

# University Safety and Health Management Committee - Membership and Terms of Reference

## Section 1 - Membership

(1) The University Safety and Health Management Committee (the Committee) shall consist of:

- a. Executive Director, Human Resources (Presiding Officer);
- b. Executive Director, Division of Facilities Management;
- c. Director, Student Services;
- d. Executive Dean, appointed by the Vice-Chancellor to represent the Academic Curriculum;
- e. Director, Division of Finance;
- f. Presiding Officers of Campus Occupational Health and Safety Committees; and
- g. Presiding Officer, Emergency Planning Committee.

(2) Right of Audience and Debate:

- a. Director, Workplace Relations and Policy; and
- b. Manager, Work Health and Safety.

(3) Secretarial Support:

- a. The secretary shall be provided from the Division of Human Resources

## Section 2 - Terms of Reference

(4) The duties of the University Safety and Health Management Committee (USHMC) shall be to recommend to the Vice-Chancellor on:

- a. policy initiatives in the area of environment, health and safety, inclusive of, emergency and critical incident, health and wellness, occupational health and safety, and environmental risk issues, but exclusive of radiation safety, chemical safety and biological safety;
- b. the review of Charles Sturt University (the University) policies and procedures in terms of their implications for the University's environmental and health and safety statutory requirements; and
- c. environment, health or safety related matters referred by the Vice-Chancellor, Presiding Officer of the Executive Committee of Council, other relevant committees, and the Manager, Work Health and Safety.

(5) In addition, the Committee shall:

- a. provide advice and assistance on the development and implementation of the University's safety management plans to ensure the integration and implementation of management systems for staff, students and visitors;
- b. consult with and advise appropriate committees and officers of the University on environment, health and safety

- related matters, inclusive of performance management;
- c. provide a forum for discussion of environment, health and safety issues within the University, including awareness and professional development for students;
- d. monitor and review the implementation of environment, health and safety issues associated with new or proposed ventures of the University and existing enterprises and remote sites;
- e. assist in the promotion of environment, health and safety within the University; and
- f. oversee detailed incident reports and ensure appropriate action is taken, inclusive of briefing the Vice-Chancellor and Council where applicable.

## **Section 3 - Role of the Committee**

(6) The role of the Committee is to:

- a. consider environment, health and safety issues University-wide and make recommendations to the Vice-Chancellor that will ensure the well-being of staff, students and visitors to the University;
- b. develop and implement environment, health and safety policies and procedures in accordance with legislative obligations of employers; and
- c. foster a culture of mindfulness (risk awareness) in relation to environment, health and safety issues.

## **Section 4 - Advisory Committees**

(7) The Committee shall have the power to appoint specialist advisory committees to assist in relation to particular environment, health or safety issues.

(8) The Committee shall have the power to co-opt a specialist member or members to assist in relation to particular identified issues.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	22nd May 2014
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