

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

## Section 1 - Establishment

(1) The University Safety and Health Management Committee was established by the Vice-Chancellor under Delegation Schedule 01 - Strategy and Policy Delegations, GOV14.

### Background

(2) Fostering a safety culture at the University is critical in ensuring a safe and healthy working environment for our staff and that we meet our legislative obligations as an employer. This is the responsibility of all managers. Oversight and governance of our work health and safety systems, processes, policies and procedures underpins this culture and requires representation and perspectives from across the University.

### Purpose

(3) The University Safety and Health Management Committee was established to provide this governance and oversight ensuring our systems, processes, policies and procedures are working effectively. The Committee provides advice and works to resolve work health and safety issues that are not able to be addressed at the operational level. The Committee endorses the strategies and activities of work health and safety and makes recommendations to the Vice-Chancellor in regards to our effective management of work health and safety.

## Section 2 - Glossary

(4) For the purpose of this document:

- a. Committee - means University Safety and Health Management Committee

## Section 3 - Membership

(5) The members of the Committee are:

- a. Executive Director, People and Culture (Presiding Officer)
- b. Executive Director, Facilities Management
- c. Provost and Deputy Vice-Chancellor (Academic) or nominee
- d. Chief Financial Officer or nominee
- e. Executive Director, Student Success or nominee
- f. Presiding Officers of the Northern and Southern Health and Safety Committees
- g. Presiding Officer, Emergency Planning Committee
- h. Director, Risk and Compliance

(6) Staff with the right of audience and debate are:

- a. Director, Culture, Capability and Wellbeing
- b. Manager, Health, Safety and Wellbeing
- c. Manager, Work Health and Safety (Facilities)

(7) The secretary to the Committee shall be provided from the Division of People and Culture.

### **Member responsibilities**

(8) Members are expected to:

- a. bring the perspectives from the areas they are representing, but also to consider work health and safety from a University-wide perspective
- b. play a key role in sponsoring a safety culture at the University
- c. bring items forward for consideration of the Committee, particularly relating to emerging risks and issues that have not been able to be resolved operationally
- d. bring emerging, identified or potential solutions forward for discussion
- e. actively contribute to monitoring the effectiveness of health and safety policy, procedures and systems

## **Section 4 - Functions and responsibilities**

(9) The University Safety and Health Management Committee (USHMC) has and may exercise the following functions for and on behalf of Charles Sturt University:

- a. Recommend to the Vice-Chancellor:
  - i. policy initiatives in the area of workplace health and safety, including emergency and critical incident and health and wellness
  - ii. the review of policies and procedures in terms of their implications for the University's health and safety statutory requirements
- b. Address and make recommendations on health or safety related matters referred by the Vice-Chancellor, University Council, other relevant committees, and the Manager, Health Safety and Wellbeing.
- c. Monitor the effectiveness of the University's work health and safety management systems and provide advice and/or assistance aimed at ensuring the continual improvement of these systems.
- d. Assist with the development, amendment and/or implementation of the University's work health and safety management systems with a view to ensuring integration and implementation of systems for staff, students and visitors.
- e. Consult with and advise appropriate committees and officers of the University on health and safety related matters.
- f. Oversee detailed incident reports and ensure appropriate action is taken, inclusive of briefing the Vice-Chancellor and University Council where applicable.
- g. Foster an organisational culture of safety, provide a forum for discussion of work health and safety issues, including awareness and professional development for students.
- h. Monitor and review the implementation of work health and safety issues associated with new or proposed ventures of the University and existing enterprises and remote sites.

## **Section 5 - Meetings**

### **Quorum**

(10) A quorum shall be four regular members.

### **Meetings**

(11) The Committee meets quarterly. Additional meetings may be called by the Presiding Officer as required.

(12) Agenda and minutes will be managed by the office of the Executive Director, People and Culture.

### **Conflicts of interest**

(13) Where a member has a perceived or material conflict of interest, they must declare this to the Presiding Officer and at the Committee meeting prior to discussion to the item of business.

## **Section 6 - Advisory committees**

(14) In relation to addressing specific issues, the University Safety and Health Management Committee may:

- a. appoint a specialist advisory committee or working group to investigate and recommend a resolution
- b. co-opt a specialist member(s) to the Committee to broaden the perspective and knowledge relating to the issue

(15) Matters pertaining to radiation, chemical and biological safety will be addressed by their respective compliance committees.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	19th February 2020
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