Campus Health, Wellbeing and Safety Committees

Terms of Reference

The terms of reference of the Campus Health, Wellbeing and Safety Committees are:

1. to facilitate cooperation between management and staff in instigating, developing and carrying out measures designed to ensure the health and safety at work of all staff and students
2. to assist the University Occupational Health and Safety Subcommittee in its duties at the local campus level
3. monitor health and safety standards at the campus level
4. advise the Health, Wellbeing and Safety Unit (Human Resources Division) on resolving health and safety issues at the campus level and monitor the progress of resolution
5. facilitate campus-level cooperation between the University and the persons for whom it is responsible, in instigating, developing and implementing health, wellbeing and safety measures
6. assist in the development of health, wellbeing and safety policies and procedures by providing advice and recommendations to the University Health, Wellbeing and Safety Committee
7. consult and receive advice from faculty and divisional occupational health, wellbeing and safety committees
8. forward the minutes of each campus committee meeting to the Chair of the University Health, Wellbeing and Safety Committee
9. perform other functions delegated from time to time by the University Health, Wellbeing and Safety Committee in compliance with the Occupational Health and Safety Act.

Specific Operating Provisions

The specific operating provisions of the Campus Health, Wellbeing and Safety Committees are:

1. facilitate consultation between management and staff on health, wellbeing and safety matters through:
   • the sharing of information through the committee
   • giving all committee members a reasonable opportunity to express their views
   • the careful consideration of all views before decisions are made.
2. In accordance with the provisions of the Occupational Health and Safety Act, at least half the members of the University Health, Wellbeing and Safety Committee and campus health, wellbeing and safety committees will be staff health and safety representatives.
3. The campus health, wellbeing and safety committees will consist of:
   • the Faculty General Manager, or other senior manager where not practical
   • another senior University officer nominated by the Executive Director, Facility Services Division
   • one student representative (nominated by the president of the campus student association)
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- at least three staff health and safety representatives from the campus.

4. The Campus Committee members will elect campus committee chairs from its membership. If the chair is unable to attend a meeting, the chair will arrange an acting chair from among existing members.

5. The quorum will be four members, at least half of whom must be staff representatives.

6. Additional persons may attend campus committee meetings, in a support capacity by invitation of a member of the committee. These persons will have rights of audience and debate.

7. The relevant campus health, wellbeing and safety officer acts as executive officer of the campus committees.

8. Terms of office for staff representatives will be two years and committee members may be re-nominated. Where possible, committees will attempt to achieve gender balance.

9. The committees will normally meet at intervals not exceeding three months. Additional meetings will be held at the request of at least half of the members.

General Operating Provisions

The general operating provisions of the Campus Occupational Health and Safety Committees are:

1. The Chair will:
   - arrange an annual schedule of meetings
   - approve agenda and other documentation relevant to each meeting
   - invite any advisers, presenters, or other guests
   - guide the meeting through the agenda
   - ensure all have an opportunity to speak
   - ensure the committee stays within its terms of reference
   - review and approve minutes of meetings

2. Committee members shall perform additional consultative functions such as serving on working parties as required from time to time by the Committee.

3. The Executive Officer will:
   - keep committee records
   - report on the status of recommendations
   - book facilities for the four meetings of the year before January of that year
   - draft and distribute the agenda for the meeting
   - draft minutes of each meeting for approval by the Chair before arranging distribution.

4. The Executive Officer will invite contributions for each agenda from all members prior to the Agenda being finalised. The Agenda and attachments shall be distributed to members at least one week before the meetings.

5. The Agenda will list the matters to be discussed, who is invited to attend, time, date and location of the meeting and have attached any documents to be reviewed prior to the meeting.

6. The Minutes of each meeting will be taken and distributed to all members within two weeks of the meeting.

7. Any recommendation or actions arising from the committee shall be made by consensus of members. All recommendations and actions shall be assigned a responsible agent.

8. Minutes and agendas are in the standard University format and originals will be sent to archives for storage.