

University Safety and Health Management Committee – Membership and Terms of Reference

Version	2.2
TRIM file number	
Short description	Membership and Terms of Reference for the University Safety & Health Management Committee
Relevant to	All employees and students
Authority	This document has been approved by the Vice-Chancellor in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10
Responsible officer	Executive Director
Responsible office	Division of Human Resources
Date introduced	1 July 1998
Date(s) modified	27 February 2008 23 February 2009
Next scheduled review date	February 2011
Related University documents	Biosafety Committee Membership and Terms of Reference Radiation Safety Committee Membership and Terms of Reference Chemical Safety Committee membership and Terms of Reference
Related legislation	Occupational Health and Safety Environment Protection
Key words	University Safety & Health Management Committee, role, terms of reference

University Safety & Health Management Committee Membership and Terms of Reference

1. MEMBERSHIP

Executive Director, Division of Human Resources (Presiding Officer)
Executive Director, Division of Facilities Management
Director, Student Support
Dean, Appointed by the Vice-Chancellor to represent the Academic Curriculum
Director, Division of Finance
Presiding Officers of Campus OHS Committees
Presiding Officer, Emergency Planning Committee

Right of Audience & Debate:
Director, Workplace Relations & Policy
Manager, Occupational, Health & Safety

Secretarial Support:
The secretary shall be provided from the Division of Human Resources

2. TERMS OF REFERENCE

The duties of the University Safety & Health Management Committee (USHMC) shall be to recommend to the Vice-Chancellor on:

- (a) policy initiatives in the area of environment, health and safety, inclusive of, emergency and critical incident, health and wellness, occupational health and safety, and environmental risk issues, but exclusive of radiation safety, chemical safety and biological safety;
- (b) the review of University policies and procedures in terms of their implications for the University's environmental and health and safety statutory requirements; and
- (c) environment, health or safety related matters referred by the Vice-Chancellor, Presiding Officer of the Executive Committee of Council, other relevant committees, and the Manager, Occupational, Health & Safety.

In addition, the Committee shall:

- (d) provide advice and assistance on the development and implementation of the University's safety management plans to ensure the integration and implementation of management systems for staff, students and visitors;
- (e) consult with and advise appropriate committees and officers of the University on environment, health and safety related matters, inclusive of performance management;
- (f) provide a forum for discussion of environment, health and safety issues within the University, including awareness and professional development for students;
- (g) monitor and review the implementation of environment, health and safety issues associated with new or proposed ventures of the University and existing enterprises and remote sites;
- (h) assist in the promotion of environment, health and safety within the University; and

- (i) oversee detailed incident reports and ensure appropriate action is taken, inclusive of briefing the Vice-Chancellor and Council where applicable.

3. ROLE OF COMMITTEE

The role of the University Safety & Health Management Committee is to:

- (a) consider environment, health and safety issues University-wide and make recommendations to the Vice-Chancellor that will ensure the well-being of staff, students and visitors to the University;
- (b) develop and implement environment, health and safety policies and procedures in accordance with legislative obligations of employers; and
- (c) foster a culture of mindfulness (risk awareness) in relation to environment, health and safety issues.

4. ADVISORY COMMITTEES

The Committee shall have the power to appoint specialist advisory committees to assist in relation to particular environment, health or safety issues.

The Committee shall have the power to coopt a specialist member or members to assist in relation to particular identified issues.

Table of amendments

Version number	Date	Short description of amendment
1.0	01/07/98	Original approval
1.1	1/02/01	Reviewed without change
2.0	27/2/08	Reformat into new template style and update clarified environment risk management oversight. Change name of committee from Environment and Safety Management Committee
2.1	23/2/09	Change to titles in membership
2.2	25/5/01	Change to titles in membership