

# UON Health and Safety Guideline: HSG 8.2

## Health and Safety Committees



### 1. Purpose

This document describes the purpose and functions of University Health and Safety Committees.

### 2. Scope

This document applies to University Health and Safety Committees.

### 3. Definitions

In the context of this the Health and Safety Management System Framework the following definitions apply:

- (a) **Employee Representative** means a Worker who is elected or nominated by the Workers of a Work Group to be their representative and voice on a Health and Safety Committee.
- (b) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.
- (c) **Hazard** means a situation, condition, state of affairs or event that exposes a Worker to a risk to his or her health or safety during the course of work.
- (d) **Health and Safety Documentation** means the policies, elements, guidelines and related documentation which form the University's Health and Safety Management Framework.
- (e) **Incident** means an unplanned event that caused, or could have caused, an illness or injury to a Worker. Near misses are classified as incidents.
- (f) **Leader/Supervisor** means any member of the University who is responsible for supervising staff and/or for undergraduate or postgraduate students and/or for leading research projects.
- (g) **Manager Representative** means a member of a Health and Safety Committee who is a Leader or Supervisor who can make decisions and provide management feedback on issues raised.

- (h) **Work Group** means a group of Workers who belong to a particular discipline, unit, team, or location at the University and who are represented by a member who sits on a Health and Safety Committee;

## **4. Responsibilities**

### **4.1 Executive Committee**

The Executive Committee should ensure that appropriate processes, information and support is offered to University Health and Safety Committees to ensure that they operate as an effective forum for consultation with Workers on workplace health and safety matters.

### **4.2 Leaders and Supervisors**

Leaders and Supervisors should:

- (a) Ensure that Faculty, Division and Regional Health and Safety Committees are established for Work Groups within their area of responsibility;
- (b) Ensure that there are Management Representatives on the Faculty, Division or Regional Committee;
- (c) Ensure that all Committee members receive training to enable them to undertake the duties required of their participation in the Health and Safety Committee;
- (d) Ensure that each Work Group is properly represented on the Faculty, Division or Regional Committee and that Committee members have sufficient time to devote to any workplace health and safety matters related to the Committees' activities;
- (e) Attend meetings periodically (if not a Manager Representative) to provide feedback on health and safety issues, support and encouragement;
- (f) Monitor the effectiveness of the Faculty, Division or Regional Committee within their area of responsibility by reviewing agreed frequency of meetings, attendance of Committee members; and
- (g) Review Faculty, Division or Regional Health and Safety Committee meeting minutes relevant to their area of responsibility and support corrective actions that arise from discussions during the meetings.

### **4.3 Health & Safety Team**

The Health and Safety Team should:

- (a) Attend Faculty, Division and Regional Health and Safety Committee meetings regularly to monitor how the Committee is functioning and to provide direction and feedback on issues;
- (b) Monitor Committee meeting frequency and report on key performance issues to the Executive Committee meetings; and
- (c) Provide relevant reports for discussion at Committee meetings.

#### **4.4 Workers**

Workers should:

- (a) Regularly engage with the Employee Representative for their Work Group on health and safety matters so the Representative can raise the matter at the Faculty, Division or Regional Committee meeting; and
- (b) Read the Faculty or Division Health and Safety Committee minutes for their Work Group when they are posted to keep informed on health and safety matters.

## **5. Guidelines**

### **5.1 Establishing Health and Safety Committee**

- (a) A Health and Safety Committee should be established to represent each Faculty, Division and Region of the University.
- (b) Each Work Group within a Faculty, Division or Region should be represented on the Health and Safety Committee by an Employee Representative.
- (c) Manager Representatives of a Faculty, Division or Regional Health and Safety Committee will be representative of the Work Groups within the Faculty, Division or Region, and should facilitate the decision making process of the Committee, provide feedback on issues and monitor implementation of corrective actions.
- (d) All Faculty, Division and Regional Health and Safety Committee members should receive training from the Health and Safety Team through information sessions.
- (e) Wherever possible, membership of a Faculty or Division Health and Safety Committee should comprise equal numbers of Manager and Employee Representatives. The number of Manager Representatives should not exceed the number of Employee Representatives.

- (f) Wherever possible the Chairperson of the Faculty, Division or Regional Health and Safety Committee should be an Employee Representative.
- (g) Each Faculty or Division Health and Safety Committee should prepare Terms of Reference (see Attachment 3) which outlines the operation of the Committee and includes:
  - (i) the Committee size and breakdown of representation;
  - (ii) the quorum for a meeting;
  - (iii) meeting frequency and time;
  - (iv) preparation of agenda items; and
  - (v) timing and distribution for circulating minutes.
- (h) A Health and Safety Committee has been established for the University with each Faculty, Division and Region represented by the Chairpersons of the Faculty, Division and Regional Health and Safety Committees and nominated Manager Representatives. This Committee provides oversight of health and safety matters across the University and monitors the issues arising from the Faculty, Division and Regional Committees. The Chairperson of the University Health and Safety Committee reports periodically to the Executive Committee.

## **5.2 Functions of a Health and Safety Committee**

The functions of University, Faculty, Division and Regional Health and Safety Committees would usually include:

- (a) Involvement in workplace health and safety inspections of the relevant work areas;
- (b) Promotion of workplace health and safety awareness within the relevant Work Groups represented on the Committees;
- (c) Reviewing any proposed changes to the workplace or work processes which could affect health and safety for the represented Workers;
- (d) Providing input into health and safety education and training plans for the University, Faculty, Division or Region;
- (e) Recommending corrective actions where hazards are identified or when the occurrence of incidents or near misses indicate that current risk controls are inadequate;

- (f) Assisting with the review of health and safety documentation;
- (g) Reviewing the outcome of investigations into workplace incidents, injuries, illnesses and near misses and making additional recommendations for corrective actions if necessary;
- (h) Reviewing risk assessments of existing, new, or modified, systems of work, processes, equipment, substances, and plant;
- (i) Following up on the implementation of health and safety improvements recommended by the Committee or from reports; and
- (j) Provide input to health and safety action planning for the work area represented by the Committee e.g. University, Faculty, Division or Region.

### **5.3 Committee Meeting Frequency**

- (a) The University Health and Safety Committee meets every two months.
- (b) Faculty, Division and Regional Health and Safety Committee meetings should be held, as a minimum, every 3 months, or more frequently depending on the risk of the Faculty, Division or Regional activities.
- (c) Additional Committee meetings should be called, as and if necessary, to address immediate serious health and safety issues.

### **5.4 Agendas**

- (a) An agenda should be prepared prior to a Health and Safety Committee meeting, and should include the items listed in the attached template (see Attachment 1).
- (b) New business items for the agenda should be submitted to the Chairperson prior to the Committee meeting, so they can be included in the agenda.
- (c) Sufficient information should be provided to Health and Safety Committee members for “New Business” items, to enable members to adequately prepare e.g. discussion with Workers prior to the meeting; researching information on the topic.
- (d) The agenda should be issued to all members prior to the Health and Safety Committee meeting.

## 5.5 Meeting Minutes

- (a) Minutes of University, Faculty, Division or Regional Health and Safety Committee meetings should be recorded. The template in Attachment 2 can be used for this purpose. For each action raised the following information can be recorded:
  - (i) Member raising the issue;
  - (ii) The date raised;
  - (iii) Person responsible for the action;
  - (iv) Target date by which the action will be completed.
- (b) If a target date exceeds 90 days, the item should be highlighted to the Faculty or Division Health and Safety Committee at the next meeting.
- (c) Copies of minutes should be distributed to all University, Faculty, Division and Regional Health and Safety Committee members and others on the Committee distribution list e.g. other Leaders and Supervisors in the Faculty or Division; and the Health and Safety Team. Copies should also be made available to all Workers in the Faculty, Division or Region by posting on employee notice boards or other local arrangements for communication.

## 5.6 Chairperson and Deputy Chairperson

The members of a Health and Safety Committee should elect a Chairperson and a Deputy Chairperson. The Chairperson should have the experience and knowledge to be able to conduct meetings, including:

- (a) Facilitating a meeting;
- (b) Summarising decisions and making sure that actions and time frames are recorded;
- (c) Ensuring the Committee carries out its functions;
- (d) Identifying local issues that arise and making recommendations when they need to be resolved at a senior management level;
- (e) Scheduling the Committee meeting dates in consultation with Committee members;

- (f) Ensuring the replacement of a Committee member when a resignation of a Committee member is submitted; and
- (g) Prioritising the items on the agenda and keeping control of time limits for discussion.

The Deputy Chairperson should perform the duties of the Chairperson in their absence.

## **5.7 Secretary**

The members of a Faculty or Division Health and Safety Committee should elect a Secretary, whose role includes:

- (a) Seeking feedback from committee members prior to each meeting to identify matters arising from their Work Group that need to be included in the agenda;
- (b) Preparing and circulating the agenda prior to each Committee meeting;
- (c) Recording the minutes of the Committee meeting, preferably using the template in Attachment 2;
- (d) Reviewing and approving the minutes of each Committee meeting with the Chairperson prior to distribution;
- (e) Distributing minutes of Committee meetings; and
- (f) Maintaining the minute format (see Appendix 2).

## **6. References**

[UON HSG 8.1 Consultation and Communication](#)

[UON HSG 7.1 Incident Notification and Investigation](#)

[UON HSG 4.1 H&S Risk Management](#)

[UON HSG 10.1 Inspections and Testing](#)

## **7. Attachments**

1. H&S Committee Meeting Agenda Template
2. H&S Committee Minutes Template
3. H&S Committee Terms of Reference Example

## **Attachment 1.**

### **H&S COMMITTEE AGENDA TEMPLATE**

- 1. Apologies for non-attendance & welcome to new members**
- 2. Acceptance of previous minutes**
- 3. Review of business arising from previous minutes**
- 4. Health and safety performance reports**
  - Inspections conducted – issues/hazards arising;
  - Outstanding unresolved actions > 90 Days;
  - Recorded incidents:
    - Incident review/frequency rates;
    - Reported Injuries;
    - Hazard reports.
  - Committee attendance record;
  - Internal and external reports e.g. Associate Director H&S report; audit outcomes;
  - Workplace health and safety promotions.
- 5. Training Review**
- 6. Review of changes to systems, equipment and legislation that may impact employee health and safety**

List all items not discussed at previous meeting
- 7. Review of submitted reports**

e.g. Health and Safety Team report; minutes from other H&S Committees, audit reports
- 8. New Business**

Items to be submitted to secretary in accordance with the H&S Committees documented Term of Reference.
- 9. Meeting close & confirm date and time of next meeting**



## Attachment 2. H&S Committee Minute Template

<b>H&amp;S Committee Minutes – Enter Name of Committee</b>					
Date:					
Time:					
Location:					
Chairperson:					
Secretary:					
Attendees:					
Representatives:		Representatives:			
Enter employee health & safety representative's names here.		Enter management health & safety representative's names here.			
Apologies: Enter names of H&S Committee members who have provided attendance apologies for a particular meeting.					
CC Minutes: Enter names of stakeholders who are not members of the H&S Committee but should receive copies of H&S Committee Meeting minutes, e.g. relevant Department Heads, H&S Team members.					
Item No.	Discussion Items and Actions	Raised By	Date Raised	Responsible Person(s)	Target Date
1.0	<b><u>Apologies &amp; Welcome</u></b> Apologies noted. Welcome to any new representatives.				
2.0	<b><u>Acceptance of Previous Minutes</u></b>				
3.0	<b><u>Previous Business</u></b>				
3.1	Review of items carried over from previous meetings. Completed items should be identified noting the actions completed. The item should be updated to “completed” in the “Target Date” column before being removed from the minutes at the next meeting. Unresolved items will be noted and actions determined to ensure implementation. <b>Action Point:</b> Action items should be briefly and individually stated <b>Please note “<u>action items</u>” are to be addressed by the target date</b>				

	<b>Discussion Items and Actions</b>	<b>Raised By</b>	<b>Date Raised</b>	<b>Responsible Person(s)</b>	<b>Target Date</b>
<b>4.0</b>	<b><u>Performance Against Health and Safety Objectives and Targets</u></b>				
<b>4.1</b>	<b>Inspection Status Report.</b> Review of workplace inspections due and conducted.				
<b>4.2</b>	<b>Outstanding Unresolved Issues &gt;90 Days</b> Enter issues/items that have not been resolved by the target date (does not include items where the Committee has agreed to extend target dates) and may need assistance to resolve.				
<b>4.3</b>	<b>Recorded Incidents</b> Enter details of incidents recorded during the period in review and corrective actions <b>Learning from Incidents:</b> Enter any identified trends and suggestions/assignments or action points identified to address them				
<b>4.4</b>	<b>Reported Hazards</b> Enter all reported hazards with outstanding actions to be monitored by the committee and ensure department Hazard Registers have been reviewed and are up-to-date.				
<b>4.5</b>	<b>Security Incident Report</b> Enter any Security items with health and safety implications.				
<b>4.7</b>	<b>Committee Attendance</b> Monitor committee attendance and enter any comments or action points arising.				
<b>4.8</b>	<b>Workplace Health and Safety Promotions</b> Enter items currently underway or proposed to promote a healthy and safe culture				
<b>5.0</b>	<b>Training Spotlight</b> Review H&S training requirements for employees and students and suggest appropriate courses e.g. Hazard identification, risk assessments & risk controls. e.g. Incident reporting, investigation and corrective actions.  Record the training conducted in the review period and the material covered.				

	<b>Discussion Items and Actions</b>	<b>Raised By</b>	<b>Date Raised</b>	<b>Responsible Person(s)</b>	<b>Target Date</b>
<b>6.0</b>	<p><b><u>Review of Changes to Systems &amp; Equipment and Legislation that May Impact Employee Health &amp; Safety</u></b></p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• New items</li> <li>• Items discussed at previous meetings to review actions taken</li> </ul>				
<b>7.0</b>	<p><b><u>Review of Submitted Reports</u></b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>				
<b>8.0</b>	<p><b><u>New Business</u></b></p> <p>Record all items of new business. These items should be carried forward to item 3 (Previous Business) at the next committee meeting.</p>				
<b>8.1</b>					
<b>8.2</b>					
<b>8.3</b>					
<b>9.0</b>	<p><b>Meeting Closed at:</b></p> <p><b>Next Meeting Date and Time:</b></p> <p><b>Location:</b></p>				

## **Attachment 3. H&S Committee Term of Reference Example**

### **AIM**

To explore and facilitate the communication and resolution of health & safety items brought before the Committee. To assist in the development of health and safety policies, procedures and programs that promote and contribute to workplace health and safety.

### **FUNCTION**

- Involvement with inspections of the site e.g. monthly or following an incident.
- Promote health and safety awareness to all represented employees.
- Review the details of any proposed changes to the workplace or work processes which could affect health and safety.
- Provide input to recommending H&S education and training plans to assist in the management of hazards and prevention of incidents.
- Recommend corrective actions where new hazards are identified or when the occurrence of incidents indicates that current risk controls are inadequate.
- Assist with reviewing and providing feedback on UON H&S Procedures when new Procedures are circulated for feedback or when periodic reviews of current Procedures are being conducted.
- Review the outcome of investigations into recent workplace incidents, injuries, illnesses and near misses. Make additional recommendations for corrective actions if necessary.
- Review hazard and risk assessments of existing, new, or modified, systems of work, processes, equipment, substances, and plant.
- Follow up to monitor implementation of recommended improvements.
- Provide input to Faculty/Division health and safety action planning.

### **SCOPE**

The workplace H&S committee represents the health and safety needs of all staff working at the Faculty/Division. Where possible, all health and safety issues should first be discussed with local supervisors before being referred to the committee.

### **SIZE & MEMBERSHIP**

The workplace H&S committee will consist of equal numbers of employees and managers with all Work Groups represented. Committee membership tenure is for 2 years or in the following circumstances:

- An representative leaves the University; or

- Is no longer a member of their Work Group; or
- An employee representative Is promoted into a position of management; or
- Withdraws from their position, or
- Is no longer a permanent staff member.

All committee members must attend 80% of scheduled meetings, subject to extraneous circumstances. Where committee members cannot attend meetings, apologies must be given, and a proxy person arranged to attend.

Details of committee members shall be recorded and posted on employee notice boards.

## **OFFICE HOLDERS**

The committee will elect the office holders at a scheduled committee meeting. Only committee members will be entitled to vote. The following positions must be filled:

- Chairperson – ensures discussion follows agenda items.
- Deputy Chairperson – takes the place of the Chairperson in their absence.
- Secretary – prepares the meeting agenda, minutes and meeting schedule, books a suitable meeting room and other administrative duties as required by the committee.

## **MEETINGS**

### ***Frequency and Time***

The Committee will meet on the 3<sup>rd</sup> Wednesday of every second month from 2:00-3:00 (for example).

### ***Decision Making***

All decisions shall be made by a majority vote of attending committee members (the conditions for a quorum must be met). Each committee members vote counts for one.

### ***Minutes***

The Secretary will prepare the minutes and distribute them within 5 working days of a meeting to all committee members and relevant Managers and for posting copies of minutes on notice-boards in the area. Minutes will be approved by the Chairperson and relevant others prior to distribution and passed at the next Committee Meeting.

### ***Agenda***

The Secretary will prepare the agenda and distribute it at least 5 working days prior to meetings to all committee members. New business items and apologies are to be submitted to the Secretary at least 7 working days prior to meetings. The agenda is approved by the Chairperson prior to circulation.

### ***Quorum***

For a meeting to be held, at least 3 employee representatives and 3 manager representatives (including either the Chairperson or deputy) must be present.

### ***Extraordinary Meetings***

An extraordinary meeting to consider an urgent item of business may be called by the Chairperson or if requested by not less than half of the Committee members.

### ***Postponing Meetings***

A scheduled meeting may be postponed at the discretion of the Chairperson if matters on the agenda cannot be addressed due to unforeseen circumstances. The meeting must be re-scheduled within ten working days of the original meeting date.

### ***Non-Members***

Non-members (guests) may be invited to attend Committee meetings following Chairperson's approval.

### ***Circulation of Information between Meetings***

Information to be communicated to all committee members, e.g. minutes and agenda, shall be distributed by the Secretary via email and hardcopy where email is not available. Employee representatives will arrange to communicate meeting outcomes to their Work Group colleagues. For example, via notice boards, attendance at departmental meetings, email, mail.

### ***Non-Attendance***

Committee Members whom have continued absences from scheduled meetings will be approached by the chairperson with a view to discussing continued membership.

## **CHANGES TO THE TERMS OF REFERENCE**

Changes to the Terms of Reference shall be submitted in writing to a full representation of the committee and be approved by a majority vote.