

Health and Safety Committees Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures define the functions and membership of the University's health and safety committees.

3. University Health and Safety Committee

3.1 Function

The Committee:

- a. is an advisory committee to the Vice-Chancellor
- b. is the principal forum to facilitate consultation on the management of health and safety across the whole University
- c. assists in the development, monitoring and review of work health and safety policies and procedures
- d. considers issues affecting the health and safety of workers and others across the University
- e. monitors the University's work health and safety performance, including the development and implementation of systems and processes to manage health and safety risks
- f. reviews reported WHS incidents and audits and the corrective actions taken to drive continuous improvement
- g. reviews progress with the University WHS Plan, and College/Portfolios WHS planned actions
- h. review and monitors any issues associated with injury management of injured staff
- i. assists in the resolution of health and safety issues, and
- j. provides advice to the Vice-Chancellor on health and safety matters including performance standards and trends emerging from operational activities.

3.2 Membership	<ul style="list-style-type: none"> a. A health and safety representative¹ nominated from each College and the Portfolios Health and Safety Committees. b. Chairs of the College/Portfolios Health and Safety Committees. c. Each Committee member should nominate an alternate to attend should they be unable to attend a particular meeting. d. Membership will be structured to provide equal staff and management representation from the Colleges/ Portfolios.
3.3 Term of office	<ul style="list-style-type: none"> a. The term of office of each member, other than ex officio members, is three years. Members are eligible to be re-nominated. b. A Committee member ceases to be a member of the Committee if they: <ul style="list-style-type: none"> i. resign from the Committee ii. are no longer eligible (for example, a health and safety representative [HSR] ceases to be an HSR) iii. ceases to work for the University, or iv. improperly discloses information obtained in their capacity as a Committee member.
3.4 Attendees	<ul style="list-style-type: none"> a. Director, People and Culture (ex officio, non-voting) or nominee b. Director, Property, Facilities and Development (ex officio, non-voting) or nominee c. Associate Director, WHS (ex-officio, non-voting) d. Senior WHS and Emergency Management Adviser (ex officio, non-voting) <p>The Committee may invite additional attendees as appropriate.</p>
3.5 Chair	The Committee elects a Chair and Deputy Chair from amongst its members.
3.6 Quorum	Half the members plus one.
3.7 Meetings	<ul style="list-style-type: none"> a. The Committee will meet at least every three months. b. Additional meetings may be called by the Chairperson as required. c. In addition, the Committee must meet at a reasonable time if requested by at least half the members of the Committee.
3.8 Working Groups	<ul style="list-style-type: none"> a. The Committee may establish working groups to assist it in performing its functions. b. Membership of working groups is not restricted to members of the Health and Safety Committee.
3.9 Agendas and minutes	All meetings will have an agenda and minutes. These and any other associated documents must be kept in accordance with WHS Record Management .

¹ Elected Health and Safety Representatives (HSRs) will be encouraged to be the staff representatives on the University Health and Safety Committee, but where elected HSRs are not willing to be nominated, staff of the College/Portfolios will be asked to be a representative.

4. College/Portfolios Health and Safety Committees

4.1 Function	<p>The Committees:</p> <ol style="list-style-type: none">a. report to the relevant College Vice-President and Executive Dean/Portfolio Headb. provide advice to the relevant College Vice-President and Executive Dean/Portfolio Head on matters relating to work health and safety of workers and others in the College/Portfolioc. are a forum for discussing work health and safety issues affecting workers and others in the College/Portfoliosd. assist to develop and implement measures, in line with University WHS policies and procedures, designed to protect the health and safety of workers and others in the College/Portfolioe. assist in the development of, and review progress with, the College/Portfolios WHS planned actionsf. review and analyse accident/incident reports and data for the College/Portfolios and recommend preventative strategies for the areag. assist in resolving health and safety issues that arise in the College/Portfoliosh. recommend WHS training needs for staffi. review and monitor any issues associated with injury management of injured staffj. provide local advice on the health and safety implications of new areas of research, teaching, new equipment, facilities and building proposalsk. provide advice as requested by the University Health and Safety Committee on WHS policy/procedures matters.
4.2 Membership	<ol style="list-style-type: none">a. The health and safety representatives (HSRs) elected by staff in each of the designated workgroups in the College/Portfolios.b. The College Vice-President and Executive Dean/one Portfolio Head or nominee.c. A number (no more than the number of HSRs) of management members appointed by the relevant College Vice-President and Executive Dean/Portfolio Head, (for College Committees, at least two must be academic staff).d. Flinders University staff who are located in States or Territories other than South Australia must be represented on their College/Portfolios Health and Safety Committee.e. Each Committee member should nominate an alternate to attend should they be unable to attend a particular meeting.
4.3 Term of office	<ol style="list-style-type: none">a. The term of office of each member, other than ex officio members, is three years. Members are eligible to be re-nominated.b. A Committee member ceases to be a member of the Committee if they:<ol style="list-style-type: none">i. resign from the Committeeii. are no longer eligible (for example: a health and safety representative [HSR] ceases to be an HSR)iii. cease to work for the College / Portfolioiv. ceases to work for the University, orv. improperly discloses information obtained in his/her capacity as a Committee member.

4.4 Attendees	a. Senior WHS Advisor or Officer (ex-officio, non-voting) The Committee may invite additional attendees as appropriate.
4.5 Chair	a. College Health and Safety Committees: <ul style="list-style-type: none"> • College Vice-President and Executive Dean or nominee b. Portfolios Health and Safety Committee: <ul style="list-style-type: none"> • Vice-President (Corporate Services) or nominee
4.6 Quorum	Half the members plus one.
4.7 Meetings	a. Committees will meet at least every three months. b. Additional meetings may be called by the Chairperson as required. c. In addition, the Committee must meet at a reasonable time if requested by at least half the members of the Committee.
4.8 Working Groups	a. The Committees may establish working groups to assist it in performing their functions. b. Membership of working groups is not restricted to members of the Health and Safety Committees.
4.9 Agendas and minutes	All meetings will have an agenda and minutes. These and any other associated documents must be kept in accordance with WHS Record Management .

5. WHS associated procedures

[Work Health and Safety Policy](#)

[Work Health and safety Management System](#)

[WHS Management System Consultation and Communication Procedures](#)

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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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