Facilities and Services Division  
Occupational Health and Safety Committee  
Terms of Reference

Date: 19 June 2012  
Review Date: June 2013

1. Purpose

1.1 The Facilities and Services Division Occupational Health and Safety (OH&S) Committee (The Committee) aims to provide a formal consultative forum to effectively address occupational health and safety matters within the Division, with particular reference to the requirements of the Work Health and Safety Act 2011.

1.2 The Committee aims to assist the Division to minimise its occupational health and safety risks. The Committee assists in the development and implementation of strategies to ensure that staff within the Division can perform their duties safely.

2. Committee Role and Responsibilities

2.1 Provide a forum for discussion and resolution of occupational health and safety risks and issues in the workplace.

2.2 Assist the Division through development, implementation and continuous improvement of work practices to protect the health and safety of staff, contractors, students and visitors.

2.3 Facilitate communication and consultation with the Senior Management Team and staff on a range of occupational health and safety matters.

2.4 Make recommendations to the Senior Management Team and/or the University OH&S Committee on the occupational health and safety impact of changes in the workplace.

2.5 Disseminate information within the Division on a range of occupational health and safety matters.

2.6 Perform regular workplace hazard and risk inspections.

2.7 Develop, and implement hazard management and occupational health and safety programs.

2.8 Implement written procedures for work processes, and give priority to processes identified as particularly hazardous.

2.9 Obtain current information on health and safety hazards and assess accident or dangerous occurrence records, injury statistics to develop workplace prevention programs.

2.10 Review occupational health and safety policies, procedures and/or training programs and provide feedback to the University OH&S Committee.

2.11 Assist in the election process for Health and Safety Representatives.

2.12 Undertake any function or responsibility prescribed by the University OH&S Committee.
3. **Committee Membership**

3.1 Membership of the OH&S Committee will take into account the diversity of the Division and will ensure that the Committee includes representatives from all work areas, where practicable.

3.2 Employee representatives for the Committee will be nominated from the following work areas:

- Chair - Senior Management Team
- Project Delivery
- Space and Facilities Planning
- Engineering and Technical Services
- Sustainability Office
- Gardens and Grounds
- Maintenance (2)
- Security & Parking Office
- Cleaning, Waste and Recycling
- Remote Sites – Siding Spring, Kioloa, North Australia Research Unit
- University Accommodation Services Administration
- Systems and Information Technology
- ANU Marketing Office

3.3 Committee membership includes the following ex-officio positions:

- Human Resources Manager
- Senior Human Resources Adviser
- OHS Branch, Human Resources Division
- Injury Management Branch, Human Resources Division
- ANU Fire Safety Officer

3.4 Membership of the Occupational Health and Safety Committee will be for a period of two years, with half the membership positions rotated on an annual basis.

3.5 Employee representatives may nominate a proxy member to attend on their behalf.

3.6 Non-members may be invited to attend committee meetings with the prior agreement of the Chair.

3.7 All membership positions will be approved by the Director, Facilities and Services

4. **Committee Member Responsibilities**

4.1 A committee member must:

a) attend all scheduled Committee meetings
b) actively participate in Committee meetings
c) represent the views of staff in their work area
d) highlight occupational health and safety concerns and workplace hazards
e) maintain up to date knowledge on developments in occupational health and safety, and
f) display a commitment to the principles of occupational health and safety.
g) assist HSR’s in conducting work place inspections.
4.2 The *Work Health and Safety Act 2011* does not impose any specific obligations on a committee member.

4.3 A member cannot be held liable in civil proceedings due to the way in which they carried out their OHS duties, or failed to carry out their OHS duties. For further information please consult the University’s OHS Branch.

5. **Committee Chair Responsibilities**

5.1 The role of the Chair is to ensure that the Facilities and Services Occupational Health and Safety Committee functions effectively.

5.2 The responsibilities of the OH&S Committee Chair will be to:

- facilitate meetings according to the agenda and time available
- ensure that all committee members actively participate in meetings and have the opportunity to discuss issues
- invite subject matter experts to attend meetings when required by the committee
- ensure that appropriate schedules are developed and adhered to for OH&S activities
- ensure all discussion items end with a decision, action or definite outcome
- assist Secretariat with follow up on committee action items, and
- review and approve the agenda and minutes before distribution, ensuring that they represent an accurate reflection of the meeting.

6. **Secretariat Responsibilities**

6.1 Secretariat function will be provided by the Human Resources Team, Facilities and Services.

6.2 In consultation with the committee Chair, the role of the secretariat is to:

- prepare the meeting agenda
- issue calendar invitations for committee meetings
- distribute the meeting agenda one week prior to the meeting
- record minutes of proceedings of the meeting
- record, follow up and monitor committee action items
- distribute minutes to all committee members within five working days, and
- publish relevant OH&S committee papers on the Division’s intranet.

7. **Committee Meetings**

7.1 Committee meetings will be held quarterly, four times per calendar year, generally in the months of March, June, September and December.

7.2 Each committee meeting will be scheduled for 1.5 hours duration.

7.3 Additional meetings may be convened to consider particular items, as required. Extraordinary meetings will require the approval of the Chair and ex-officio committee members.

7.4 The Committee shall, wherever possible, reach decisions by consensus. Where consensus cannot be reached all views must be submitted to management for consideration and decision.

7.5 Meetings of sub-committees and working parties will be held as required.

8. **Related Documents**