source: Code of Practice - Work Health and Safety Consultation, Co-operation and Co-ordination, December 2011)
Specific functions of the Committee include:

2.1. To facilitate co-operation between CSU and its workers in instigating, developing and carrying out measures designed to ensure a safe and healthy working environment for University employees, students and visitors to the University premises, including its remote locations (WHS Act 2011, Clause 77).

2.2. To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace (WHS Act 2011, Clause 77).

2.3. Any other functions prescribed by the WHS Regulations 2011 or agreed between CSU and the committee (WHS Act 2011, Clause 77).

2.4. 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 Workplace Health and Safety as per the CSU OHS Consultation Statement.

3. Scope

3.1. The Committee will operate within the guidelines of and/or in accordance with the:

3.1.1. NSW Work Health and Safety Act (2011);
3.1.2. NSW Work Health and Safety Regulation (2011); and
3.1.3. Code of Practice - Work Health and Safety Consultation, Co-operation and Co-ordination

3.2. The Committee shall report to the University Safety and Health Management Committee.

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 elected employee (worker) representatives from each DWG and employer representatives appointed by the Executive Director, Division of Human Resources. At least half of the members of the Committee must be workers who are not nominated by CSU (through the ED, HR).

5.2. If the required numbers of employee representatives is not gained through an election, the Committee may co-opt additional representatives by invitation.

5.3. A quorum will consist of more than half the membership and must include a majority of employee representatives.

6. Training

6.1. All committee members shall receive appropriate OHS Committee training as soon as possible after their appointment to the Committee. Any costs associated with training and attendance at meetings shall be borne by the University.

6.2. The Committee may determine further training needs, related to special hazards to which employees are exposed. Further training must be approved by the Executive Director, Human Resources before proceeding.
7. **Becoming a Member**

7.1. Election of Employee Representatives

7.1.1. Each employee representative should be a staff member principally working on a stipulated Campus.

7.1.2. Each nominee must be nominated by two other staff members.

7.1.3. In the event that more employee representatives are nominated then positions available, the employee representatives shall be determined by majority vote through a ballot of all staff employed in the DWG (majority vote will be determined by 50% plus one (1) of the total number of people voting.

7.1.4. As far as is possible, the elected members shall 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.

7.1.5. A representative may serve any number of consecutive terms on the Committee, provided they are successful in gaining re-election every three (3) years.

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

7.1.7. 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.

7.1.8. Employee representatives shall be provided with sufficient time and resources to undertake matters related to workplace health and safety.

7.1.9. Elections for Committee positions shall be held every three (3) years.

7.2. Appointment of Employer Representatives

7.2.1. The Committee shall 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.

8. **Presiding Officer**

8.1. The Presiding Officer of the Committee shall be elected from amongst the employee representatives of the Committee. If there is more than one nomination for the position, a ballot of the remaining Committee members shall occur. The method of ballot is to be determined at the time by the Committee membership.

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

8.2.1. The Presiding Officer of the Committee meeting has charge of the conduct of that meeting.

8.2.2. The Presiding Officer shall preside at all meetings of the Committee at which the Presiding Officer is present and able to so act.

8.2.3. Subject to the Constitution, WHS Act 2011 and other relevant rules, the Presiding Officer shall determine the procedures to be adopted and the application of those procedures at that meeting.
8.2.4. The Presiding Officer of each committee is responsible for:

8.2.4.1. providing leadership to the committee,
8.2.4.2. taking responsibility for the committee's development,
8.2.4.3. ensuring the committee receives proper information,
8.2.4.4. planning and conducting committee meetings effectively,
8.2.4.5. following up on actions or resolutions of the committee,
8.2.4.6. getting all members involved in the committee's work,
8.2.4.7. ensuring the committee focuses on its key tasks,
8.2.4.8. engaging the committee in assessing and improving its performance,
8.2.4.9. overseeing the induction and development of new committee members,
8.2.4.10. reporting on all material matters arising from the deliberations of the Committee and consulting with the Secretary (or nominee), on the preparation of the agenda and minutes.
8.2.4.11. The Presiding Officer of each committee (or a nominee) will provide a report, orally or in writing, to the Committee at its next scheduled meeting on the activities of the committee, and any issues about which the Committee should be aware, during the intervening period.
8.2.4.12. Represent the Committee on the University-wide University Safety and Health Management Committee (UHSMC) established to coordinate occupational health and safety matters across the University.

8.3. In the event of the Presiding Officer being absent, the Deputy Presiding Officer, or another employee representative as elected at the meeting, will preside over the meeting.

9. **Duties of Other OHS Committee Members**

9.1. The duties of the OHS Committee members shall include, but may not be limited to:

9.1.1. Assisting the Presiding Officer by actively sharing in the workload, to achieve the responsibilities, aims and objectives of the Committee;

9.1.2. Contributing, in a positive nature, to Committee meetings and activities;

10. **Minute Secretary**

10.1. The University will make a Minute Secretary available to the Committee.

10.2. 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:

10.2.1. Recording of minutes at each of the Committee's meetings;
10.2.2. Distributing of the minutes;
10.2.3. Ensuring the safe keeping of all records of the Committee;
10.2.4. Circulating material and documents to all members of the Committee;
10.2.5. Calling for agenda items, in conjunction with the Presiding Officer;
10.2.6. Collating meeting agenda's for the approval of the Presiding Officer (NB – the Presiding Officer is responsible for preparing/developing the agenda);
10.2.7. Maintaining an up-to-date copy of the Committee’s records;
10.2.8. Distributing of the approved agenda; and
10.2.9. Assisting the Presiding Officer with preparation and distribution of correspondence as required and requested.
11. **Meetings**

11.1. Meetings shall be held four (4) times per year and at least once every 3 months, except under special circumstances and at times as decided by the Presiding Officer and Secretary to deal with extraordinary matters.

11.2. Meeting venue will be informed via the Agenda for the meeting, or alternatively, via email or some other appropriate method of correspondence to the Committee members. Attendance at meetings via video conference is a legitimate method of attendance at OHS Committee meetings.

11.3. Members must be given at least two (2) weeks notice of a meeting and a request for items for the Agenda.

11.4. A normal Committee shall require a quorum of members.

11.5. 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:

11.5.1. Manager, OHS (for placement on the Health, Safety and Wellbeing Website)

11.6. 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**

12.1. A Right of Audience and Debate is granted to certain persons, who may be required to attend all, or part 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.

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

12.2.1. Manager, OHS
12.2.2. Injury Management Coordinator
12.2.3. Committee Secretary
12.2.4. Student representatives, who have been nominated by the Student Association body to represent student health and safety interests

13. **Resignations**

13.1. 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.

13.2. 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 for Committees**

14.1. The Committee is entitled to receive information pertinent to its operation.
14.2. The Committee, through the Presiding Officer, shall have access to any information relevant to accidents, incidents and occupational illnesses/diseases that is evident or known at the workplace.

14.3. Despite item 15.2 above, CSU must not allow the Committee to have access to any personal or medical information concerning a worker without the worker's consent unless the information is in a form that:

14.3.1. does not identify the worker, and
14.3.2. could not reasonably be expected to lead to the identification of the worker.

15. **Non-Attendance at Meetings**

15.1. 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.

15.2. 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**

16.1. 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.

16.2. 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 occupational health and safety.

17. **Employee Representatives Communication with Employees**

17.1. The primary method of communication by the employee representatives with workers is through the distribution of the Minutes, however, verbal communication between Committee members and employees should be encouraged as per the OHS Consultation Statement.

18. **Procedure for Changing the Constitution**

18.1. Changes to this Constitution may be recommended to the University-wide Safety and Health Management Committee (USHMC) by the Committee or the University.

18.2. Changes may only take effect following the approval of the USHMC.

18.3. Copies of each OHS Committee Constitution shall be held in the Division of Human Resources.

18.4. Copies of each current Campus OHS Committee Constitution shall be available for viewing on the University’s Health and Safety and Wellbeing website.

19. **Sub-Committees**

19.1. Sub-committees may be formed with the approval of the Executive Director, Division of Human Resources.
19.2. Sub Committees will operate within the framework of the Committee to aid with the role and function of the Committee.

19.3. Sub Committees, where formed, will operate as part of managing specific workplace health and safety issues and will disband following the resolution of said issue.

19.4. Reports from any sub-committee will be tabled through a standing agenda item for each Committee meeting.