



## Terms of Reference

# University Safety Committee

Trim Location	13/G/5-3
Responsible Officer	Manager Safety and Wellbeing
Approval Date	3 April 2018
Approval Authority	DVC Enterprise Services

## 1 Purpose

This is the central steering committee established by the Vice-Chancellor and reporting to the Vice-Chancellor's Committee. It deals with policy and procedural matters affecting work areas and personnel throughout the University. Workplace Health and Safety (WHS) issues which cannot be resolved locally may be referred to this committee for advice. Additionally this committee has an oversight role to ensure local issues that have wider implications are raised to the appropriate level.

## 2 Responsibilities

The responsibilities of the University Safety Committee under delegation from the Vice-Chancellor shall be:

- to encourage an active interest in workplace health and safety among University employees;
- to review and endorse safety policy, standards and procedures;
- to support the provision of information, education and training for employees, students, contractors and visitors to the University;
- to review the circumstances surrounding incidents referred to the Committee and making recommendations;
- to respond to recommendations from area workplace health and safety committees;
- to develop and maintain the mechanisms for resolution of workplace health and safety issues; and
- to make recommendations to the Vice-Chancellor on matters concerning workplace health and safety at USQ.

### **3 Authority**

The Vice-Chancellor authorises the Committee, within the scope of its responsibilities, to:

- perform activities within its terms of reference;
- review all incident and hazard reports;
- review all minutes from area safety committee meetings; and
- re-open incident and hazard reports.

### **4 Membership**

The membership of the University Safety Committee shall consist of:

Members appointed by the Deputy Vice-Chancellor (Enterprise Services):

- Deputy Vice Chancellor (Enterprise Services), (Chair)
- Manager, Safety and Wellbeing (Secretary)
- Senior Safety Coordinator, Safety and Wellbeing,
- Executive Director, Campus Services.

Appointed divisional members:

- One (1) representative appointed by the Deputy Vice-Chancellor for Academic Division.
- One (1) representative appointed by the Deputy Vice-Chancellor Enterprise Services Division.
- One (1) representative appointed by the Deputy Vice-Chancellor Research and Innovation Division.
- One (1) representative appointed by the Deputy Vice-Chancellor Students and Communities Division.

Elected members:

- One (1) elected Health and Safety Representative from Campus Services Division.
- One (1) elected Health and Safety Representative from Enterprise Services.
- One (1) elected Health and Safety Representative from Research and Innovation Division.
- One (1) elected Health and Safety Representative from Students and Communities Division
- Two (2) elected Health and Safety Representatives from Academic Division {One (1) each from HES and BELA}
- One (1) elected member from Springfield Campus
- One (1) elected member from Ipswich Campus; and

- One (1) elected Student Representative

## **5 Role of Appointed Divisional Representatives**

The representatives appointed by the Deputy Vice-Chancellors/ Executive Directors for each division should be a senior member of their respective division level or area safety committee and should ideally be the Chair of that Committee.

The appointed divisional representatives are to provide a report at each meeting of the University Safety Committee detailing safety issues within their division. The report is to include the minutes from their division or area safety committee.

## **6 Term of Office**

Elected Health and Safety Representatives shall remain members of the Committee whilst they hold the office of Health and Safety Representative for their designated workgroup in accordance with section 64 of the Work Health and Safety Act 2011. The period of office is normally three years and they are eligible for re-election.

The period of office for appointed representatives is three years however, the term may be varied by the relevant appointing authority.

The period of office for the elected Student Representative is three years.

## **7 Meetings**

The University Safety Committee will meet at least five times per year.

## **8 Ethical Practices, Confidentiality And Independence**

Members of the Committee are to:

- exercise objectivity, and probity in the discharge of their duties and responsibilities;
- refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
- act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities;
- exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
- ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest; and
- disclose to the Committee any matter, which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest.

## 9 Secretary

The Manager, Safety and Wellbeing, acts as Secretary to the Committee.

## 10 Review of Terms of Reference

These Terms of Reference to be reviewed annually by the Vice Chancellor's Committee to ensure they remain consistent with the Committee objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to the Deputy Vice-Chancellor (Enterprise Services) for approval.

### Modification History

<b>Date</b>	<b>Source</b>	<b>Details</b>
29 Feb 2016	Manager USQSafe	Updated version approved by the Vice-Chancellor 29/2/2016 after consultation and amendment through VCC on 10 Feb 2016
31 Oct 2017	Rob Holmes	Update TOR to allow for changes in structure and the introduction of Enterprise Services