

## Terms of Reference, Campus WHS Committees

The campus Work Health and Safety Committees Terms of Reference have been developed to provide guidance to the following campus Committees who are bound by these terms of reference:

- Aquinas Campus, Ballarat
- McAuley at Banyo, Brisbane
- MacKillop Campus, North Sydney
- Mount Saint Mary Campus, Strathfield
- Signadou Campus, Canberra
- St Patrick's Campus, Melbourne

### Functions

Campus WHS Committees have been established, in accordance with relevant Australian WHS legislation, to provide a consultative mechanism in relation to WHS matters. The primary role of each Committee is to advise Campus and University management, on Health and Safety matters, and the effectiveness of the WHS Management System (WHSMS).

The primary functions of the campus WHS Committees are to:

- Meet at least once every three months and at any reasonable time at the request of at least half the Members of the Committee;
- Assist the University in reviewing and implementing measures designed to maintain ACU's safe working and learning spaces, and to keep the adequacy of those measures under review;
- Facilitate co-operation in relation to WHS matters and assist with the communication of WHS related information to the University Community;
- Review matters that may present a risk to health and safety including the contributing factors to ACU work injuries, work related illnesses and dangerous events referred to the Committee;
- Provide advice and make recommendations on matters relating to health and safety to ACU management arising out of reviews of ACU workplace injuries, work related illnesses and dangerous events;
- Develop their expertise to conduct WHS inspections and, assess and manage WHS risk;
- Assist in resolving WHS issues at ACU, and
- Refer to relevant Management Representative, including relevant Human Resources WHS staff, about WHS matters which may require a national approach.

### Campus WHS Committee Membership

The minimum campus WHSC Membership will consist of:

- **Three (3) Management/University representatives**, with one of each appointed by the Director of Human Resources, Director of Properties and the local Campus AVC/CD;
- **Four (4) staff elected representatives** (Professional and Academic) who are not nominated by the University; and
- **A student association representative** nominated by the Campus Branch of the Australian Catholic University National Student Association may be invited to be a Committee Member.

Health and Safety Representatives (HSRs) will be invited to be a staff representative on the Committee subject to their acceptance of the invitation.

Depending on Campus size, additional University or staff nominated representatives may be invited to become Committee Members. State/Territory WHS Regulators recommend that the Membership should not exceed 12 Members to enable ease of operation and more effective functioning and decision-making.

## **Staff Representatives**

- Staff representatives may be volunteers and/or elected representatives of academic and professional staff.
- Appointment to the Committee should be for a minimum term of three years.
- An election will be held if the number of volunteers exceed the vacancies.
- All employed campus staff will be eligible to vote.
- Human Resources WHS staff, responsible for the relevant Campus WHS Committee, will seek volunteers from all Campus staff to fill staff representative vacancies as they arise.

## **Role of the Health and Safety Representatives**

- Be consulted, where practicable on proposed changes in the workplace that may have an impact on the health and safety of staff within their workgroup.
- Be involved in risk assessment for the designated work group they represent.
- Review WHS policies and procedures as requested, from the perspective of their workgroup.
- Participate in incident investigations where required.
- Direct works to cease if there is an immediate threat to personnel health and safety.

## **Role of the Chair**

- The Chair shall be elected from the staff representatives.
- The Chair may call a meeting providing five working days' notice to all Members of the Committee.
- The Chair shall produce and circulate a standard agenda, which should be finalised following consultation with all campus WHS Committee Members for any additional agenda items.
- Ensure that a quorum (two staff representatives and a Human Resource's WHS staff Member and one other Management Representative) is available for the meeting to proceed.
- Ensure that the relevant student representative participates in the Committee.
- The Chair shall ensure that the minutes of each meeting are prepared and are circulated to all Members of the Committee and campus staff, and uploaded to the WHS SharePoint site within 10 working days of meetings.

## **Role of the Relevant Work Health and Safety Officer/Work Health and Safety Manager**

The relevant staff Member is available to:

- Advise campus Committees on matters pertaining to the relevant legislation.
- Manages the Membership of Committees, including elections.
- Supports the Committees to perform their role.
- Provides Committees with reports of campus incidents and hazards, and the associated corrective actions which have been initiated.
- Ensures that the functioning of WHS Committees are standardized, across ACU.
- Assist and advise Committees in framing recommendations.
- Develop, implement, and assess national policy systems and procedures, and to act as a consultant/ specialist advisor to the ACU Staff Consultative Committee.
- Coordinates training opportunities for Members.
- To monitor WHS trends and developments and develop proposals for addressing underlying issues which arise.

These Human Resources WHS staff are one of the management representatives on each Campus WHS Committee. If the Committee seeks the advice of one of these staff members, they should provide as much advance notice as possible to support Human Resources WHS staff to adequately research the issue and provide quality advice.

## **Quorum**

At least two staff representatives and two management representatives, including the relevant Human Resources WHS staff Member, must be present for the meeting to proceed. If the Chair is unable to attend a meeting, the Chair will arrange an acting chair from among existing staff representatives.

Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the Committee to provide advice and assistance where necessary. They have no voting rights.

Where a meeting is not quorate, a meeting will be rescheduled no more than 2 weeks after the original meeting date.

## **WHS Committee Training**

New WHS Committee Members shall attend an approved WHS Regulator WHS Committee training course at University expense to assist them to understand the WHS legislative environment and their roles as Committee Members. The University will organise and pay for this training as required.

## **Inability of Committee Members to Perform Duties**

Whenever a Committee Member is unable to perform her/his duties for a period of three consecutive meetings, the relevant staff member must resign as a Member, and a new Member will be elected or appointed.

## **Limitations**

These terms of reference may be updated whenever regulatory changes have been implemented or changes have been implemented to the University's WHS Management System.

