

Health and Safety Committees Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety & Injury Management \(WHS&IM\) System](#)

2. Purpose

- a. These procedures define the functions and membership of the University's health and safety committees both at a University level and College/ Portfolio level.
- b. The University health and safety committees are the principal forum for consultation on work health and safety policy, procedures and matters across the University.

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&IM Plan, and College/Portfolios WHS planned actions
- h. reviews injury management performance
- 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. The Chair (or nominees) from each of the College/Portfolios Health and Safety Committees. c. 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 elected) 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 from amongst its members, noting ex-officio members can hold the chair position.
3.6 Quorum	Half the members plus one required where voting on items.
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 Records 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> <ul style="list-style-type: none"> a. report to the relevant College Vice-President and Executive Dean/Portfolio Head b. 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/Portfolio c. are a forum for consulting on work health and safety issues affecting workers and others in the College/Portfolios d. 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/Portfolio e. assist in the development of, and review progress with, the College/Portfolios WHS planned actions f. review and analyse accident/incident reports and data for the College/Portfolios and recommend preventative strategies for the area g. assist in resolving health and safety issues that arise in the College/Portfolios h. recommend WHS training needs for staff i. review and monitor injury management performance j. provide local advice on the health and safety implications of new areas of research, teaching, new equipment, facilities and building proposals. k. provide advice as requested by the University Health and Safety Committee on WHS policy/procedures matters.
4.2 Membership	<ul 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. Membership will be structured to provide equal staff and management representation from the Colleges/ Portfolios (for College Committees it is recommended to have at least two members who are academic staff). d. Flinders University staff who are located in States or Territories other than South Australia can be represented on their College/Portfolios Health and Safety Committee. e. Each Committee member should nominate an alternate person should they be unable to attend a particular meeting.
4.3 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

	<ul style="list-style-type: none"> ii. are no longer eligible (for example: a health and safety representative [HSR] ceases to be elected) iii. cease to work for the College / Portfolio iv. ceases to work for the University, or v. improperly discloses information obtained in their capacity as a Committee member.
4.4 Attendees	<ul style="list-style-type: none"> a. Senior WHS Advisor or Officer (ex-officio, non-voting) b. The Committee may invite additional attendees as appropriate. This may include Chief Fire Wardens or First Aid Coordinators or others with specific expertise (all ex-officio, non-voting).
4.5 Chair	<ul style="list-style-type: none"> 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, required where voting on items.
4.7 Meetings	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Records Management .

5. WHS Associated Procedures

[Work Health and Safety Policy](#)

[Work Health and Safety Management & Injury Management System](#)

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

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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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