

University Health, Wellbeing and Safety Committee

Owner: Manager HWS
Last Update: 1 March 2018

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Terms of Reference

1. To facilitate co-operation between management and staff in instigating, developing and carrying out measures designed to ensure the health, wellbeing and safety at work of all staff and students.
2. To formulate, review and disseminate to all staff and students the policies, procedures and programs relating to health, wellbeing and safety that are to be carried out or complied with at locations under the control of the University.
3. To advise the University Executive on:
 - University-wide health, wellbeing and safety issues
 - the planning and management of health, wellbeing and safety
 - ways of promoting health, wellbeing and safety across the University
 - ways of ensuring compliance with the provisions of the OHS Act 2004, other relevant Acts and relevant University policies and procedures
 - the implications of legislative trends and changes
 - appropriate continuous improvement activities involving health, wellbeing and safety
 - allocation of capital and discretionary funding on health, wellbeing and safety
 - the policies, procedures and programs that contribute to workplace health, wellbeing and safety .
4. To monitor relevant staff development and educational activities.
5. To review the effectiveness of, and compliance with the University's health, wellbeing and safety policies, procedures and guidelines.
6. To consider regular reports on health, wellbeing and safety performance across the University.

Membership

The University HWS Committee consists of

- Chief Operating Officer
- A Dean, Deputy Dean, Head of School or Associate Dean nominated by the University Executive
- Executive Director, Human Resources Division
- Executive Director, Campus Services Division
- Executive Director, Facilities Services Division or nominee
- Six OHS Representatives nominated by the relevant Campus Health, Wellbeing and Safety Committees. Two representatives will be nominated for Burwood and Waurn Ponds with one each from Warrnambool and Waterfront campuses.

The following shall have rights of audience and debate:

- Director, Equity and Diversity
- A student or staff member nominated by the Deakin University Student Association
- Campus HWS Officers
- Executive Officer of the Laboratory and BioSafety Committee
- Manager, Health, Wellbeing and Safety

All nominees or representatives will be appointed for a term of one year, and may be reappointed for further terms.

Conflict of Interest

The agendas for all meetings of the Committee will include an item entitled “Conflict of interest” stating that the Chair will invite members to declare any conflict of interest they may have in relation to the matters on the agenda. Any declaration of a conflict of interest must be recorded in the minutes of the meeting.

The Chair of the Health, Wellbeing and Safety Committee will determine what action is required in light of any such declaration and that action will also be recorded in the minutes of the meeting.

If the Chair perceives there to be a potential conflict of interest of which a member may be unaware, the Chair shall, preferably before the meeting concerned, raise the matter with that member.

The action that may be taken by the Chair of the Committee in relation to a declaration of a conflict of interest may include, but shall not be limited to:

- requiring the member to withdraw from the meeting while a particular item of business relevant to their conflict of interest is discussed and decided upon
- enabling the member to participate in discussion, but requiring them to withdraw from the meeting before a decision is made on a matter relevant to their conflict of interest
- enabling the member to remain present, but not participate in discussion or any decision on a matter relevant to their conflict of interest
- enabling the member to participate in discussion and to vote.

Where a member has a conflict of interest which takes the form of a pecuniary interest in a matter being considered or about to be considered, the member must not be present during any discussion of the matter and must not vote on the matter and, if the member does vote, the vote is to be disallowed.

If the Chair of the Committee has a conflict of interest, he or she must withdraw from the meeting while the item of business is discussed and decided upon.

Induction

Before the first scheduled meeting of the Health, Wellbeing and Safety Committee for the year, the Chair or her or his nominee will meet with any new members to brief them on its terms of reference and schedule of business. Such a briefing will also be provided to any new member who joins the Subcommittee during the year, preferably before he or she attends a meeting. While it would be appropriate for the Committee Secretary to be present during this briefing, the Chair is not to delegate this task to the Committee Secretary.

Operating Provisions

The Committee will normally meet once every three months. Additional meetings will be held at the request of at least half of the members of the Committee. A quorum for the Committee will be six members, at least half of whom must be OHS Representatives.

Schedule of Business

Meeting	Activity
1	<ul style="list-style-type: none"> • Consider HWS Performance Report and any emerging issues • Review of any notifiable or other serious incidents since the previous meeting • Review any new HWS legislation or compliance codes • Consider faculty and division HWS Plans and identify any University-wide issues • Develop and recommend health promotion activities for the year • Review HWS consultation and representation arrangements across the University
2	<ul style="list-style-type: none"> • Consider HWS Performance Report and any emerging issues • Review of any notifiable or other serious incidents since the previous meeting • Submit HWS Performance Report to the Vice President (Enterprise) • Consider University HWS planning • Review any new HWS legislation or compliance codes • Review faculty and division reports on their HWS Plans for the previous year • Consider any HWS related major works proposals for the following year • Consider progress on any HWS related major works in the current year
3	<ul style="list-style-type: none"> • Consider HWS Performance Report and any emerging issues • Review of any or other serious notifiable incidents since the previous meeting • Review any new HWS legislation or compliance codes • Review any HWS related issues on the University Risk Register • Review OHS Manual and associated documentation • Develop the parameters of the HWS work program for the following year
4	<ul style="list-style-type: none"> • Consider HWS Performance Report and any emerging issues • Review of any notifiable or other serious incidents since the previous meeting • Consider University HWS planning or initiatives for the following year • Review any new OHS legislation or compliance codes • Receive a schedule of major capital projects and minor works for the next year • Consider progress on any HWS related major works in the current year • Receive a report from the Chair of each campus HWS committee about the operations of the committee during the year • Review resolution of any Improvement or Prohibition Notices received during the year • Develop and review a Schedule of Business for the following year